

# Patrick Henry Community College

ACADEMIC CATALOG 2017-2018



# 2017-2018 Academic Calendar

## Summer Session 2017

<b>Early-Bird Registration for Summer &amp; Fall 2017 Begins</b> .....	<b>Monday, April 3</b>
First day for Bookstore purchases utilizing financial aid .....	Monday, May 15
<b>Open Advising and Registration Summer 2017</b> .....	<b>Thursday-Friday, May 18-19</b>
Classes Begin .....	Monday, May 22
Last day to register/add a course .....	Monday, May 22
Last day for registered students to change a course .....	Wednesday, May 24
Holiday (college closed) .....	Monday, May 29
Last day to drop a course to receive a refund .....	Friday, June 2
Last day for Bookstore purchases/refunds utilizing financial aid.....	Friday, June 2
Holiday (no classes) .....	Monday-Friday, July 3-7
Last day to drop a course without grade penalty or to change from credit to audit .....	Monday, July 10
Last day of classes .....	Monday, August 7
Exam Days .....	Tuesday-Wednesday, August 8-9
Grades due.....	9:00 a.m., Friday, August 11

## Fall Semester 2017

<b>Early-Bird Registration for Fall 2017 Begins</b> .....	<b>Monday, April 3</b>
First day for Bookstore purchases utilizing financial aid .....	Wednesday, August 16
College Wide In-service & Planning.....	Wednesday-Thursday, August 16-17
Classes Begin .....	Friday, August 18
Last day to register/add a course .....	Friday, August 18
Last day for registered students to change a course .....	Monday, August 28
Holiday (college closed) .....	Monday, September 4
Last day to drop a course to receive a refund .....	Thursday, September 7
Last day for Bookstore purchases/refunds utilizing financial aid.....	Thursday, September 7
Faculty In-Service (no classes) .....	Tuesday, October 24
Last day to drop course without grade penalty or change from credit to audit .....	Mon, October 30
<b>Advising &amp; Registration Kickoff for Spring 2018</b> .....	<b>Wednesday, November 1</b>
Faculty In-service (no classes) .....	Wednesday, November 22
Holiday (college closed) .....	Thursday-Friday, November 23-24
Last day of classes .....	Thursday, December 7
Open Advising and Registration for Spring 2018 (no classes) .....	Friday, December 8
Exams .....	Monday-Friday, December 11-15
Grades due.....	9:00 a.m., Tuesday, December 19
Faculty Research .....	Tuesday-Friday, December 19-22

## Spring Semester 2018

First day for Bookstore purchases utilizing financial aid .....	Tuesday, January 2
College Wide In-service & Planning.....	Tuesday-Wednesday, January 2-3
Classes Begin .....	Thursday, January 4
Last day to register/add a course .....	Thursday, January 4
Last day for registered students to change a course .....	Friday, January 12
Holiday (college closed) .....	Monday, January 15
Last day to drop a course to receive a refund .....	Thursday, January 25
Last day for Bookstore purchases/refunds utilizing financial aid.....	Thursday, January 25
Last day to drop course without grade penalty or to change from credit to audit .....	Thur. March 9
Spring Break (no classes).....	Monday-Friday, March 12-16
<b>Advising Kickoff for Summer and Fall 2018</b> .....	<b>Monday, April 2</b>
Open Advising/Registration for Summer/Fall 2018 (no classes) .....	Thursday-Friday, April 19-20
Last day of classes .....	Monday, April 30
Exams .....	Tuesday-Friday, Monday, May 1-4, 7
Grades due.....	9:00 a.m., Wednesday, May 9
Faculty Research .....	Thursday-Friday, Monday-Tuesday, May 10-15
Graduation .....	10:00 a.m., Saturday, May 12

## Message from the President

*Welcome Patriots!*

Welcome to Patrick Henry Community College!  
We are excited to have you here - the most beautiful community college campus in the Commonwealth of Virginia.

Teaching and learning are paramount at PHCC and, quite simply, the heart of everything we do to serve our community. We have a vast array of academic programs and opportunities to create a better career and future for you and your family.

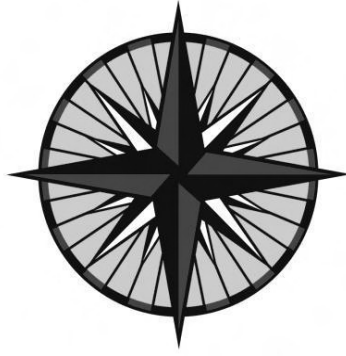
To promote a culture of integrity and respect for students and employees, PHCC develops, nurtures, and sustains an engaged, diverse, and talented workforce. Our employees are here to serve our students, to support them in all of their educational endeavors, and to motivate them to reach their goals.

We effectively communicate and collaborate with both internal and external stakeholders. We continuously seek to foster relationships and build partnerships that enhance the success and quality of life of all our constituents. We are a “community” college and we attempt to create programs and a workforce that best serves Martinsville, Henry County, and Patrick County.

The best advice I can give to students is to take full advantage of everything PHCC has to offer. We are here to make certain that you have a better future than when you arrived. *You are PHCC....and we are proud to have you as a Patriot!*



Angeline Godwin  
President



## Main Campus

645 Patriot Avenue, Martinsville, Virginia 24112  
(Route 174 to College Drive)  
(276) 638-8777

## Visit our Extended Campus Locations

### Dalton IDEA Center

26 Fayette Street, Martinsville, Virginia 24112  
(276) 656-5461

### Automotive & Auto Body Technology Center

Martinsville City Public Schools, Chester Lane Vocational Building  
200 Hospital Drive, Martinsville, Virginia 24112 (276) 403-5712

### PHCC-Patrick County Site

212 Wood Brothers Drive, Stuart, Virginia 24171 (276) 694-8778

### Virginia Motorsports Technology Center

#### The Racing College of Virginia

67 Motorsports Drive, Martinsville, Virginia 24112 (276) 656-0292

PHCC Website: [www.patrickhenry.edu](http://www.patrickhenry.edu)

*The statements and provisions in this catalog are not to be regarded as a contract between the student and the college that cannot be recalled. The college reserves the right to change, when warranted, any of the provisions, schedules, programs, courses or fees, as might be required. Supplements may be issued to this catalog as considered necessary by the college.*

The Patrick Henry Community College Catalog is published by Patrick Henry Community College.

Patrick Henry Community College does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Affirmative Action Coordinator, Francis T. West Hall, room 148, (276) 656-0214.

# TABLE OF CONTENTS

Academic Calendar	
Message From The President	
Campus Locations	
General Information .....	7
Types of Programs Offered.....	8
PHCC Foundation .....	9
Learning Resource Center/Library .....	9
❖ Testing Center	
❖ Writing Center	
❖ Math Lab	
❖ Student Services	
❖ Student Support Services	
❖ SAILS (Student Assistance and Intervention for Learning Success)	
Admissions Information.....	13
Tuition and Fees.....	18
Financial Assistance Information .....	19
Scholarships and Awards.....	20
Veteran Information .....	29
Academic Information .....	31

## Programs of Study

### Advanced Manufacturing and Skilled Trades

General Engineering Technologies AAS.....	46
Computer Aided Drafting & Design (CADD) CERT	
Advanced Manufacturing CSC	
Industrial Electronics Technology AAS .....	52
Industrial Controls CSC	
Industrial Maintenance Electronics CSC	
Residential/Commercial/Industrial Electrician CSC	
Technical Studies: Motorsports Technology AAS.....	56
Motorsports Technician CSC	
Industrial Welding CERT .....	59
Welding CSC	
Career Studies Certificates .....	61
Culinary Arts CSC	
Culinary and Hospitality Management CSC	
High-Demand Occupational Programs for Employment:	
Customer Service CSC	
High-Demand Occupational Programs for Employment:	
Food Service CSC	
High-Demand Occupational Programs for Employment:	
Logistics CSC	
Logistics Supervision CSC	

### The Arts

General Studies AA&S .....	63
Specialization: Media Design & Production AA&S.....	65
Media Design & Production CSC	
Specialization: Music AA&S.....	67
Specialization: Performing Arts AA&S.....	69
Theatre Arts CSC	
Specialization: Visual Arts AA&S.....	71
Art Studies CSC	

### Business

Business Administration AA&S .....	73
Business Technology .....	75
Major: Accounting AAS	
Bookkeeping CERT	
Major: Administrative Support Technology AAS .....	78
Clerical Studies CERT	
Office Assisting CSC	
Specialization: Medical Office AAS.....	81
Medical Transcription CSC	
Office Assisting CSC	

Major: Management AAS.....	85
General Business CERT	
Management Assistant CSC	
Supervision CSC	
Specialization: Culinary & Hospitality Management AAS .....	88
Specialization: Entrepreneurship/Small Business AAS.....	90
Entrepreneurship/Small Business Management CSC	
Legal Assisting AAS .....	93
<b>Health Sciences &amp; Public Safety</b>	
Administration of Justice AAS .....	95
Justice Studies CSC	
Emergency Medical Services .....	97
Major: Paramedic AAS	
Emergency Medical Technician: Paramedic CSC	
Emergency Medical Technician: Intermediate CSC	
General Studies	
Specialization: Criminal Justice AA&S.....	102
Health Technology: Nursing AAS.....	104
Science	
Specialization: Medical Science AA&S.....	108
Specialization: Pre-BSN AA&S.....	110
Specialization: Health Science AAS ( <i>pending approval</i> ) .....	112
Practical Nursing CERT .....	114
Health Technology: Pre Nursing CSC.....	117
Health Technology: Emergency Medical Services CSC.....	119
( <i>pending approval</i> )	
Therapeutic Massage CERT.....	121
Nurse Aide Training CSC.....	123
Pharmacy Technician CSC .....	125
Health Technology: Wellness CSC ( <i>pending approval</i> ) .....	127
<b>Information Technology</b>	
General Studies	
Specialization: Information Technology AA&S .....	129
Information Systems Technology AAS .....	131
Networking and Cybersecurity CSC	
Computer Service Technician CSC	
Cybersecurity CSC	
Internet Service Webmaster CSC	
Specialization: Accounting Information AAS.....	138
Specialization: Game Design & Development AAS.....	140
Specialization: Internet Services AAS .....	142
Internet Webmaster CSC	
<b>Transfer Studies &amp; Education</b>	
Education Assisting AAS.....	145
Early Childhood Education CERT	
Early Childhood Instruction CSC	
Infant & Toddler Care CSC	
General Studies AA&S.....	149
Specialization: Human Services AA&S.....	151
Specialization: Recreation, Parks & Leisure Studies AAS.....	153
Specialization: Teacher Education Preparation AAS.....	155
Science AA&S .....	157
General Education CERT .....	159
Developmental Prerequisites .....	161
Electives .....	163
Course Descriptions .....	166
Workforce, Economic, and Community Development .....	192
Personnel .....	211
Student Handbook .....	221
Index .....	243



# Patrick Henry Community College

## GENERAL INFORMATION



Blank



# The College

Patrick Henry Community College (PHCC) is one of 23 community colleges in Virginia. Patrick Henry was founded in 1962 as a two-year branch of the University of Virginia's School of General Studies and became an autonomous two-year college of the university two years later. The college enrolled its first students in the old Northside Elementary School in Martinsville and moved to its present campus in the fall of 1969 with the completion of the administration building. The Learning Resource Center was completed in the spring of 1971, and the college became part of the Virginia Community College System on July 1, 1971.

As a community college, PHCC has continued to grow. New programs have been added and programs have expanded. William F. Stone Hall, the health, physical education and wellness center, was completed in the spring of 1974 and dedicated to the memory of the late Senator William F. Stone. A division offering occupational and technical programs and courses was established in 1976. In the spring of 1985, A. L. Philpott Hall was completed in order to better serve growing programs to train a competent workforce. An addition to A.L. Philpott Hall was completed in the fall of 1995. The Walker Fine Arts/Student Center was completed in 1990 and dedicated to the memory of Robert Lee Walker and Samuel Stanhope Walker. In 1999, the administration building was named Francis T. West Hall, and the J. Burness Frith Economic Development Center was completed and dedicated to the memory of the late J. Burness Frith.

In order to improve accessibility to college classes, classes are offered at sites in Uptown Martinsville, Patrick County, and through distance education.

By responding rapidly and effectively to meet community needs and through continuous growth, PHCC seeks to fulfill the purposes assigned to it by the 1966 General Assembly that established the Virginia Community College System.

## Accreditation and Recognition

Patrick Henry Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, Telephone number 404-679-4501) to award the associate degree.

As a member of the Virginia Community College System, Patrick Henry Community College is approved by the State Board for Community Colleges; the associate degree curricula offered in the college have also been approved by the State Council of Higher Education for Virginia. The college is a member of the American Association of Community Colleges and is an Achieving the Dream Leader College. The EMS Paramedic program is approved by the Commission on Accreditation of Allied Health Education Programs. The nursing program is approved by the Virginia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing. The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs.

## Mission

PHCC is a comprehensive community college committed to enriching the quality of life in its service region through academic excellence, student success, workforce development, community engagement, and lifelong learning.

## Vision

Student success **IS** Patrick Henry Community College.

## Core Values

PHCC values excellence, innovation, diversity, and continuous improvement. We demonstrate these values in the following ways:

- 1. Teaching and Learning.** Teaching and learning are paramount at PHCC and simply the heart of everything we do.
- 2. Integrity and Respect.** Our people are our most valuable asset. To promote a culture of integrity and respect for students and employees, PHCC develops, nurtures, and sustains an engaged, diverse, and talented workforce.
- 3. Communication and Collaboration.** We effectively communicate and collaborate with both internal and external stakeholders. Furthermore, we seek to foster relationships and build partnerships that enhance the success and quality of life of all constituents.

## Types of Programs Offered

In order to fulfill the mission and vision, the college offers program of instruction in:

**Occupational/Technical Education.** The occupational and technical programs are designed to meet the increasing demand for technicians, semi-professional

workers and skilled craftsmen for employment in industry, business, the professions and government. The curricula are planned primarily to provide workers for the region served by the college.

**College Transfer Education.** College transfer programs include college freshman and sophomore courses in the arts and sciences and in pre-professional education designed to meet standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.

**Developmental Education.** A developmental education program is offered to prepare individuals for admission to an applied science and engineering technology curriculum or to a college transfer curriculum. The program is designed to assist the individual with the development of the basic skills and understandings necessary to succeed in other college programs.

**Middle College.** Middle College is a college transition program offered to individuals aged 18 – 26 who need to attain a General Education Equivalency diploma (GED) and have a desire to pursue college coursework at PHCC. Students receive academic and career readiness training. Those who complete Middle College will earn a GED, National Career Readiness Certificate (NCRC), and one college credit for SDV 108. Students are assisted with the transition process to college upon the completion of the Middle College program. Middle College is FREE to all participants.

**Specialized Community Services.** The facilities and personnel of the college are available for specialized services to meet cultural and educational needs of the region. These services include special programs, cultural events, workshops, meetings, lectures, conferences, seminars and community projects designed to provide a variety of cultural and educational opportunities.

**General Education.** General education encompasses the common knowledge, skills, and attitudes required by each individual to be more effective as a person, a worker, a consumer and a citizen. VCCS degree graduates will demonstrate competency in the following general education areas:

**Communication:** A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will demonstrate the ability to:

1. understand and interpret complex materials;
2. assimilate, organize, develop, and present an idea formally and informally;

3. use standard English;
4. use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
5. use listening skills;
6. recognize the role of culture in communication.

**Critical Thinking:** A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:

1. discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
2. recognize parallels, assumptions, or presuppositions in any given source of information;
3. evaluate the strengths and relevance of arguments on a particular question or issue;
4. weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
5. determine whether certain conclusions or consequences are supported by the information provided;
6. use problem solving skills.

**Cultural and Social Understanding:** A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:

1. assess the impact that social institutions have on individuals and culture-past, present, and future; describe their own as well as others' personal ethical systems and values within social institutions;
2. recognize the impact that arts and humanities have upon individuals and cultures;
3. recognize the role of language in social and cultural contexts;
4. recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

**Information Literacy:** A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively (adapted from the American Library Association definition). Degree graduates will demonstrate the ability to:

1. determine the nature and extent of the information needed;
2. access needed information effectively and efficiently;
3. evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
4. use information effectively, individually or as a member of a group, to accomplish a specific purpose;
5. understand many of the economic, legal, and social

issues surrounding the use of information and access and use information ethically and legally.

**Personal Development:** An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to:

- a. develop and/or refine personal wellness goals;
- b. develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

**Quantitative Reasoning:** A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:

- a. use logical and mathematical reasoning within the context of various disciplines;
- b. interpret and use mathematical formulas;
- c. interpret mathematical models such as graphs, tables and schematics and draw inferences from them;
- d. use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- e. estimate and consider answers to mathematical problems in order to determine reasonableness;
- f. represent mathematical information numerically, symbolically, and visually, using graphs and charts.

**Scientific Reasoning:** A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:

- a. generate an empirically evidenced and logical argument;
- b. distinguish a scientific argument from a non-scientific argument;
- c. reason by deduction, induction and analogy;
- d. distinguish between causal and correlational relationships;
- e. recognize methods of inquiry that lead to scientific knowledge.

## PHCC Foundation

The Patrick Henry Community College Foundation is a not-for-profit foundation organized under Virginia law and is fiscally and organizationally separate from the college. Its purposes are to enhance community awareness of Patrick Henry Community College; to secure private contributions, bequests, and donations; and to account for, manage, and help appreciate monies or property submitted to the foundation.

The Foundation Board of Directors is composed of people from the college service area who represent positive leadership and community influence and who have expressed an interest and desire to use their influence on behalf of the college through the foundation.

### Purpose

The goals and objectives of the foundation:

- Support the programs of PHCC.
- Help to foster better understanding of the college and secure wide participation in cultural and community activities.
- Encourage potential students to attend the community's college.
- Raise support needed for students that cannot be funded by public money.
- Provide a means of a perpetual trusteeship of capital funds donated or to be donated to the college by individuals or organizations for programs or activities of benefit to the college and its community.
- Enhance the quality of education through acquisition of state-of-the-art equipment in academic and occupational- technical programs.
- Recognize and promote outstanding teaching and leadership in college activities.
- Develop special capital projects and facilities.
- Raise support for special projects relating to the college which cannot be funded by public money.
- Undertake any other activities that may be to the benefit of PHCC and its community.

### Learning Resource Center

The Learning Resource Center embraces the mission of the college and strives to support and strengthen the art of teaching and the process of learning as they affect students, faculty, staff, and the community. To this end, the Learning Resource Center (LRC) provides library, and instructional media services and a comprehensive

learning assistance program for students, faculty, and staff. Many of the services and functions of the LRC are open to community patrons. The LRC provides a broad base of services and materials reflective of user needs. Wireless Internet access is available throughout the library and Learning Resource Center. LRC staff members assist patrons in finding needed information, services, or equipment. The LRC has designed its functions to help students learn and teachers teach.

## Lester Library

The Lester Library provides a diverse collection of print and non-print resources, including books, periodicals, microforms, videos, DVDs, e-books, as well as access to over 100 full-text and bibliographic databases. Trained library staff is available to provide bibliographic instruction and research assistance both to students and community users. Registered students are able to access online resources from off-campus via a proxy server.

Students needing research assistance from off-campus sites can request help by e-mail, fax or phone. For after-hours or off-campus assistance, students can chat with a VCCS reference librarian through LRC Live, a Web-based reference service.

**Loan Policy.** The current loan policy is four weeks for books and 48 hours for videotapes and DVDs. In most cases, items may be renewed once, prior to the due date, either by phone or in person. Renewals are not allowed on overdue material or material on hold. Periodicals, reserve materials, and reference books are for in-library use only.

**Photocopy and Microfilm Printer Machines.** A coin-operated copy machine and a microfilm/microfiche reader printer are located on the second floor of the LRC. Photocopier charges are 10 cents per page. Microfilm/microfiche reader printer copies are free. The library cannot provide change.

**Library Card.** All patrons must present a library card in order to check out materials. The first card is issued free. However, a \$1 fee is charged for replacement of a lost or damaged card. To replace a card, the student must pay at the business office and bring a receipt to the library circulation desk.

**Overdue Policy.** Although the library does not charge fines for overdue material, patrons are encouraged to return library material on or before the due date. Patrons who have library material checked out beyond a specified due date are notified in writing or through e-mail by

staff. Students with overdue material are not allowed to checkout additional material, receive transcripts, certificates, diplomas, or degrees; nor will they be allowed to re-register. Community patrons with overdue material are not allowed to checkout additional library materials until overdue material are returned. All patrons with overdue materials may be subject to action taken by the business office in accordance with VA Code § 42.1-74. Habitual abuse of library policies may result in library privileges being suspended.

**Lost or Damaged Materials.** The cost for lost, stolen, or damaged library material will be assessed based on replacement value of the same or like materials.

**Virtual Library of Virginia (VIVA).** VIVA is a consortium of the 39 state-assisted, colleges and universities, the 32 independent Virginia institutions, and the Library of Virginia. VIVA's mission is to provide enhanced access to library and information resources and facilitate cooperation among institutes of higher learning. Through its VIVA membership, the Lester Library makes available a variety of full-text and bibliographic databases, free to students, faculty, staff and community researchers.

Details about VIVA and a list of its current database titles are available at <http://www.vivalib.org>.

**Interlibrary Loans.** As a member of the OCLC interlibrary loan network, the library can borrow materials from other OCLC member libraries within the state at no charge. Request for out-of-state materials are honored, where possible, although fees and restrictions may apply. To provide high quality document delivery, the library uses Ariel and Odyssey Internet transmission software. For additional information regarding library policies and resources, please see the Lester Library Web page.

## LRC Testing Center

Testing is provided for local PHCC students taking distance learning courses through the LRC Testing Center as well as legitimate makeup testing for students in face-to-face classes as instructed by individual faculty members and will proctor tests for other community college and senior institutions free of charge. The Testing Center also provides walk-in Virginia Placement testing for new students. Students living outside the Martinsville and Henry County area must find an acceptable proctor, fill out a Student-Proctor form, and submit to the Testing Center for approval at least one week prior to their test.

Appointments are not necessary for students taking tests in the Testing Center; however, it is the student's

responsibility to allow an adequate amount of time to complete a test before closing time. Tests will not be given out one hour before closing time. Current semester hours are posted on the college website. A picture ID is required before any test will be given.

## **Learning Laboratory**

The Learning Laboratory provides an array of academic support services to help students achieve academic success. The Lab provides instructional material that includes computer software; instructional media equipment; a computer lab, a make-up and distance learning testing service; numerous workshops and tutoring. The computer lab can be used as an open lab when not scheduled for special instructional purposes.

## **Tutoring**

Individual, group, and on-line tutoring is provided for most subjects free of charge to PHCC students. Tutoring services are located on the first floor of the Learning Resource Center. Certified tutors are available for support, encouragement, and enhancing the quality of education.

## **Writing Center**

The Writing Center offers individual as well as group tutoring sessions for students seeking guidance in their writing skills. The goal of the Writing Center is to aid in the development of the individual writer, teaching skills to help the writer become more self-sufficient. Trained tutors are available during lab hours. This service is offered at no cost to the student.

## **Byrd Math Lab**

The goal of the Byrd Math Lab is to provide math assistance to students in all levels of math offered by PHCC. The lab provides free individual and group tutoring. Walk-ins during regularly scheduled hours are the primary means of receiving math tutoring and are always welcomed; no appointment necessary. Scheduled appointments may be available for certain math classes upon request. Math assistance is guaranteed during the open lab hours. The college attempts to offer math tutoring during both day and evening hours to accommodate student schedules. Students should check the college webpage for current semester hours of operation.

## **Distance Learning**

PHCC offers a wide variety of distance learning courses, as well as a number of programs available totally in a distance learning format. The majority of distance

learning courses are web-based; however, the college delivers a few courses via compressed video or video conferencing. The compressed video courses are delivered to the college's off-campus sites and to other institutions within the Virginia Community College System. Web courses allow students to access the course using the Internet. Distance learning courses maintain the same integrity as traditional courses, but provide the course instruction in an alternate format. Distance learning courses are coordinated through the Division of Technology. Students are encouraged to complete an orientation to distance learning prior to beginning any of the college's web-based courses.

## **Student Assistance & Intervention for Learning Success (SAILS)**

SAILS is an early alert program designed to help students during the semester. It is a tool to inform students before they run into long-term academic trouble as well as give accolades for performing well in the class. When a student receives an email from their instructor or an advisor, they should read it carefully. These emails are to help increase communication as well as to refer students to resources that can help them succeed. In addition, students may receive a follow-up call, email, or postcard from a campus advisor/counselor. It is PHCC's goal to help students become successful in all of their classes.

## **Student Support Services**

Student Support Services is a federally funded grant program (TRIO Program) through the U.S. Department of Education. The Student Support Services office is located on the first floor of the Learning Resource Center Room 109. Students must apply to participate in the program and meet eligibility criteria. Eligible participants include first generation and low income students and students with disabilities. Free services for program participants include: tutoring; academic advising; financial aid assistance; study skills assistance; cultural and social activities; assistance with transferring to a four-year college or university, including campus visits; and support services and accommodations for a disability (physical, mental, or learning).

## **Resources for Students with disabilities**

disAbility resources and accommodations are available to allow the full participation of students with disabilities in all programs and services of the college. disAbility resources may include, but are not limited to, the following: facilitating physical accessibility on campus; academic degree or course requirements may be modified in certain instances to ensure full participation; alternate methods of

testing and evaluation are available for students whose disability require such methods; and, auxiliary aids and services are available for students with impaired sensory, manual, speaking, or processing skills. Student Support Services is responsible for coordinating all disAbility resources. Students with disabilities are encouraged to contact a counselor in Student Support Services as early as possible to arrange for and receive accommodations. In addition, Student Support Services will facilitate a student's communication with instructors regarding disclosure of his or her disability and accommodations needed.

Accessible parking is available in all visitor and student parking lots on campus. An appropriate vehicle tag or permit from the Department of Motor Vehicles is required for these spaces. Inquiries about the college's and student's rights and responsibilities regarding persons with disabilities may be directed to the 504/ADA Coordinator located on the first floor of the Learning Resource Center, (276) 656-0257. Additional information regarding the college's disability policies and procedures may be found at the PHCC college web site.

## Student Services

The Student Services Division exists to help meet the needs of students. College staff assist students in making informed decisions regarding their educational, vocational and personal plans

Students entering any degree, diploma or certificate program are required to take the college placement tests. Students must take the college placement tests before enrolling in many courses such as mathematics, English, accounting, psychology, sociology, history, many computer classes, economics, biology courses, etc. (see developmental prerequisites on pages 33, and 161-163.)

The tests are administered on a walk-in basis on campus in the Learning Resource Center, and when requested, in the local high schools and in off-campus locations. Results of the tests are discussed with the students following on-campus tests. A prospective student who does not receive an official report before enrolling should check with the Admissions Office for a review of test results. Students who need developmental coursework to obtain appropriate skills and competencies will be advised of the requirements and availability of these courses. Careful and appropriate interpretation of all test results is provided for each student.

**Orientation.** New students should initiate a meeting with a college advisor in the Admissions Office to discuss interests, placement test results and curriculum choices.

All students are required to participate in a New Student Orientation session, which is offered multiple times before classes begin each semester.

**Pre-college counseling.** Student Services staff cooperate with local high schools to schedule appropriate activities for students and counselors to inform them of the programs available. All youth and adults in the service region are invited to visit and/or request information concerning PHCC through the Student Services office.

**College Survival Skills.** The SDV 108 "College Survival Skills" course offers each student an opportunity to meet individual needs and receive academic credit toward graduation. SDV 108 provides an orientation to the college, introduces study skills, career and life planning, and offers an opportunity to engage in activities aimed at self-discovery. Students enrolled in developmental courses should take SDV 108 in their first semester of enrollment.

**The Career Center.** The Career Center provides assistance with personal career development for all students. Successful career choices should be based on students' interests, values, skills, and personality. The Career Center offers guidance in choosing career objectives, pursuing internships and volunteer opportunities, initiating job searches and preparing for job application and interviews.

Services include:

- Career advising using the Virginia Wizard Career and Course Planner, or the CareerScope Interest and Aptitude Assessment;
- Resources for the job search;
- Assistance with the application process for internships or job placement;
- Guidance through the pre-employment process including resume and cover letter formatting and reviews, as well as mock interviews;
- Career and job fairs, both on and off campus, for networking with potential employers;
- College Central Network online career development program; Resume and job postings to help with your job search and career development;
- Pre-employment testing services including ACT WorkKeys and Manufacturing Skill Standards Council (MSSC) assessments (may be related to specific classes or employers only).

**Transfer preparation.** College transfer programs are designed to allow students to transfer to four-year colleges and universities. In addition, Patrick Henry has formal articulation agreements with several institutions to make transfer easier for the student. For information about the Guaranteed Admissions Agreements and other transfer agreements, see the Student Handbook.

**Student activities.** A student activities program adds to the instructional program by providing a variety of meaningful educational, cultural, social, and civic experiences. The student fee supports this program. The college encourages student participation in extra-curricular activities on campus. Students should consult the Student Handbook section of the college catalog on all student organizations and contact the Student Activities office in the Walker Building to find out how to become an active member of a campus group.

**Faculty advisors.** Faculty advisors are appointed to help students complete programs and work through other problems that can affect student performance. Faculty advisors are assigned to all students according to the area of study. See the Student Handbook for detailed information about the role of faculty advisors. Students who wish to change their major should visit with their advisor and then obtain the necessary application at the admissions office. Students may only submit a “Student Information Change Form” to change curriculum two times per semester, and students must be admitted with an eligible curriculum prior to the semester beginning in order to receive financial aid.

**MHC After 3.** MHC After 3 is a collaborative of many youth serving community partners dedicated to providing exemplary youth development services. MHC After 3 programs serve middle and high school youth in the Martinsville Henry County community during out of school time hours. Students benefit from daily professionally mentored arts, academics, athletics, and personal development programs. MHC After 3 funders include: 21 Century Community Learning Centers, National Science Foundation via Educational Equity Centers, Martinsville Area Community Foundation, The Harvest Foundation, private donors, and in-kind contributions from community partners, Patrick Henry Community College, Martinsville City Public Schools, and Henry County Public Schools.

**Upward Bound.** Upward Bound and Upward Bound Math and Science provide free high quality year round programming to 130 area high school students in preparation for college entrance and success. Advisors provide weekly sessions to build student capacity for academic, career, financial, and career success. In addition

to college, cultural and career exploration activities, students hone leadership, academic, and student success skills throughout the academic year and a 6 week intensive summer discovery institute. These programs are funded through competitive grants funded through the United States Department of Education, each in the amount of \$262,500 annually.

## Admission Information

Individuals are eligible for admission to the community college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit academically from study at the community college, as demonstrated by assessment scores in reading, writing, and mathematics. Minimum scores are noted in the chart below:

	VPT	COMPASS	ASSET
Reading	ENF 1	62	35
Writing	ENF 1	32	35
Math	MTE 1	25	33

Exceptions to this policy may be made by the college president only for documented reasons.

The college reserves the right to evaluate and document special cases and to refuse or revoke admission if it is determined that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the college. The college also reserves the right to refuse admission for students who have been dismissed, expelled or suspended from, or determined to be a threat, potentially dangerous or significantly disruptive by another college. PHCC will not accept students dismissed from another college within the Virginia Community College System. Students dismissed from another college within the VCCS for misconduct, exhibiting threatening behavior, or who have been determined to be a potential threat will be denied admission to PHCC. Students whose admission is revoked after enrollment must be given due process. When enrollments must be limited for any curriculum or course, priority must be given to qualified students who apply for admission to the program within a reasonable length of time before registration. Admission priorities are: (1) Virginia residents-legal domiciliaries, and (2) out-of-state and (3) foreign students.

## Admission to Specific Curricula or Courses

In addition to general admission requirements, other specific requirements may be prescribed for any curriculum. Among the criteria generally considered in determining student eligibility for admission to a

curriculum are the student's educational and occupational experiences and other reasonable standards to insure that the student has the potential to meet program requirements. Specific requirements for each curriculum are listed in the Curricula of Study section of this catalog. People who do not initially meet the requirements for a specific course or curriculum may be eligible for entrance after developmental prerequisites have been completed.

### Admission of Students on the Sexual Offender Registry

Section 23 - 2.2:1of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning students to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs students that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Patrick Henry Community College is listed on the Sex Offender Registry, the State Police will notify PHCC. When the college receives such a notification, the following procedures apply:

- a. The applicant will be denied initial admission to PHCC and must appeal to the Director of Enrollment Management. The College reserves the right to evaluate special cases and to refuse admission to students when considered advisable in the best interest of the college.
- b. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will be notified immediately that an appeal must be made to the Director of Enrollment Management within 7 calendar days. If no appeal occurs within 7 days, he/she will be dropped from classes immediately and will receive a refund.

### Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied initial admission to or is administratively dropped from classes at Patrick Henry Community College, he/she may invoke the following appeal process:

1. The applicant or withdrawn student will receive a letter from the Director of Enrollment Management stating his/her denial of admission or potential administrative drop from classes.
2. The applicant/student may write a letter of appeal to the Director of Enrollment Management in which he/she provides the following information:
  - a. Disclosure of the nature of the offense for which he/ she has been convicted;

- b. Justification for consideration of admission/ reinstatement;
- c. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

**NOTE:** If a student is appealing a denial of admission or an administrative drop, he/she must submit the letter of appeal to the Director of Enrollment Management within seven (7) calendar days of the administrative drop.

- a. The Director of Enrollment Management will review the information submitted and make a decision within fourteen (14) calendar days of receiving the letter of appeal.
- b. The Director of Enrollment Management will inform the applicant/dropped student by letter of the decision of the appeal. The decision of the Director shall be final.

## Admission Procedures

### Curricular Admission

**Application.** Before final action may be taken on an application, a student seeking admission to any curriculum of the college must submit:

1. **A completed "Application for Admission"** with social security number requested;
2. **Official high school transcripts or GED certificate** if: You plan to enter the program in either Nursing, EMT- Intermediate, Paramedic, or Licensed Practical Nursing. There are no exceptions.

**NOTE:** Applicants who have graduated high school or completed their GED within the past 5 years should submit a copy of their high school transcript or GED scores to determine their placement in lieu of completing the Virginia Placement Test (VPT).

**NOTE:** Applicants for financial aid should be aware that some financial aid programs may require that the high school transcript/GED certificate be submitted without exception before an award may be made.

**NOTE:** If you will not have finished high school or GED before enrolling, specific testing may be required for admission evaluation. Contact the Admissions Office for details.

**NOTE:** Students must be admitted into an eligible curriculum prior to the semester.

**NOTE:** Graduates who complete secondary school in a home school setting must provide a graduation date and may be required to provide documentation of coursework.



3. **Official College Transcripts** for all previous institutions if:

- a. you plan to enter the degree program in either Nursing or EMT-Paramedic or the certificate in Licensed Practical Nursing.
- b. you wish to receive transfer credit. The VCCS Student Information System academic records will be sufficient for colleges within the Virginia Community College System. Please fill out the VCCS Transfer Form in the Counseling and Admissions Office.

**NOTE:** If you can transfer at least 20 semester hours to PHCC from a 4-year college or university, you may be exempt from completing SDV 108, College Survival Skills.

4. **Other material when applicable.**

- a. Nursing (RN and LPN) and EMT-Paramedic applicants need to consult specifics in the Nursing, LPN, or EMT- Paramedic section of the college catalog.
- b. Additional information as stated by the college for admission to specific programs or curricula.

5. **International students.** Patrick Henry Community College is a two-year, non- residential, commuter college. We welcome applications from qualified international students who meet our academic, financial, and language requirements. Before we are able to process a request for admission to the college and issue a form I-20 for the F-1 Visa, the following documents must be submitted by July 15 for fall semester attendance and November 15 for spring semester attendance:

- a. a completed PHCC application,
- b. proof of the equivalent of an American high school diploma, official Internet-based (IBT) TOEFL scores of at least 50 (or equivalent scores of 463 PBT or 143 CBT),
- c. verification of financial support sufficient to enroll as a full-time student without the need to work off campus,
- d. proof of health insurance coverage, and
- e. a photocopy of your passport.

After the student's I-20 is issued, the student must complete the college assessment test (VPT), enroll in a minimum of 12 credit hours in a transfer program, and file a copy of the student's passport and I-94 card with the admissions office. Students are allowed to attend Patrick Henry for two years.

International students are not able to sustain employment at the school or in the community. International students are not allowed to receive federal financial aid.

### Foreign Credentials Evaluation Services

Educational Credential Evaluators, Inc.  
P.O. Box 514070 Milwaukee, WI 53202-0970  
Phone: (414) 289-3400  
Web: [www.fis-web.com](http://www.fis-web.com)

Foundation for International Services, Inc.  
21540 30th Drive SE, Suite 320  
Bothell, WA 98201  
Phone: (425) 487-2245 FAX: (425) 487-1989  
Web: [fis-web.com](http://fis-web.com) EMAIL: [info@fis-web.com](mailto:info@fis-web.com)

Global Credential Evaluators, Inc.  
P.O. Box 36  
28 Westhampton Way  
Richmond, VA 23173  
Phone: (804) 639-3660 FAX: (512) 528-9293  
Web: [www.gcevaluators.com](http://www.gcevaluators.com)

World Education Services, Inc.  
P.O. Box 5087 Bowling  
GreenStation  
New York, NY 10274-5087  
Phone (212) 966-6311 FAX: (212) 739-6100  
Web: [www.wes.org](http://www.wes.org) E-MAIL: [info@wes.org](mailto:info@wes.org)

6. **After application materials have been submitted**, you should speak with a staff member in the Admissions Office about additional procedures (if any) for applying to a specific degree or certificate program. All students who enroll in a curriculum should expect to take the placement test so they can be placed in the appropriate level courses. Transfer students with previous appropriate college success may not need to take the placement test and should ask a counselor to evaluate that need. If you haven't enrolled in a credit class at PHCC for at least three years, you will need to reapply for admission.
7. **Possessing, brandishing, or using a weapon** while on any college or VCCS office property, within any college or VCCS office facilities, or while attending any college or VCCS educational or athletic activities by students is prohibited, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional. By proceeding with the application process, you acknowledge and agree to abide by this policy if accepted to PHCC.
8. **Apply for financial aid early!**

## Non-Curricular Application

Applicants for non-curricular admission must submit a completed "Application for Admission". Other information (such as an unofficial transcript or placement test) may be needed to establish a student's eligibility for courses.

## Classification of Students

Students are classified according to their educational goals, the time devoted to their education, and the number of credits completed.

**Curricular student** - A student who has been officially admitted to one of the college associate degree, certificate, or career studies certificate programs is classified as a curricular student.

**Non-curricular student** - A student, who is not enrolled in a curriculum, either by individual choice or in accordance with college policy, is classified as a non-curricular student. Non-curricular students are not eligible for financial aid, AND students must be admitted into an eligible curriculum prior to the beginning of the semester in order to receive financial aid.

**Full-time student** - Students are considered full-time students if they are enrolled in 12 or more credits of course work.

**Part-time student** - Students are considered part-time students if they are enrolled in fewer than 12 credits of course work.

**Freshman** - Students are classified as freshmen until they have completed 30 credits of study in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

**Sophomore** - Students are classified as sophomores when they have completed 30 or more credits of course work in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

**Senior Citizen** - Senior Citizens Higher Education Act of 1974, As Amended 1976, 1977, 1982, 1988, 1999, 2003, and 2015 (SG)

Subject to SCHEV regulations and any legislative revisions, the Act gives senior citizens certain rights.

1. "Senior citizen" shall mean any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, (1) has reached sixty years of age, and (2) has had his legal domicile in Virginia for one year.

2. A senior citizen shall be entitled:
  - a. to register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
  - b. to register for and audit courses offered for academic credit regardless of income level; and
3. To register for and enroll in courses not offered for academic credit regardless of income level.

Such senior citizen shall pay no tuition or fees for courses offered for academic credit or for courses not offered for academic credit, except fees established for the purpose of paying for course materials, such as laboratory fees, subject to a determination by the institution of its ability to offer the course or courses for which the senior citizen registers.

The Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed seventy-five percent of the requirements for a degree.

Interested senior citizens should contact the Office of the Registrar for information and required application materials.

## Transfer Students

Usually, a student transferring from another college who is eligible for return to the last college will be eligible for admission to PHCC. If a student is ineligible to return to a curriculum at a previously attended college, special conditions may be imposed for admission.

Students transferring from other colleges must submit official transcripts for ALL previous college or high school work as outlined above (Admissions Procedures). If possible, transfer credits will be evaluated to determine the student's standing before registration for classes, but not before ALL transcripts are received. See section entitled "transfer credit" for more information.

**Transfer between Curricula** - During the course of study, a student may desire to change to another curriculum. The student should discuss the intended change with the faculty advisor or a counselor, who will advise the student about the requirements and effects of change curriculum two times a semester, AND students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid.

The student's academic history will be evaluated by the appropriate college official to determine what courses can

be applied to the new curriculum. No change in curriculum is official until a "Student Information Change Form" has been submitted to, and approved by, appropriate Admissions Office personnel. Students may only submit a "Student Information Change Form" to change curriculum two times a semester, AND students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid.

### High School Students

Students attending high school who wish to attend college concurrently to take credit classes must coordinate consideration with the school guidance counselor and the college's Director of Enrollment Management. The Admissions Office will evaluate the merits of each case individually. Placement tests will be required.

**Dual Enrollment.** Although high school and home school students are normally not qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen or sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the criteria in the chart shown. Students enrolling in a dual enrollment course must meet all course pre-requisites.

### Readmission after Suspension or Dismissal

Students desiring readmission after suspension or dismissal should contact the admissions office for the appropriate admissions materials. Such applications should be submitted well in advance of the beginning of the college semester.

### Academic Renewal Policy

Students who return to the college after a separation of five (5) full years or more may petition for academic

renewal. The request must be submitted to the Office of the Registrar by completion of the "Academic Renewal Petition Form."

If a student is awarded academic renewal, "D" and "F" grades earned prior to re-enrollment will remain on the student's official records and transcripts but be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours (graded A, B, C, D, F) completed after re-enrollment.
2. All grades received at the college will be a part of the student's official transcript.
3. Students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of "C" or better was earned, credits transferred from other colleges or universities, or awarded at PHCC by other approved methods.
5. The academic renewal policy may be used only once and cannot be revoked once approved.
6. An "Academic Renewal" notation will be made on the permanent record.
7. The granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college.
8. Other institutions/agencies may not utilize this policy in evaluating the student's record.

A thorough explanation of the academic renewal policy and analysis of an individual student's situation and eligibility may be obtained from the Office of the Registrar. If a student disagrees with the decision of the coordinator in administering the policy, an appeal may be filed by following the grievance procedure outlined in the student handbook.

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	AC	SOL
<b>English / Writing</b>	ENG 111	76	43	50	500	21	N/A
<b>Reading</b>	ENG 111	81	42	50	500	21	N/A
<b>Mathematics</b>	MTE 1	25	33	52	520	22	Algebra I - Pass

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	SAT	SOL
English/Writing	ENF 1	32	35	50	500	21	N/A
Reading	ENF 1	62	35	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra I - Pass

## Cancellation of Classes Due to Insufficient Enrollment

The college may cancel any class that is deemed to have insufficient enrollment (as determined by college policy) at the beginning of each semester.

## Domicile Determination and Appeal Procedures

The Virginia Community College System is guided by the Code of Virginia and the regulations of the State Council for Higher Education on determining domicile. For the purposes of in-state tuition, a Virginia resident is defined by state law as one who has lived in Virginia, with the intent to remain a Virginian, for a period of at least one year prior to the first official day of class for the semester in which he or she is enrolling. The intent of domicile is evidenced through the filing of state income tax, voter registration, automobile registration, and driver's license. All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile items on the application for admission. The burden of proving eligibility for in-state tuition rests with the applicant.

The college makes an initial determination of an applicant's eligibility for in-state tuitions rates (or domiciliary status) based on the information supplied by the applicant and/or the applicant's parent, legal guardian, or spouse in the Domicile Information portion of the "Application for Admission." This determination is made under provisions of Section 23-7.4 of the Code of Virginia. Additional information, clarification, or supporting evidence may be required.

If the student does not agree with the determination, an appeal may be filed with the Coordinator of Admissions and Accelerated Learning within thirty (30) days of the determination by completing and submitting the "Application for Re-Classification of Student's Domicile Status" packet. This appeal must include copies of the applicant's driver's license, motor vehicle registration,

income tax returns for the previous tax year, and any other relevant documents that may support the claim of eligibility for in-state tuition rates. The Coordinator may require more information, clarification, or supporting evidence in order to review the applicant's case. Once all required information is received, the Coordinator will review the case and notify the student of the decision within ten (10) days.

If the student does not agree with the decision of the Coordinator, an appeal may be filed with the Domiciliary Status Appeal Committee within ten (10) days. This appeal must be submitted in writing. The committee may require more information, clarification or supporting evidence. Once all required information is received, the Committee will issue a decision, in writing, within twenty (20) days. The decision of the Domicile Appeals Committee represents the final administrative review. If the student is denied in-state tuition privileges by the final administrative decision of the Committee, the student may appeal the decision to the Circuit Court within thirty (30) days of receipt of the Committee's decision.

Any student classified as out-of-state who believes they will be eligible for in-state tuition rates for a future term or enrollment must submit an updated "Domicile Application" form. The college is not responsible for monitoring possible eligibility changes.

***The "Application for Re-Classification of Student's Domicile Status" can be obtained in the Admissions Office in Walker Building, Room 240, by calling (276) 656-0301, or by email at [meggleston@patrickhenry.edu](mailto:meggleston@patrickhenry.edu).***

## Tuition and Fees

The State Board for Community Colleges establishes the cost for tuition each year. Tuition for 2017-2018 is \$137.75 per credit hour for in-state students and \$314.35 per credit hour for out-of-state students. Tuition rates and all fees are subject to change as authorized by the State Board for Community Colleges. Such changes will be retroactively effective for early bird registrants.

Payment of tuition also enables the student to use the library, bookstore, student lounge and other facilities at the college. Students are expected to pay charges for any college property that they damage or lose (such as laboratory or shop equipment, supplies, library books and other materials). Formal registration takes place on the dates listed in the calendar. A student is not officially registered and is not allowed to attend class until tuition and fees have been paid.

**Refund Policy** - Students are eligible for a refund for

those credit hours dropped during the same add/drop period within which the credit hours were added. The refund will be at the per-credit rate. A refund is given for the difference between the original charges for tuition and fees and the charges for tuition and fees, using the per-credit rate calculated from the number of credit hours in which the student remains enrolled. Refunds are disbursed directly to students from Tuition Management System (TMS) via payment method chosen by the student.

**Student Fee** - A student fee of \$2.83 per credit hour is charged to all students. This fee is used to cover the cost of student activities and cultural events; placement, career assessment, learning skills and graduate core competency testing; tutoring and lab maintenance; transcripts and record maintenance; and parking maintenance, construction and site improvements.

**Technology Fee** - An \$8.50 fee is charged to all students for each credit hour of enrollment. The State Board for Community Colleges adopted the technology fee to finance major improvements in information technology at Virginia's community colleges. The funds will be used along with revenue from additional sources to implement a state-wide program of technology improvements designed to allow faculty members to use technology to improve instruction and to improve efficiencies in delivering instructional and student support services.

**Capital Fee** - A fee of \$20.00 is charged to all out-of-state students for each credit hour of enrollment. This fee is used to help offset debt service on bonds issued for capital construction.

**Special Fees** - Some classes require special materials such as uniforms, specialized equipment and tools (electronics, welding, art, therapeutic massage, etc.) that will be the property of the student. These materials are purchased by the student and paid for at the time of purchase. Consult with your advisor or course instructor concerning these special costs.

**Student Testing Fees** - Each student may be required to pay a fee for certain tests, such as examinations administered to award advanced placement credit. Fees vary with the type of test taken.

**Delinquent Accounts** - Students will not be permitted to register or graduate, nor will grade reports or transcripts be issued, until all accounts have been paid in full.

**Bad Check Fee** - The college must assess a \$35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status. The college must assess a \$50 service charge for handling returned checks or dishonored credit card or debit card payments when the account is in past-due collection status. NSF checks not redeemed by the student will not be allowed to register for classes, receive a transcript or grades from the college.

## Other Expenses

**Books and Materials.** Students are expected to obtain their own books, supplies and consumable materials needed in their studies. Items purchased at the bookstore must be paid for at the time of purchase. The estimated cost for those items will average \$300 to \$400 per semester for a full-time student. Students may be able to reduce this cost by purchasing used books or book rental.

**Field Trips.** Students are expected to pay any expenses, including transportation costs, for participation in field trips; they must also sign a form releasing the college for any liability. If a field trip is a required activity of a course, students will be notified, made aware of additional costs involved, and provided with appropriate substitute assignments if they cannot participate.

**Malpractice Insurance.** Students enrolled in nursing or other health-related courses that require off-campus hospital or other clinical affiliations are required to obtain individual malpractice coverage.

## Financial Assistance

Financial assistance is available to eligible students who need additional resources to meet college costs. A comprehensive assistance program, which includes on and off-campus employment, scholarships, grants and loans, is available to qualified students. Most of PHCC's financial aid programs are awarded to students based on financial need as determined by an analysis of the Free Application for Federal Student Aid (FAFSA) completed by the students and/or parents. Assistance is awarded for one academic year only, but may be renewed yearly if need continues and the student otherwise applies and qualifies. Applications may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (FAFSA website). Applications for mailing will need to be requested by phone at 1-800-433-3243.

Students must be admitted into an eligible curriculum in order to receive financial aid for that term.

Students must have a high school diploma or a GED to receive Title IV financial aid. Primary sources of assistance are provided by the federal government and include the following programs: Federal Pell Grant (PELL), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study Program (FWS). The Virginia Commonwealth Award (COMA), Virginia Guaranteed Assistance Program (VGAP) and Part-Time Tuition Assistance Program (PTAP) are available to Virginia residents. Applications completed and submitted to the financial aid office by June 1 will receive priority.

## Types of Financial Aid

Grants are awards based on financial need and do not require repayment. Students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine eligibility for most types of financial aid. PHCC students may be eligible for the following types of grants:

- **Federal Pell Grant (PELL)** — Under this federal program, students are entitled to financial aid that varies according to the student's financial need and to the cost of education. The grant is made to students who are enrolled in an eligible program of study and is prorated according to the number of credits enrolled each semester.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** — Federal Pell Grant students with the lowest expected family contribution (EFC) will be eligible for FSEOG of at least \$200 from federal funds. All applicants for financial aid who complete a FAFSA and are eligible for the Pell Grant are given consideration for the FSEOG funds if funding is available.
- **The Virginia Commonwealth Award (COMA)** — This is a state grant that will assist with tuition only. Students who are enrolled at least half time, are domiciliary residents of Virginia, and demonstrate financial need will be considered for this grant if funding is available.
- **The Virginia Guaranteed Assistance Program (VGAP)** — This grant assists with tuition for students who are entering college for the first time. They must enroll full-time, be graduates of a Virginia high school, have a GPA of at least 2.5 and demonstrate financial need. This grant is renewable if full-time status and GPA of at least 2.0 are maintained.
- **The Part-time Tuition Assistance Program (PTAP)** — This grant assists eligible students who enroll for 1 to 8 credits, who generally, because of their less than half-

time status, do not qualify for other forms of financial aid. This grant also assists with tuition only and based upon available funding.

- **Federal Work Study (FWS)** — can provide money to eligible students to help with educational costs while attending college. This federally sponsored program provides students part-time employment on the college campus or with off-campus non-profit organizations. Students must be enrolled for at least six credit hours and demonstrate financial need to be considered. Students desiring this form of assistance should contact the financial aid office and fill out the FAFSA.
- **Loans** — are borrowed funds and require repayment according to the creditor's guidelines. By accepting a loan, students have a legal responsibility to pay the loan amount as instructed in a promissory **NOTE**. PHCC does not participate in the Federal Family Education Loan Programs (Federal Stafford, Federal Perkins, and Federal Plus). Students who may need to consider loans to attend Patrick Henry Community College will need to seek private or alternative student loans.

**Scholarships** -- Provided funding is available, the PHCC Foundation provides scholarships which are financial awards to students on the basis of grades, community service or other requirements set forth by individual scholarship donors. Gifts from individuals and local community organizations have made the following scholarships possible. They are available to all qualified students enrolled at PHCC. See the PHCC Website for current information.

Scholarships outside of PHCC are scholarship of which Patrick Henry Community College has been made aware. Scholarships listed on this site are through outside lenders, businesses, foundations, or individuals and may be used not only at Patrick Henry Community College but any college that meets the qualifications. Listing of scholarships may be accessed through the Financial Aid webpage, [www.patrickhenry.edu](http://www.patrickhenry.edu).

- **Christopher M. Abercrombie Memorial Endowed Scholarship** — Awarded to qualified students who are graduates of a high school in Martinsville or Henry County and who are enrolled as full-time students in the college transfer program. Preference given to children of Virginia Mirror Company, Inc. employees.
- **Sylvia Adams Nursing Scholarship** — Awarded to a nursing student in good academic standing. Preference given to students planning to work in the nursing field in Henry County.

- **Mary Grace Adkins Culinary Arts Memorial Endowed Scholarship** — Awarded to students enrolled in the Culinary Arts program. Students may be enrolled part-time. Students must have demonstrated financial need, be involved in community service, maintain a 3.0 GPA, and have at least a 3.0 high school GPA if enrolling directly out of high school. Priority given to students who are single parents.
- **Melvin L. Adkins Agribusiness Memorial Endowed Scholarship** — Awarded to agribusiness students with priority given to Future Farmers of America (FFA) members. Students must be enrolled full-time, demonstrate financial need, maintain a 3.0 GPA, and have at least a 3.0 high school GPA if enrolling directly out of high school.
- **Lois Virginia Anderson Memorial Scholarship** — Awarded to Medical Office Specialization students with a 2.75 GPA.
- **J.D. Bassett, Sr. Endowed Scholarship** — Awarded to a full-time student who demonstrates financial need. Priority given to Henry County, Patrick County, and Martinsville residents enrolled in a transfer curriculum.
- **Charles C. Bassett Memorial Endowed Scholarship** — Awarded to Martinsville or Henry County residents enrolled in business administration, business technology/management, or computer aided drafting and design (CADD) with a 3.0 GPA.
- **Beta Sigma Phi, Virginia Xi Epsilon Chapter Scholarship** — Awarded to a full-time, female student 25 years of age or older who is financially and academically deserving and have a 3.0 GPA.
- **Big C Motorsports Scholarship** — Awarded to motorsports students with a 3.0 GPA.
- **Blue Ridge Human Resource Association Scholarship** — Awarded to a student who is an employee or dependent of an employee of a Blue Ridge Human Resources Association member company with a 3.0 GPA.
- **Bill Brammer Memorial Endowed Scholarship** — Awarded to full-time students demonstrating financial need. Priority given to employees or dependents of employees of Bassett Furniture, then to Bassett High School graduates. Recipients must have and maintain a cumulative a minimum 2.5 GPA.
- **Steve Branch STEM Scholarship** — Awarded to a full-time student enrolled in the General Engineering Technologies curriculum with a 2.5 GPA.
- **H. Earl Bullard Memorial Scholarship** — Awarded to residents of the Fieldale area at least 25 years of age who demonstrates community involvement and financial need. Recipients must maintain good academic standing.
- **Samuel Byrd and Beatrice Minter May Memorial Endowed Scholarship** — Awarded to a full-time student enrolled in a degree or certificate program who resides in Fieldale. Students should demonstrate financial need and earn a minimum cumulative 2.0 GPA.
- **CMP-HR Electrical Engineering Scholarship** — Awarded to a resident or native of Patrick County who graduated from Patrick County High School and is a first-year student at PHCC. Applicants must be enrolled in a transfer curriculum planning to major in electrical engineering, provide two letters of recommendation, and maintain a 3.0 GPA.
- **CMP-HR Human Resources Scholarship** — Awarded to a resident or native of Patrick County who graduated from Patrick County High School and is a first year student at PHCC. Students must be enrolled in a transfer curriculum planning to major in human resources or business, provide two letters of recommendation, and maintain a 2.5 GPA.
- **Commonwealth Legacy Scholarship** — Awarded to full-time, associate degree seeking students who plan to graduate from a Virginia Community College. Selections are based on academic excellence to students who demonstrate a willingness to promote community college education, show a willingness to mentor future scholars, and demonstrate a commitment to developing leadership potential.
- **Community Service Endowed Scholarship** — Awarded to students demonstrating a commitment to community service and students who have diagnosed, documented attention deficit disorder (ADD) or another learning disability. Recipients must maintain a cumulative 2.5 GPA at PHCC.
- **Corporal Jonathan W. Bowling Memorial Endowed Scholarship** — Awarded to graduates of Patrick County High School planning to attend PHCC and work in a public service field such as criminal justice, firefighting, paramedic, EMT, nursing, and education.
- **Thomas Page Dalton Memorial Endowed Scholarship** — Awarded to students enrolled in the General Studies transfer curriculum and who are residents of Martinsville or Henry County.

- **Marty Davis Memorial Nursing Scholarship** – Awarded to students enrolled in the RN or PN program and have a 2.5 GPA.
- **Shelley Frith Drane Performing Arts Memorial Endowed Scholarship** —Awarded to students enrolled in the Performing Arts program. Students must be enrolled full-time and have demonstrated financial need. Students must maintain a 3.0 GPA and have a minimum 3.0 high school GPA if enrolling directly out of high school. Priority given to members of the International Thespian Society or students who completed necessary hours if the school does not participate in the program.
- **Daughters of the American Revolution (DAR) Scholarship** — The General Joseph Martin Chapter of the Daughters of the American Revolution awards a scholarship to a student enrolled in the nursing curriculum. Students must be a resident of Martinsville/ Henry County, maintain a 2.0 GPA, and demonstrate financial need. The Patrick Henry Chapter of the Daughters of the American Revolution awards a scholarship to a student who has a 3.0 GPA, is a U.S. citizen, and is a resident of Martinsville or Henry County.
- **Dean David Deal Technology Scholarship** — Awarded to Information Technology student with preference given to a graduate of Martinsville High School. Student must be enrolled full-time and have a 2.5 GPA.
- **Cindy Deal Medical Office Specialization Scholarship** — Awarded to a student enrolled in the Administrative Support Technology, Medical Office Specialization, is a native of Martinsville or Henry County, and has a 2.0 GPA.
- **Alma M. Dillon Memorial Endowed Scholarship** — Awarded to a horticulture major with demonstrated community service. Recipient must have and maintain a 2.5 GPA.
- **Dillow-Meador Scholarship** — Awarded to a student enrolled in a degree or certificate program in good academic standing. Recipient must demonstrate financial need and maintain a 2.5 GPA.
- **H. Clay Earles Endowed Scholarship Fund** — Awarded each year to an entering freshman with a 2.5 GPA.
- **Eastman Chemical Center for Advanced Film Manufacturing** —Awarded to students enrolled in the Advanced Film Manufacturing Career Studies

Certificate program and must have a 2.75 GPA.

- **Entre Nous Book Club Scholarship** — Awarded to a resident of Martinsville or Henry County who demonstrates financial need and maintains a 2.5 grade point average. Preference is given to students planning to pursue English major.
- **Sandra Moore Estes Memorial Nursing Scholarship** — Awarded to students enrolled in the RN or PN programs. Preference given to single mothers. An additional essay submission is required.
- **James Burness Frith Business Administration Memorial Endowed Scholarship** — Awarded to full-time business administration students with demonstrated financial need and a 3.0 GPA (or high school 3.5 GPA if enrolling directly out of high school). Priority given to first generation college students.
- **Henry County Rotary Club Annual Scholarship** — Awarded to an entering PHCC freshman who has a minimum cumulative 2.5 GPA and graduated from a Martinsville or Henry County high school.
- **Henry County Rotary Club Endowed Scholarship** — Awarded to a full-time student enrolled in a degree or certificate program. The recipient must reside in Martinsville or Henry County, maintain a 2.5 GPA, and demonstrate financial need.
- **Jeff and Tracy Fields Applied Science Scholarship** — Awarded to a student with demonstrated financial need.
- **Figsboro-Pleasant Grove Endowed Scholarship** — Two scholarships are awarded to students living within 25 miles of the Franklin County-Henry County line on state road 108-890. Preference given to students living in the Franklin County or Figsboro communities. Applicants must have a 2.0 grade point average, demonstrate financial need, be of good character, and be active in the community.
- **Gretchen Freeman Scholarship** — Awarded to a full-time student in the nursing field. Recipients must maintain a 2.0 GPA.
- **Friends of Drewry Mason Scholarship** — Awarded to a full-time student who is a graduate of a Martinsville or Henry County school. Recipient must show financial need and maintain a 3.0 GPA.
- **Ellen P. Gale Memorial Scholarship** — Awarded to a business or education student with a 2.5 GPA and



demonstrated financial need.

- **Dr. Angeline Godwin and Jim Hatten Presidential Leadership Scholarship** — Awarded to a member of the Presidential Student Leadership Cabinet. Student must have significant community service involvement, extracurricular activities, documented and/or innovative activity, and leadership experience. Student must have a high school GPA of 3.5 or higher and a PHCC GPA of 3.0 or higher. One letter of recommendation must be submitted from teaching faculty or administration.
- **Irving M. Groves, Jr. Endowed Scholarship** — Awarded to a student requiring financial need. Recipient must maintain a 2.0 GPA.
- **Paul Grubb Memorial Endowed Scholarship** — Awarded to an Administration of Justice student enrolled in at least six semester credits with demonstrated financial need and a minimum overall 2.0 GPA.
- **Gene Haas Foundation Scholarship** — Awarded to full-time General Engineering or Motorsports students with a 3.0 GPA. Applicants must provide a letter of recommendation from a high school or college faculty member or administrator.
- **Ron and Mary B. Haley Educational Scholarship** — Awarded to Patrick County High School graduates with a minimum 2.5 GPA.
- **Wayne Haley Memorial Golf Scholarship** — Awarded to a signed member of the PHCC golf team who is enrolled full-time and has a 3.0 GPA.
- **John and Sally Hanbury Vice Presidential Scholarship** — Awarded to a business administration, accounting, or legal assisting student with a 2.5 GPA and demonstrated financial need.
- **Emory and Gertrude Harris Memorial Scholarship** — Awarded to Patrick County High School graduates who demonstrate financial need and are interested in careers in law enforcement, healthcare, or agriculture.
- **Dean Hodges Workforce Development Scholarship** — Awarded to a student who has met entrance requirements for a non-credit workforce development certification program and who is not eligible for other training funds.
- **Dr. Greg and Renee Hodges Scholarship** — Awarded to a full-time student who has successfully completed

developmental education credits and has a 2.5 GPA. Priority given to students planning a career in the education field.

- **Honorable Gerald L. Baliles Commonwealth Legacy Scholarship** — Awarded to first-time, full-time students who will be enrolled at PHCC. Students must demonstrate potential for public service and commitment to developing civic leadership. Students must have a 2.0 GPA.
- **Human Services Scholarship** — Students must be enrolled in the Human Services certificate program, have a 2.5 GPA, and demonstrate financial need.
- **Dr. Jethro Hurt Irby Endowed Nursing Scholarship** — Awarded to students preparing for a nursing career who are enrolled for at least nine credits and maintain a 3.0 GPA.
- **Jessie H. Key Memorial Scholarship** — Presented at the LPN pinning ceremony to a student planning to begin work in the geriatric field. Award helps cover expenses of licensing exam, uniforms, and nursing shoes.
- **Kiwanis General Scholarship** — Awarded to a graduate of Bassett, Martinsville, or Magna Vista High School enrolled full-time with a 3.0 GPA.
- **Evelyn Lawing Educational Endowed Scholarship** — Awarded to students who reside within a 200-mile radius of the Henry County Clerk's Office whose family income must be less than \$80,000 if one college student is enrolled and less than \$95,000 if two or more college students are enrolled. Recipient must maintain a 2.0 GPA.
- **Kate Legard Honorary Scholarship** — Awarded to a student who maintains a 3.0 GPA and is a resident of Martinsville or Henry County.
- **Jane Leizer Honorary Performing Arts Scholarship** — Awarded to students enrolled in the General Studies Performing Arts curriculum.
- **Roy Lessly Memorial Athletic Scholarship** — Awarded to students who are active members of an athletics team. Students must have demonstrated financial need and a 3.0 GPA.
- **George W. Lester, III Memorial Endowed Scholarship** — Awarded to students enrolled in the General Studies transfer curriculum with a 3.0 GPA.

- **Alice Lester Memorial Endowed Scholarship** — Awarded to full-time students with first priority given to residents of the counties of Henry, Patrick, or the city of Martinsville, and to those in the following curriculums: business, nursing, occupational/technical, applied science, or engineering technology. PHCC students who continue their education with an affiliated on-campus program of a four-year institution may qualify.
- **Myrtis and Jack Lester Scholarship** — Awarded to a part-time student who demonstrates financial need. Recipient must maintain a 3.0 GPA.
- **Sarah L. Mansfield, RN, Memorial Nursing Scholarship** — Awarded to a first year student in fall semester and a second year student in the spring semester. Applicants must be enrolled in the RN program with preference given to displaced homemakers. An additional essay submission is required. Funds can be used for supportive services such as uniforms, shoes, NCLEX study guide, and the cost of state boards.
- **Wesley F. Martin Memorial Scholarship** — Awarded to a student who demonstrates financial need, is enrolled in an education program, and must maintain a 3.0 GPA.
- **Martinsville and Henry County Lions Club Scholarship** — Awarded to a full-time student enrolled in a degree or certificate program. The student must have a 2.5 GPA and be a resident of the city of Martinsville or Henry County. First preference is given to the son, daughter, or grandchild of a current Martinsville Lions Club member; second preference is given to the son, daughter, or grandchild of any past member; third preference is given to the son, daughter, or grandchild of a current member of any Lions Club. Preference is also given to students pursuing a career in medicine, nursing, or a health-related field.
- **Martinsville Memorial Fellows Nursing Scholarship** — Given to students enrolled in the associate degree nursing program. Applicants must provide a letter of recommendation from a member of the PHCC nursing faculty and participate in an interview with Memorial Hospital of Martinsville and Henry County (MHMHC) representatives. Students must have a 3.0 GPA and commit to an employment term with MHMHC upon completion of the fellows program.
- **Martinsville Rotary Club Scholarship** — Applicants must be full-time students; provide a list of completed courses and achievements; provide a letter stating goals, ambitions, and why they are deserving of scholarship. Preference given to students with community involvement. Recipients must maintain a 2.0 GPA.
- **Julie Meador Honorary Scholarship** — Awarded to a student enrolled in a certificate or degree program and maintains a 3.0 GPA. Priority given to a student living with a potentially disabling condition or who is the primary caretaker of a disabled relative.
- **Memorial Hospital of Martinsville and Henry County Volunteer Auxiliary Board Nursing Scholarship** — Awarded to a City of Martinsville resident and a Henry County resident enrolled in the PN or RN program. Recipients must demonstrate financial need, be enrolled full-time, and maintain a 2.5 GPA. The award can be used for tuition, books, and associated nursing program fees.
- **H. Grady Moore, Jr. Memorial Endowed Scholarship** — Awarded to a full-time, female PHCC student participating in an athletics program and who has a minimum 2.0 GPA.
- **Walter N. Morris Endowed Scholarship** — Awarded to a student who demonstrates financial need and maintains a minimum 2.5 GPA. Preference given to residents of Henry County, Patrick County, or the City of Martinsville.
- **Mt. Sinai Apostle Church of Christ in God Scholarship** — Awarded to students active in Mt. Sinai Apostle Church of Christ in God who maintain satisfactory academic progress.
- **Jack A. Mullins Memorial Educational and Athletic Scholarship** — Awarded to a student-athlete enrolled in the education curriculum and aspires to be a teacher. Recipient must be enrolled full-time, be in good standing with athletic team, and have a 2.75 GPA.
- **Mystical Riders Motorcycle Organization Scholarship** — Awarded to a student with demonstrated community or church involvement with a 2.0 GPA. Additional requirements include an essay and a letter of reference from a PHCC faculty member.
- **Virginia Laureate Beta Lambda Sorority, Wiley T. Nance Memorial Scholarship** — Awarded to students who demonstrate financial need and are in good academic standing. Must have a 2.0 GPA
- **Fleetus Lee Owens Memorial Endowed Scholarship** — Awarded to a student in the Business Technology

curriculum, with preference to students in the Entrepreneurship/Small Business specialization. Students must be full-time, demonstrate financial need, and maintain a 3.0 GPA.

- **William Letcher Pannill Endowed Scholarship** — Awarded to full-time students who demonstrate financial need and have a 2.5 GPA.
- **Alison Bailey Parker General Studies Music Specialization Memorial Endowed Scholarship** — Awarded to students enrolled in the General Studies Music Specialization curriculum. Students must have a 2.75 GPA.
- **Alison Bailey Parker Media Production Memorial Endowed Scholarship** — Awarded to students enrolled in the Media Production curriculum with a 2.75 GPA.
- **Patrick Henry Scholars** — Up to ten students are selected from high schools in the college's service region (Patrick County, Henry County, and the City of Martinsville) and granted a full tuition scholarship. Awarded to students who display academic and leadership potential. Recipients must maintain a 3.2 GPA at PHCC and perform volunteer, community service, and extracurricular activities while a member of the scholars program. Patrick Henry Scholars are members of a prestigious community of scholars and are provided an intense and enriching college experience through activities and services designed to create a stimulating learning environment. They receive special recognition as a group and individually for this distinguished achievement. Interested students can apply on the PHCC website during February and March.
- **Kathleen Smith Endowed Scholarship** — Awarded to a full-time student with a minimum 2.0 GPA. Student must be enrolled in a degree or certificate program and demonstrate financial need.
- **A. L. Philpott Memorial Endowed Scholarship** — Awarded to full-time students maintaining a 2.5 GPA. Financial need, leadership ability, and extracurricular activities are considered. First priority given to Bassett High School graduates; second priority given to students from Martinsville or Henry County high schools meeting criteria.
- **Helen B. Racey Endowed Scholarship** — Awarded to a full-time, needy student in the educational field.

- **Cristy Reynolds Memorial Scholarship** — Awarded to first generation, full-time students who demonstrate financial need and have a 2.5 GPA.
- **Jessie Frye Rhodes Nursing Scholarship** — Awarded to nursing students in their final semester and who are eligible for graduation from the PN and RN program. Recipients must demonstrate financial need, have a 3.0 GPA, reside in the PHCC service area, and submit an additional essay. The donor requests funds awarded be applied to the cost of NCLEX testing.
- **Jessie Frye Rhodes Nursing Textbook Scholarship** — Awarded to students enrolled in the RN or PN programs who have demonstrated financial need, a 2.5 GPA, and are residents in a PHCC service area.
- **Jessie Frye Rhodes Nursing Uniform Scholarship** — Awarded to students enrolled in the RN or PN programs who have demonstrated financial need, a 2.5 GPA, and are residents in a PHCC service area.
- **Barbara Emmett Richman Memorial Scholarship** — Available to students accepted to the nursing program or pre-med students. Recipient must be full-time and maintain a minimum 2.0 GPA.
- **Mike Rogers Honorary Scholarship** — Awarded to full-time Administration of Justice students with a 2.5 GPA.
- **Sells, Hogg, and Associates Scholarship** — Awarded to a student enrolled in a business curriculum with a 2.5 GPA.
- **Betty Jane Simpson Memorial Scholarship** — Awarded to a deserving student enrolled in the nursing program. Student must maintain a 3.0 GPA.
- **Slate-Wilson Memorial Scholarship** — Awarded to a full-time student with a minimum 2.5 GPA who is a dependent of a full-time Martinsville city employee.
- **Smith Mountain Lake Garden Club Scholarship** — Awarded to horticulture, viticulture, or agribusiness students enrolled in at least six credits who have a 2.0 GPA at time of application. Student must provide two letters of recommendation.
- **Peggy Spencer Memorial Scholarship** — This scholarship is awarded to a student who maintains a 3.0 GPA and is a resident of Martinsville or Henry County.

- **Stanley Family Foundation Scholarship** — Given to a Bassett/Stanleytown area resident enrolling as a freshman in an occupational or technical program. May be renewed for a second year provided the student maintains good academic standing at PHCC.
- **Frank J. Still Memorial Scholarship** — Awarded to a full-time student who demonstrates financial need and maintains a 2.0 GPA.
- **Roy C. Stone Memorial Endowed Scholarship** — Awarded to a full-time student who demonstrates financial need and has a minimum 2.5 GPA.
- **William F. Stone, Sr. Memorial Endowed Scholarship** — Awarded to students who demonstrate financial need and who provide letter of recommendation from a non-relative attesting to this quality.
- **Lloyd Swain Memorial Endowed Scholarship** — Awarded to a student who demonstrates financial need and is enrolled in the electronics/electrical technology program. Recipient must maintain a 2.5 GPA.
- **David A. Swanson Memorial Scholarship** — Awarded to a resident of Martinsville or Henry County with preference to students enrolled in the Business or Education curriculum. Student must maintain a 2.5 GPA, demonstrate financial need, and provide two letters of recommendation.
- **Sylvester and Marie F. Turner Endowed Scholarship** — Awarded to residents of Henry County with demonstrated financial need, community service, and a 3.0 GPA.
- **Valley Star Credit Union Scholarship** — Awarded to full-time business students with demonstrated financial need. Recipient must maintain a 2.0 GPA. Priority given to sophomore level students.
- **Archie W. Vipperman Memorial Endowed Scholarship**—Awarded to full-time students who must demonstrate financial need and reside in Virginia. Recipient must have and maintain a cumulative GPA of at least 2.0 and plan to pursue a four-year degree.
- **Virginia Tech Transfer Endowed Scholarship** — Awarded to a student in the final semester of studies intending to transfer to Virginia Tech. Recipient must have been enrolled in a transfer program of study, have a 2.5 GPA, and demonstrate intention of their transfer and enrollment at Virginia

Tech.

- **Virginia Tobacco Indemnification and Community Revitalization Commission**— First Generation college students and STEM-H programs of study. First Generation college students are defined as those who do not have a previous Associates degree or higher and their parents do not have an Associate’s degree or higher. Students must reside in the Tobacco region and have demonstrated satisfactory progress on prior college work. STEM-H programs of study are those in Science, Technology, Engineering, Mathematics and Healthcare.
- **Virginia Transformer Corporation Scholarship** — Applicants must be a resident of Patrick County, have a 3.5 GPA in math and science courses, have an overall GPA of 3.2, be enrolled or planning to enroll in a transfer program majoring in math or science careers such as industrial electronics, general engineering, information systems technology, biology, chemistry, pre-med, or mathematics. An essay addressing specific questions is required.
- **Wells Fargo CNA Scholarship** — Awarded to students enrolled in the core CNA program with a 2.5 GPA and demonstrated financial need. Priority given to dislocated workers.
- **Manesha Ward Memorial Scholarship** — Awarded to Administration of Justice students with demonstrated financial need and a 3.0 GPA. Priority given to single parents.
- **Kathy Whitley Honorary Nursing Scholarship** — Awarded to a second-year nursing student with a 2.5 GPA. A letter of recommendation is required from a member of the nursing faculty.
- **Iris Whitlow Memorial Scholarship** – Awarded to a Patrick County High School graduate enrolled full-time and has a 2.5 GPA. Priority given to students planning a career in the business field.
- **Max and Roslyn Wingett Athletic Scholarship** — Awarded to a student-athlete who must be enrolled full-time and maintain a 3.0 GPA.
- **Roslyn Wingett Visual Arts Scholarship** — Awarded to a full-time General Studies Visual Arts Specialization student. Applicant must present a portfolio during a committee interview.
- **Wood Brothers Honorary Scholarship** — Awarded to a full-time Motorsports student with a 2.5 GPA.

## Satisfactory Academic Progress Policy

Federal regulations require a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the college and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards apply to state aid also.

The college Financial Aid Office will evaluate SAP before aid is awarded and after grades post for every term, beginning with the student's first term of enrollment. Some career studies certificate programs are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, completion rate, maximum timeframe, and developmental maximum) if the student later enrolls in an eligible program.

### I. Student Financial Aid Status

- A. Financial Aid Good Standing (GS)** – Students who are meeting all aspects of the SAP policy or successfully following a designated academic progress plan.
- B. Financial Aid Warning Status (WS)** – Students who fail to meet SAP for the first time (excluding students who have attempted 150% of the credits required for their program of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.
- C. Financial Aid Probation Status (PS)** – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office (see "IV. Appeals" for additional information.)
- D. Financial Aid Suspension Status (SS)** – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fails to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS).

Students in Suspension Status (SS) are not eligible to receive financial aid.

### II. Evaluating Progress

#### A. Quantitative Standards or Pace of Completion

**Completion Rate (67% Rule):** Students must, at a minimum, receive satisfactory grades in 67% of their cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at PHCC are included. All credits accepted in transfer count as both attempted and successfully completed credits. Credits with satisfactory grades at PHCC are those for which a grade of A, B, C, D, S or P is earned.

**Example:** A student has attempted 25 credits at PHCC, but only successfully completed 12 credits at PHCC. They also have 12 transfer credits. Divide the successfully completed credits (12 PHCC + 12 transfer credits) by the attempted credits (25 PHCC + 12 transfer credits).  
$$24/37 = .64$$

This student has a completion rate of 64%, meaning that they are not meeting the 67% completion rate and their financial aid may be lost.

**Maximum Hours (150% Rule):** In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded from this calculation. Attempted credits from all enrollment periods at PHCC plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

**Example:** A student is enrolled in the Business Administration program, which requires a total of 63 credits to complete. 150% of this student's program equals 94 credits. If this student hasn't graduated after the 94 credits of coursework, their financial aid will be cancelled.

**Transfer Students:** Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.

**ESL and Developmental Studies:** Students may receive financial aid for a maximum of 30 semester hours of developmental studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

### Additional Considerations for Qualitative or Pace of Completion Standards:

- **Withdrawals (W grades):** Withdrawals that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.
- **Incomplete (I grades):** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- **Repeated Courses:** Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed, but repeating courses adversely affects the student’s ability to meet completion rate requirements. Financial Aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

### B. Qualitative Standards Cumulative GPA Requirements

**(GPA Rule):** In order to remain eligible for financial aid, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D and F are included in this calculation. Transfer credits are excluded. A minimum grade point average of 2.0 is required for graduation.

Total Number of Credits Attempted	GPA Requirement
1 -15	1.5
16 -30	1.75
30 +	2.0

### III. Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (quantitative or pace of completion) and/or cumulative grade point average requirements (qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal is granted (see “Appeals” for additional information), a student on financial aid suspension should expect to continue classes at his/her own expense until SAP requirements are again met.

### IV. Appeals

Appeals may be approved by majority rule by the Student Success Committee. To appeal, the student must complete a SAP appeal form (available online at [www.patrickhenry.edu](http://www.patrickhenry.edu) under Quick Links/SAP application). If supporting documentation exists, it must be submitted to the Financial Aid Office within 48 hours of submitting the appeal online. Once a student’s appeal is declined for qualitative or quantitative standards, they must complete a semester (3 credit non-developmental course minimum) without financial assistance before other appeals will be considered. All decisions are final.

The goal of the Student Success Committee is to assist the student with getting back on track for their academic plan and graduation. The reasonableness of the student’s ability for improvement to again meet SAP standards and complete the student’s program of study will be carefully considered. Students who have appeals approved will be in a probationary status (PS) for the coming term. During the probationary status (PS), the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student will return to suspension. Failure to meet the requirements of the academic plan will result in Financial Aid Suspension until the student returns to good standing on their own. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

### Additional Policies Governing Satisfactory Academic Progress at PHCC

**Prior Periods of enrollment** — Federal regulations require that a student must be in compliance with the school’s satisfactory academic progress policy before receiving a financial aid award. These guidelines must be applied to any student requesting financial aid, even if the student did not receive financial aid in the past.

**Late Add of Courses** — The student must enroll in ALL courses (including dynamic/mini sessions) by the last day to register as established for standard sessions (see academic calendar for date). Financial Aid can not include any late added courses as part of the student’s enrollment when determining financial aid eligibility.

**Unsatisfactory (U) Grade** — A grade of “U” (unsatisfactory) in developmental courses is calculated as an “F” for determining grade point average and percentage of credits completed each semester.

**Audit (X) Grade** — Financial Aid is not awarded to students who audit courses. “X” grades are considered as “W” grades for determining percentage of credits completed each semester. Students who audit courses will have their aid reduced accordingly.

**Re-Enroll (R) Grade** — A grade of “R” is considered a failing grade for purposes of Satisfactory Academic Progress.

**Withdrawal (W) Grade** — Students who completely withdraw before their grant check(s) are written may be ineligible to receive a cash disbursement for that semester. Refer to the Refund/Repayment Policy for additional information. Withdrawing from courses may result in the student owing funds back to the financial aid account and/or PHCC.

**Change of Enrollment Status** — Students altering their enrollment status by auditing, dropping or withdrawing from classes should remember that they must meet the requirements as published in section II part B of this policy.

**Ineligible Curricula** — Students must be enrolled in a degree, diploma or certificate program requiring at least 16 credit hours for completion to be eligible for aid. Students who have not completed all of the requirements for admission into an eligible curriculum are not eligible for federal/state financial aid.

**Developmental Classes** — Students taking developmental classes necessary for completion of their degrees, certificates or diplomas are eligible for financial aid. Students are limited to one year (30 credits) of enrollment in developmental classes. Developmental classes will be included in the total number of credit hours “attempted” in calculating the minimum percentage of credits completed for purposes of maintaining Satisfactory Academic Progress.

**Repetitions** — Students who receive an “F”, “X” or a “W” in any course can receive financial aid for only one repeat of the same course, regardless of how payment was made.

**Financial Aid** — will ONLY pay for courses required for the program of study in which the student is enrolled. Students who enroll in courses outside of their curriculum will have their aid reduced accordingly. In addition, courses taken outside of the student's curriculum will negatively impact the student's completion rate and maximum hours allowed for completion of the program.

**Financial Aid Suspension** — Students who do not maintain the appropriate cumulative grade point average and /or have not successfully completed the required minimum percentage of credits per semester are not eligible for payment under Title IV Regulations. Students who receive financial aid and subsequently withdraw from all classes after the first (10) days of classes will be placed on Financial Aid Suspension until SAP is met.

Students have the option of appealing the suspension status; however, this option does not apply to the Federal Work-Study Program.

**Appeals** — Appeals may be approved by majority rule by the Student Success Committee. To appeal, the student must complete an Application for Reinstatement of Financial Aid (available online at [www.ph.vccs.edu](http://www.ph.vccs.edu) under Student Information/financial aid/satisfactory academic appeal form). It must be submitted to the Financial Aid Office by the first day of classes. Appeals received after first day of classes (see academic calendar) of each term will NOT be considered. Once a student's appeal is declined, they must complete a semester (3 credit, non-developmental course minimum) without financial assistance before any other appeals will be considered.

**Treatment of Transfer Credits** — Transfer credits which apply to a student's major program will be included on the maximum time frame standards as explained in section II.

**Repayment Policy** — The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. The student is responsible for repayment of funds. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student attended/participated. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed. The student will receive a bill for the amount (s) he owes and the funds repaid by the student will be receipted into the appropriate Title IV program account.

## **Veterans Benefits**

Most programs of study at PHCC are approved for Veterans Administration educational benefits by the State's Veteran Department of Education. The Financial Aid Office serves veteran students, the certification

process, and in the maintenance of accurate enrollment and student status records. All veterans receiving educational benefits must be enrolled in an official curriculum leading to a certificate or degree. Veterans are reminded that changes in course load (add/drop, cancellations, etc.), may affect their educational benefits. Veterans who are enrolled in non-standard classes (dynamic or accelerated classes) must note that their pay rate will be adjusted with the Department of Veteran Affairs when the classes begin or end. This change must also be reported on the monthly verification for VRAP, Chapter 1606, Chapter 1607 and Chapter 30. In addition to these certification requirements, veterans are cautioned that only those courses applying toward graduation requirements in their curriculum will be certified to the Veterans Administration Regional Office for payment of educational benefits.

Educational benefits are suspended when the veteran fails to maintain minimum standards of academic progress or to submit required information.

## **Virginia Military Survivors and Dependents Education Program - Tuition Waiver**

The Virginia Military Survivors and Dependents Education Program provides educational assistance to children of certain armed forces veterans. The program provides free tuition and required fees. To be eligible for assistance under this program, an applicant must meet the following basic eligibility requirements:

1. The applicant must be no less than 16 years of age, or no more than 29 years of age.
2. The applicant's parent must have served in a branch of the armed forces of the United States, and the parent must have been killed or permanently disabled due to injury or disease, a prisoner of war, or missing in action during a time of war or armed conflict; and
3. The applicant's parent on which eligibility is based must have been a resident of the Commonwealth of Virginia at the time of entry into active military duty; or
4. The applicant's parent on whom eligibility is based must have been a resident of the Commonwealth of Virginia for at least ten consecutive years immediately prior to the date of application.
5. The applicant must provide written verification to the Department of Veterans' Affairs attesting to his/her acceptance as a student at a state-supported educational institution.
6. Approval from the Department of Veterans' Affairs must be provided to the state-supported educational institution.
7. The applicant must maintain satisfactory progress for continued eligibility.

## **Surviving Spouse and Any Child of Those Killed in the Line of Duty – Tuition Waiver**

Children and spouses of law enforcement officers, firefighters, correctional and jail personnel, special forest warden, special agents of the Department of Alcohol Beverage Control, members of the Virginia State Defense Force, sheriff, deputy sheriff, Virginia National Guard members or rescue squad members who have been killed in the line of duty are entitled to free tuition and required fees. To be eligible for assistance under this program, an applicant must meet the following eligibility criteria:

1. The children must be no less than 16 years of age, or no more than 25 years of age.
2. The applicant's parent must have been killed while in the line of duty, and the parent must have been a resident of the Commonwealth of Virginia at the time of death.
3. The chief administrative office of the law-enforcement agency or other appropriate agency must certify that the deceased parent was employed or serving in the required capacity and was killed in the line of duty. The applicant must provide written verification of acceptance as a student in a public institution of higher education.
4. The certification must be submitted to the college Financial Aid office.
5. The applicant must maintain satisfactory progress for continuation of eligibility.

## **Veterans' Choice Act**

In 2014, Congress passed the Veterans Access, Choice and Accountability Act of 2014 (Veterans Choice Act), which was codified in 38 U.S.C. 3679(c). Under Section 702 of this law, certain veterans and their dependents utilizing military education benefits would be eligible for in-state tuition at public institutions.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence) and enrolls in the school within three



years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

## **Policy on Refunds, Credits, and Reinstatement as a Result of Military Service**

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding SCHEV Guidelines, each community college shall have a policy statement providing for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. Service in the uniformed services is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days. Each community college shall provide for the following:

1. **Tuition and Required Fees** — Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines, he/she requests to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and

assigned a grade of "W". Each community college shall also have a policy statement regarding the granting of refunds of Miscellaneous Education, General Program, Auxiliary Services and Student Activity fees to students. The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

2. **Deposits** — Each community college shall have a policy statement regarding the granting of refunds of deposits to students.
3. **Textbooks** — Each community college shall process refunds for textbooks according to contractual arrangement with local vendors.
4. **Academic Credits and Grades** — Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines, should have the opportunity to receive an incomplete grade ("I") until released from active duty (for reservists) or mobilization (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students may be given the option of taking their examinations prior to regularly scheduled times as an exception to VCCS policy 5.6.1 in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines. Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.
5. **Reinstatement** — Students who are called to active duty or are mobilized shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to the same community college after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.
6. **Dissemination of Information** — Community college officials should make every effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement are well disseminated and carefully explained in accordance with the requirements of the Code of Virginia, Section 23- 9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines in the appropriate college publications. Moreover, the college shall designate an administrative unit to ensure that these policies are properly disseminated and administered.

## College Programs

### Associate Degree Programs

PHCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science (AA&S) degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees. Students are encouraged to investigate the requirements of the institution to which transfer is anticipated. Associate of Applied Science degrees (AAS) provide knowledge and skills leading to employment in specialized fields.

### Diploma Programs

The college may offer two-year diploma programs designed to prepare the student for employment immediately after completion of the program. However, there are no active diploma programs as of the publication of this catalog.

### Certificate Programs

Certificate programs are less than two years in length with a major in an occupational area; career studies certificates (CSC) require less than a full year of study in an occupational area. Certificate programs (CERT) differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees. Several of these programs are offered on a part-time, day or night basis for students who are already employed.

### Computer Competency Requirement

PHCC believes that all students should experience a teaching- learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. PHCC endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. Students may demonstrate their computer competence by successfully passing ITE 115 or 119 depending on program requirements, by passing a proficiency test, or by demonstration of program outcomes.

### Developmental Education

The developmental education program helps students gain needed skills to pursue their college and career goals. The program serves those who need additional classes to prepare for college-level coursework and those who may need to improve basic academic skills. Students who are enrolled in any degree, diploma, or certificate program

and score below established cut scores on the college's placement test are generally required to enroll in the appropriate developmental course before enrolling in on-level English or math courses and certain other courses (See pages 161-163). It is extremely important that students meet with a developmental advisor prior to registering. There are some on-level courses in which developmental students may enroll with advisor approval. Students whose placement test results indicate a need for developmental education should read carefully the section on "Entry Placement Requirement" and schedule an appointment with a developmental education advisor prior to enrollment.

### The Student Success Center

The Student Success Center is located on the first floor of the Learning Resource Center (LRC). The purpose of the Student Success Center is to assist students in navigating the personal, financial, and family challenges that often cause roadblocks in a student's educational journey. The following programs are all housed within the Student Success Center:

- Great Expectations
- Middle College
- College Success Coaching
- Working Students Success Network (WSSN)
- Rural Virginia Horseshoe Initiative (RVHI)
- Shared Services Distance Learning (SSDL)

A wide array of coaches and assistants are available to assist students navigate PHCC and reach their academic goals.

### Great Expectations

Great Expectations is a college transition program designed to help young adults (17-24 years old) who are or were affiliated with the foster care system. The program offers individual support to young adults transitioning into college by increasing awareness of the value and availability of a college education, and assisting students and service providers with accessing and successfully navigating the community college system. These services are offered free of charge to those students who qualify and are ready to make a commitment to their future.

### Middle College

Middle College is a college transition program offered to individuals who need to attain a GED and have a desire to pursue college coursework at PHCC. In addition, students receive academic and career readiness training. Those who successfully complete all requirements of Middle College

will earn the following: GED, National Career Readiness Certificate (NCRC), and one college credit for SDV 108. Students are assisted with the transition process to college upon the completion of the Middle College program. Middle College is FREE to all participants.

### Working Students Success Network

The Working Students Success Network (WSSN) assists students that face certain barriers by giving them the opportunity to complete their certificate or degree. Assistance may be provided with emergency transportation, free tax preparation, and financial coaching.

### College Success Coaching Program

The College Success Coaching program is a grant-funded initiative with the Virginia Community College System (VCCS) and seeks to use the "coaching" model in an academic setting. Two college success coaches maintain a case-load of 100 students each and assist them in all aspects of successfully navigating from first course enrollment to graduation or credential attainment. College Success Coaches are located in the Learning Resource Center.

### Rural Virginia Horseshoe Initiative

The Rural Virginia Horseshoe Initiative (RVHI) awards incentives to GED recipients and low-income High School graduates to encourage the continuation of education in workforce and other programs of study. In addition, some of the funding is used to expand availability of coaches, scholarships, and mentoring opportunities for the youth throughout the Rural Horseshoe communities. Each student may receive up to \$1,000 to cover the costs of tuition, books, registration fees, workforce training programs, state licensures, industry-recognized certifications and the National Career Readiness Certificate.

### Shared Services Distance Learning

Shared Services Distance Learning (SSDL) offers an online option for many courses, in addition to previously scheduled courses, at PHCC. All SSDL courses are online through Blackboard with instructors who work for a partnering community college. PHCC students now have distance learning options for courses in foreign languages, ethics, accounting, and much more. Online options allow students to work part- or full-time jobs while pursuing higher educational goals. All SSDL courses comply with VCCS accreditation requirements, and in most cases, provide transferrable credits.

### Entry Placement Requirement

All students planning to enter one of the degree or certificate programs are required to take the college placement test before they can begin their college courses. Students should complete the placement test well in advance. Student must satisfactorily complete placement tests before enrolling in many courses. Up-to- date information is available from the Admissions Office.

Students who need developmental work to obtain the appropriate skills and competencies will be advised of the requirements and availability of the courses.

Developmental courses are offered in a variety of formats including an accelerated pace. It is extremely important students meet with an advisor prior to enrolling in any developmental course. Students who are required to take developmental courses must satisfactorily complete the developmental requirements prior to taking certain on-level courses. A list of the developmental prerequisites is shown on pages 161-163. A description of each developmental course is included under the course description section of the catalog. Students requiring developmental courses must enroll in the appropriate course in their first semester. Students requiring developmental courses may not enroll after classes begin. Students are required to complete their developmental course requirements within one academic year or 30 credit hours. A developmental advisor must approve any exception to this policy well in advance of the start of classes.

**Measures for Math Placement** – Math placement will be determined using one of the following measures:

Math Placement Measures#	HSGPA or Score Range	Placement
HSGPA and Algebra II and One Algebra Intensive Course* *Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, Algebra	3.0 or higher	MTE 1-9 Satisfied
	2.7-2.9	MTE 1-9 Co-Requisite Eligible
HSGPA and Algebra II	3.0 or higher	MTE 1-5 Satisfied
	2.7-2.9	MTE 1-5 Co-Requisite
HSGPA and Algebra I	3.0 or higher	MTE 1-3 Satisfied
	2.7-2.9	MTE 1-3 Co-Requisite
SAT – Math	530 or above	MTE 1-9 Satisfied
	510-520 range	MTE 1-5 Satisfied
ACT – Subject Area Test Math	22 or above	MTE 1-9 Satisfied
	19-21 range	MTE 1-5 Satisfied
GED – Math	165 or above	MTE 1-5 Satisfied
	155-165 range	MTE 1-3 Satisfied

# = Students may complete the VPT – Calculus for placement into Pre-Calculus II, Calculus, and 200-level Statistics. Placement directly into Pre-Calculus II, Calculus, and 200-level Statistics based on HSGPA and highest level courses taken will be at the discretion of each college.

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Students who take the Virginia Placement Test - Math and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

**Measures for English Placement** – English placement will be determined using one of the following measures:

English Placement Measures	HSGPA or Score Range	Placement
HSGPA	3.0 or higher	ENG 111
	2.7-2.9	ENF3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above	ENG 111
	460-470 range	ENF3/ENG 111
ACT-Subject Area Tests English and Reading	18 or above	ENG 111
	15-17 range	ENF3/ENG 111
GED-English	165 or above	ENG 111

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-English scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Students who take the Virginia Placement Test - English and who do not enroll in developmental English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental English course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

## Registration

To receive credit for a course, students must register for the course through established procedures. Each student is assigned an advisor to help the student develop a schedule. The student will either complete an official student registration permit, have it approved by his/her advisor and have data entry completed by college staff before paying fees or self-register via the college web page. Registration is not complete until all tuition and fees are paid.

Complete procedures for class registration and drop/add can change during an academic year. Published directions can be found on the college web page.

## Changes of Registration

Students must follow the correct methods of making any change in their class schedule after registration. Failure to do so could place the students' record at risk.

**Add/Drop Policy.** A student may add or register for courses up until the first day of each session. Students may not register for a class after the first day of the semester unless the class begins later in the semester. Exceptions to this policy will be considered on the merits of the individual case. Students who are enrolled before or on the first day of classes may add/drop classes during the first week of the semester only. During the first 15% of a session (usually 14 days), students may drop a course without financial penalty. Weekend classes and special session classes have shorter periods for adding or dropping. Students should consult the college calendar or instructor for specific dates.

**Withdrawal from a Course.** No grade point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the students' academic files.

For purposes of enrollment reporting, the following procedures shall apply:

1. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roster and no grade is awarded.
2. After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is

withdrawn from a course shall be assigned a grade of "W."

3. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned.
4. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.

**Late Addition of a Course.** A student may not enter a new course after the add deadline of the semester. Any request for entry after that period must be approved by the Vice President of Academic and Student Development Services. The student must complete an official PHCC Registration Request form. This form must be approved by an advisor, the Vice President for Academic and Student Development Services (if appropriate), and recorded in the registrar's office.

**Withdrawal from the College.** A student who wishes to withdraw from the college should contact the Coordinator of Admissions to determine the appropriate procedure. Failure to follow established procedures to formally withdraw from college will result in the grade of "F" for each course of enrollment for the semester.

**Auditing a Course.** Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course.

Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course.

Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.

## Course Credit

Credits are assigned to each course based on the time required to complete its requirements. This may consist of lectures, out- of-class study, laboratory and shop study, or combinations as follows:

**One hour** of lecture (including lecture, seminar, discussion or other similar experiences) per week for 16 weeks including the examination period = 1 collegiate semester hour credit.

**Two or three hours**, depending on the academic discipline, of laboratory (including laboratory, shop, clinical training, supervised work experience, coordinated internship, or other similar experiences) per week for 16 weeks including the examination period = 1 collegiate semester hour credit.

**One to five credits** with variable hours for the general usage courses: coordinated internship, cooperative education, seminar and project, and supervised study.

## Transfer Credit

Provided certain criteria are met, the college routinely accepts credit from similarly accredited institutions. Credits earned at institutions not accredited can be evaluated provided detailed information regarding course content, texts, evaluation methods, faculty credentials, etc. are provided. Transfer credit evaluations are based on official transcripts from the previous institutions. No credit is given for courses with grades lower than "C."

A transfer student may be advised to repeat a course if it is clearly to the student's advantage in order to make satisfactory progress in the curriculum. Students with a minimum of 20 semester hours of transferred credit from a four-year college or university may be exempt from SDV 108.

Students with educational credentials from foreign countries who wish to receive transfer credit for any of that work must have a credit evaluation provided to the admissions office from a college-approved foreign credential evaluation service (see page 15). The student must absorb all costs. PHCC faculty makes the final decisions on the granting of credit at PHCC.

Questions about any of these policies may be referred to the Coordinator of Admissions (276) 656-0285.

## Evaluation of Military Transcripts

A student's military training, courses, and occupational specialty may all be considered for college credit. As a participating member of Servicemembers Opportunity Colleges (SOC), Patrick Henry follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military

service when applicable to the service member's program of study. Military service credit in the occupational/technical areas (i.e., Engineering, Health Technology) may require approval by the appropriate school dean prior to award.

In order to receive credit for military training, the student must submit a military transcript which includes the ACE recommended credit and initiate a request for evaluation to the PHCC Records.

**NOTE:** If the student submits only the DD214 and no military transcript, only credit for HLT 110 will be awarded. Students who have completed basic training, regardless of the date of military experience, and have been honorably discharged may receive up to three credits for HLT110.

**Army, Coast Guard, Marines and Navy.** Patrick Henry Community College receives official Joint Services Transcripts (JST) electronically from the DoD Joint Services Transcript System. The JST is used by the Army, Navy, Marines, and Coast Guard. Requests received by the JST System are processed and sent electronically to PHCC within one business day. To request this transcript, please do the following:

- Complete a JST request available at this website: <https://jst.doded.mil/smart/signIn.do>.
- Submit the on-line Request to Evaluate Previous Educational Experiences form and submit it to our office electronically.

**NOTE:** If you need to have an AARTS or Coast Guard Institute Transcript sent to us, please see the links below and be sure to complete and submit our on-line Request to Evaluate Previous Educational Experiences form as well.

**Air Force.** Air Force members should request an official Community College of the Air Force/Air University transcript from the following web site: [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp) then complete the PHCC on-line Request to Evaluate Previous Educational Experiences form and submit electronically to the Admissions Office.

Additional questions or concerns regarding the evaluation of military transcripts should be directed via email to [meggleston@patrickhenry.edu](mailto:meggleston@patrickhenry.edu) or by telephone at (276) 656-0285.

## Credit for Prior Experience and Training

A student who believes that previous educational studies, training programs, work experience, or acceptable nationally recognized proficiency examination scores may

justify an adjustment in the course work required in a particular curriculum should contact the Registrar to determine the required procedures for credit evaluation before registering for classes.

Course credit may be granted for completion of proficiency exams such as the Advanced Placement Program of the College Board or CLEP. Official documentation must be provided to the Coordinator of Admissions (276) 656.0285.

Credit by examination is an internal method of achieving advanced standing in a course through satisfactorily demonstrating mastery of a course's objectives by means of either a comprehensive examination and/or a summative assignment administered by the college. The student must attain a grade of C or higher on the examination and/or assignment to gain credit. The comprehensive exam and/or summative assignment may be obtained by completing the required application and submitting it to the division dean for approval. If approved, students must pay \$50 prior to testing or submission of the assignment for every course for which credit by examination is undertaken. A student who earns credit through a comprehensive examination and/or summative assignment will only receive credit and will not receive a course grade.

Credit for training provided by non-collegiate institutions and for professional certification will be considered on an individual basis. Students must contact their division dean and provide official documentation of training and certification.

Students who have successfully completed the Certified Professional Secretary (CPS) or the Professional Legal Secretary (PLS) exams may be awarded credit for certain related courses in appropriate programs subject to current statewide articulations.

Students who have completed the Virginia State Police Academy Basic Course, or the Law Enforcement Officers, Corrections Officers, or Jailers programs certified by the Virginia Department of Criminal Justice Services may be awarded credit for certain related courses in appropriate programs subject to current statewide articulations.

Licensed Practical Nurses enrolling in the Nursing Program may receive partial credit for their prior training under conditions outlined in the Nursing Program section of this catalog.

Students entering the Emergency Medical Services-Paramedic or Intermediate program may receive credit for current Virginia or National Registry EMT certifications as outlined in the EMS program section of this catalog.

Students entering the Emergency Medical Services-Paramedic or Intermediate program may receive credit for Virginia or National Registry EMT certifications as outlined in the EMS program section of this catalog.

It is important to remember that a minimum of 25% of curriculum credit requirements must be earned through instruction by PHCC in order to receive a degree, diploma, or certificate from PHCC.

Questions about any of these policies may be referred to the Coordinator of Records (276) 656-0312.

## Waiver of Curricular Requirements

Under certain conditions, students may receive a waiver of a specific curriculum course requirement. In such cases, credits are not awarded; the student is certified as having the requirements waived and is required to substitute other course work for the requirement. To complete a curriculum, the student still needs to complete the minimum number of required credits. Application for granting a waiver should be made well in advance of the beginning of the semester by contacting the division dean responsible for the curriculum.

## Course Substitutions

In some instances, courses required in the program outline may not be available or a different course may be appropriate as a substitution for the required course. To substitute a different course for one ordinarily required, the faculty advisor must complete an "Authorized Student Exception" form, available in the office of each division dean, and have it approved by both the dean and chief academic officer. Any deviation from the requirements outlined in this catalog must be approved by the advisor, division dean and the Academic Vice President, and recorded by the Registrar before the student exception course is officially approved.

## Normal Academic Load

The normal academic load for a student is 15 to 17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits excluding College Survival Skills (SDV 108). A student wishing to enroll for more than 18 credits must have the approval of the Vice

President of Academic and Student Services. Students on academic warning or academic probation may be required to take less than the normal semester course load.

## Class Attendance

It is extremely important for students to attend classes and laboratory sessions. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence. Each instructor will establish an attendance policy. The student is responsible for making up all work missed during an absence.

In the event that a student has not reported to class (or logged into Blackboard and completed the syllabus assignment for a web course) by the Census Date for the course, the instructor may submit the proper form to administratively drop the student from the course. The Census Date is the point at which enrollment in the course is locked for financial aid purposes. For regular semester courses, it typically coincides with the last date you can add or drop classes for a full tuition refund.

## Tests and Examinations

Students are expected to take tests and examinations when scheduled. Students may arrange with the instructor to postpone or reschedule a test; such arrangements must be made prior to the day or time of the test.

## Grading System

The quality of performance in any academic course is reported by a letter grade assigned by the course instructor. The significance and value of each grade is:

<b>A</b>	<b>(Excellent)</b>	4 grade points per credit
<b>B</b>	<b>(Good)</b>	3 grade points per credit
<b>C</b>	<b>(Average)</b>	2 grade points per credit
<b>D</b>	<b>(Poor)</b>	1 grade point per credit
<b>F</b>	<b>(Failure)</b>	0 grade point per credit
<b>U</b>	<b>(Unsatisfactory)</b>	No credit; applies only to developmental education courses, ESL courses numbered 11-29, and specialized courses and seminars at the discretion of the college.
<b>W</b>	<b>(Withdrawal)</b>	No grade point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be

documented and a copy of the documentation must be placed in the students' academic files.

For purposes of enrollment reporting, the following procedures shall apply:

1. If a student withdraws from a class prior to the census date for the session, the student is removed from the class roster and no grade is awarded.
2. After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of "W".
3. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.

**I (Incomplete)** No grade point credit. The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and attendance and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the "I" grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation.

Colleges will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

**X (Audit)** No credit.

**R (Re-enroll)** The "R" grade may be used as an option, interim in nature, in courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made (e.g., individualized, self-paced instruction; modularized, group-paced instruction). The "R" grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described above. The courses in which this methodology will be used will be designated by their applicability to the established procedures for the "R" grade and will be identified by the division dean and approved by the vice president.

**P (Pass).** No grade point credit; applies only to specialized courses and seminars at the discretion of the college. Does not apply to developmental education courses.

**S (Satisfactory).** No grade point credit. Used only for developmental education and ESL courses.

## Grading for Developmental Education

A grade of "S" (Satisfactory) will be assigned for satisfactory completion of each course in developmental education (courses numbered 01-09). Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental education courses will be graded with an "R" (Re-Enroll) and must re-enroll in the course to complete the instructional objectives. Students not making satisfactory progress in developmental education courses will be graded "U" (Unsatisfactory). Grades "S", "R" and "U" have no credit value and are not computed in the student's grade point average.

## Grade Point Average (GPA)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

**Semester Grade Point Average:** Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

**Cumulative Grade Point Average:** Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students



repeat a course taken summer 1988 or later generally only the last grade earned is counted in the computation of the cumulative GPA. Grades of “W”, “X”, and “I” do not count as first or subsequent attempts in this instance. See “Repeated Course Policy” below for full description of criteria which apply.

**Curriculum Grade Point Average:** A curriculum GPA, which includes only those courses applicable to the student’s curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

## Policy for Repeating Courses

Students are normally limited to two (2) enrollments in the same course. Exceptions to this policy must be approved by the Vice President for Academic and Student Services.

Some courses are exempt from normal limitations as repeats and may be repeated without specific approval. Exempted courses are those numbered in the 90’s, 95’s, 97’s, 98’s and 99’s, courses identified as “may be repeated for credit,” and selected other courses.

Questions about this policy should be referred to the Registrar or Coordinator of Admissions and Records.

## Repeated Course Grade Forgiveness Policy

Students should consult with a faculty advisor before repeating a course. All grades earned for all courses taken one or more times are shown on the student’s permanent academic record, but only the last grade earned is used in calculating the students’ cumulative grade point average and for satisfying curricular requirements for graduation. This policy applies only to courses taken and repeated summer 1988 and later.

Some courses are exempt from consideration as repeats and an adjustment to the GPA is NOT made. Exempted courses are those numbered in the 90’s, 95’s, 97’s, 98’s and 99’s, developmental education courses, courses identified as “may be repeated for credit,” and selected other courses.

Periodically, the VCCS will rename or renumber courses but they remain equivalent to the previous named and numbered courses. Completion of a renamed or renumbered course may be determined to be a repeat of a

course completed previously under another department and/or course number. Determinations are made on a campus-wide basis, and exceptions cannot be made for an individual student.

Implementation of this policy does not affect any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Additionally, adjustments made as a part of “academic renewal” (see p. 17) is not affected. As always, only the latest attempt is used in determining if graduation requirements are met.

Any questions should be directed to the Coordinator of Admissions, (276) 656-0285. Repeating VCCS courses may negatively affect financial aid eligibility.

## Grade Reporting

Final grades are provided by data entry at the end of each semester or as reported to the Registrar by faculty. Grades can be reviewed and printed by students using their individual access to their academic record. This access is provided via myPHCC options on the college website, [www.patrickhenry.edu](http://www.patrickhenry.edu). Students should examine the recorded grades carefully and immediately upon completion. Students who discover an error should contact the faculty member immediately for the opportunity to correct their records. See the Grade Appeal Procedures in the Student Handbook.

## Honor’s and Dean’s Lists

Those students who have attained a cumulative grade point average of 3.5 or higher, and who have completed 30 or more credits and who are enrolled for 12 or more college credits are recognized by being placed on the Honor’s List. Students who have earned a grade point average of 3.2 or higher for the semester and who are enrolled for 12 or more college credits are recognized by being placed on the Dean’s List. Names of students who meet the requirements for each list will be released for publication to local newspapers and radio stations.

Developmental courses do not count towards the credit total requirements.

Students who have fulfilled the requirements of degree, diploma, or certificate programs (with the exception of career studies certificates), are eligible for graduation honors.

## **Cumulative Grade Point**

<b>Average</b>	<b>Honor</b>
3.2	Cum laude (with honor)
3.5	Magna cum laude (with high honor)
3.8	Summa cum laude (with highest honor)

## **Academic Warning**

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor and take advantage of academic support services provided by the college. The statement “Academic Warning” will appear on the student’s grade report.

## **Academic Probation**

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement “Academic Probation” shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Director of Enrollment Management or another appropriate college administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor. Students shall be placed on probation only after they have attempted 12 semester credits.

## **Academic Suspension**

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement “Academic Suspension” shall be placed on the students’ permanent records.

Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college.

Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ permanent records. Students who have been reinstated

from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor.

## **Academic Dismissal**

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement “Academic Dismissal” shall be placed on the students’ permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following processes established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor.

## **Requirement Term (Catalog Year) for Graduation**

The Requirement Term (Catalog Year) used to determine graduation requirements is the one in effect at the time the student declares their major. Students who wish to graduate under current catalog requirements may do so by completing the student information change form.

Students may not meet graduation requirements based on any catalog that is prior to their initial enrollment in a declared major.

Graduation requirements for students who remain actively enrolled in a program of study will be determined by the catalog current upon initial enrollment in a declared major. Students who have not enrolled for a calendar year or longer must meet the requirements of the catalog current at the time the student re-enrolls, unless otherwise approved by the Vice President of Academic and Student Services.

Students intending to receive a degree, diploma, certificate, or career studies certificate must file an “Application to Graduate” via the Student Information Center (SIS) prior to the established deadline. Students

who do not submit an application for graduation may be awarded the degree or certificate at the college's discretion unless a graduation opt-out form is completed in the Office of the Registrar by the end of the term for which the student will satisfy program requirements.

To be awarded an Associate degree, Certificate, or Career studies certificate at PHCC, a student must have been admitted to a curriculum; and

- have fulfilled all of the course and credit hour requirements of the program as set forth in the college catalog; *and*
- have acquired at least 25% of program requirements for an associate degree or diploma through course completion at PHCC; *and*
- have demonstrated computer competency skills as defined by the college; *and*
- have acquired at least 25% of the credits in specialized course for a certificate through course completion at PHCC, *and*
- have been recommended for graduation by the appropriate instructional authority in the program of study; *and*
- have earned a grade point average of at least 2.0 in all course attempted which are applicable toward graduation in the program of study; *and*
- have filed an application for graduation through myPHCC Student Center by the established deadline; *and*
- have resolved all financial obligations to the college and returned all library and other college materials.

## Multiple Degrees

Students may be eligible to graduate with multiple degrees and certificates if the content of the curricula differs from one another by at least 25 percent. Questions regarding the awarding of multiple degrees should be directed to the appropriate Academic Dean or to the Registrar.

## Replacement Degrees

PHCC will issue replacement degrees, diplomas, certificates, and career studies certificates previously awarded to students for a \$10 fee provided the graduate does not have an outstanding debt to the college.

## Official Transcripts

All of the information required to identify a student and describe the student's academic progress is recorded on a permanent record, including courses failed and repeated and courses not applicable to the curriculum of graduation. When a transcript is issued, all of this information is included and accompanied by explanation, if necessary.

The Registrar issues transcripts upon the student's written or electronic request options found on the college's website under transcript request.

A student file folder apart from the permanent record may be kept for each student. The folder shall be developed cooperatively by college staff members and may include the following information: college achievement and experience; results of standardized tests; health records; in-school and out-of-school activities; and educational and vocational plans.

Retention of records and specific records retained are outlined in the VCCS Policy Manual, Section 6.2.7.

## Privacy of Information

PHCC abides by the Family Educational Rights and Privacy Act of 1974 as amended, and the U. S. Department of Education's regulations implementing this act. Student records are treated as confidential information available only for the student's personal inspection and upon the student's personally authorized release, with very limited lawful exceptions.

"Directory Information" such as the student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended, and course credit load may be released unless a student notifies the Registrar by the first week of classes in each semester that this information is to remain confidential. Requests for information will be evaluated by the Vice President of Academic and Student Services or designee. PHCC is part of the Virginia Community College System which has a shared database of student information. As such, recorded data from one college may be viewed by appropriate staff at another or at the VCCS Central Office, if needed.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- Inspect and review their educational records;
- Request an amendment to records that are believed to be inaccurate;
- Require the school to obtain written consent prior to disclosure of personally identifiable information, except those items noted herein;
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA.

“Educational information” refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified. What is not included in the Educational Information is:

- Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel;
- Law enforcement or campus security records which enforcement purposes are solely for the law;
- Records related to individuals who are employed by the institution;
- Records related to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional;
- Records of an institution which contain only information about an individual obtained after that person is no longer a student at the institution (i.e., alumni records).

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended an institution, and deceased students do not come under FERPA guidelines.

Information about college policy, rights of students under the Act, and procedure for handling alleged violations of the Act and/or regulations may be obtained from the Records Office, (276) 656-0312.

## Parents’ Rights Under FERPA

Parents lose their FERPA rights when their child turns 18 or starts attending or taking classes in college (or any post-secondary institution), whichever happens first.

Under 20 U.S.C. § 1232g (d) all rights of parents (including the right to inspect educational records and to consent to the disclosure of personally identifiable information) “transfers to the student when he or she reaches the age of 18 or attends a school beyond the high school level.”

However, as stated later in this document, parents of a financially dependent student (defined by the IRS) may obtain their child’s records, but must submit proof of the student’s dependency (via most recent tax form) prior to receiving the requested information. As far as FERPA is concerned, a student’s spouse is an “unrelated third party,” and therefore, has no rights under FERPA. While there is an exception that allows a college to disclose educational information to parents of a financially dependent student in the absence of consent, there is no

such exception for spouses, even if the spouse is supporting the student.

## Student Records

In compliance with policies of the Virginia Community College System, the Virginia State Library and Archives, and guidelines of the American Association of Collegiate Registrars and Admissions Officers, the college maintains records listed:

**Student Permanent Record.** This includes:

- credits transferred from other institutions, including the number of credit hours given;
- semester in which the student is currently enrolled;
- student social security number or ID number;
- curriculum code;
- course number, the course title, the hours attempted, the hours completed, and grade for each course;
- grade point average for each semester attended;
- cumulative grade point average of the student; and
- academic action taken against the student including academic probation, suspension, and dismissal.

Disciplinary probation and disciplinary dismissal are not placed on student permanent records except in instances of Title IX Sexual Misconduct (see page 237). If students request that transcripts of their records be sent to another college during the period in which they are involved in disciplinary action, statements may be placed on the transcripts stating “additional information available upon request from the Vice President of Academic and Student Services.”

**Student Academic File.** A student academic file, apart from the permanent record, may be kept for each student. The file may include, but is not limited to, the following information: college application; course substitution forms; results of standardized tests and college placement tests; demographic information; and changes in curriculum.

## Retention of Student Records

Academic records shall be retained either on paper copy or electronically for permanent, three-year, and one-year periods at least as indicated below:

- **Permanent Retention** — from date of student graduation or transfer from the college.
- **Student Permanent Record** — the record is retained electronically and the original may be destroyed afterward.
- **Three-Year Retention** — from the date of student graduation or withdrawal from the college. These documents, which generally comprise the Student Admissions files, shall not be microfilmed.

1. Application forms (Matriculated students)
  2. Letter(s) of acceptance
  3. Relevant admission correspondence
  4. Transcripts – other colleges
  5. Transcripts – high schools
  6. Immigration and Naturalization Service forms
  7. Advanced Placement information
  8. Readmission forms
  9. Withdrawal from college forms
  10. Residency classification forms
  11. Requests and disclosures of information (only transactions without student's permission)
- **Three-Year Retention** — From date of origination. These documents shall not be microfilmed.
    1. Registration/Identification forms (hard copy)
    2. Add/Drop forms (hard copy)
    3. Withdrawal from class forms (hard copy)
    4. Faculty grade reports (Registrar's copy)
    5. Educational placement tests results
  - **One-Year Retention** — From date of origination. These documents shall not be microfilmed.
    1. Transcript request forms
    2. Graduation request forms
    3. Application forms (Non-matriculated students)
    4. Change of Grade forms
    5. Curriculum acceptance/change forms
    6. Graduation certifications
    7. Graduation checklists
    8. Name change requests and authorizations

Disposal/destruction of original records will be done by shredding, burning, pulping, or any combination thereof. The Student Permanent Record shall be the only official document of a student's academic history and for records reconciliation.

# Patrick Henry Community College

## PROGRAMS OF STUDY



## Programs of Study

### Advanced Manufacturing and Skilled Trades

- Career* General Engineering Technologies AAS
  - Computer Aided Drafting and Design (CADD) CERT
  - Advanced Manufacturing CSC
- Career* Industrial Electronics Technology AAS
  - Industrial Controls CSC
  - Industrial Maintenance Electronics CSC
  - Residential/Commercial/Industrial Electrician CSC
- Career* Technical Studies: *Specialization*: Motorsports
  - Motorsports Technology AAS
  - Motorsports Technician CSC
- Industrial Welding CERT
  - Welding CSC
- Culinary Arts CSC
- Culinary and Hospitality Management CSC
- HOPE* Customer Service CSC
- HOPE* Food Service CSC
- HOPE* Logistics CSC
- Logistics Supervision CSC

### The Arts

- DL, Transfer* General Studies AA&S
  - Transfer Specialization*: Media Design and Production
  - Media Design and Production CSC
- Transfer Specialization*: Music
- Transfer Specialization*: Performing Arts
  - Theatre Arts CSC
- Transfer Specialization*: Visual Arts
  - Art Studies CSC

### Business

- DL, Transfer* Business Administration AA&S
- DL, Career* Business Technology: Major: Accounting AAS
  - DL* Bookkeeping CERT
- Career* Business Technology: Major: Administrative Support Technology AAS
  - Clerical Studies CERT
  - Office Assisting CSC
- Career* Business Technology: Major: Administrative Support Technology AAS
  - Career Specialization*: Medical Office
  - Medical Transcription CSC
  - Office Assisting CSC
- DL, Career* Business Technology: Major: Management AAS
  - DL* General Business CERT
  - Management Assistant CSC
  - Supervision CSC
- DL, Career* Business Technology: Major: Management AAS
  - DL, Career Specialization*: Culinary and Hospitality Mgmt.
  - DL, Career Specialization*: Entrepreneurship/Sm. Business
  - Entrepreneurial and Small Business Management CSC
- Career* Legal Assisting AAS

### Health Sciences and Public Safety

- Career* Administration of Justice AAS
  - Justice Studies CSC
- Career* Emergency Medical Services -Paramedic AAS
  - Emergency Medical Technician-Intermediate CSC

- Emergency Medical Technician-Paramedic CSC
  - Transfer* General Studies AA&S
    - Transfer Specialization*: Criminal Justice
  - Career* Health Technology: Nursing AAS
  - DL, Transfer* Science AA&S
    - Transfer Specialization*: Medical Science
    - Transfer Specialization*: Pre-BSN
    - Specialization: Health Science AAS
- (pending approval)**

- Practical Nursing CERT
  - Health Technology: Pre-Nursing CSC
  - Health Technology: Emergency Medical Services CSC
- (pending approval)**
- Therapeutic Massage CERT
  - Nurse Aide Training CSC
  - Pharmacy Technician CSC
  - Health Technology: Wellness CSC **(pending approval)**

### Information Technology

- DL, Transfer* General Studies AA&S
  - D Transfer Specialization*: Information Technology AA&S
- DL, Career* Information Systems Technology AAS
  - Networking & Cybersecurity
  - Computer Service Technician CSC
  - Cybersecurity CSC
  - Internet Webmaster CSC
- DL, Career* Information Systems Technology AAS
  - DL, Career Specialization*: Accounting Information Systems AAS
  - DL, Career Specialization*: Game Design and Development AAS
  - DL, Career Specialization*: Internet Services AAS
  - Internet Webmaster CSC

### Transfer Studies and Education

- Career* Education Assisting AAS
  - Early Childhood Education CERT
  - Early Childhood Instruction CSC
  - Infant and Toddler Care CSC
- DL, Transfer* General Studies AA&S
  - DL, Transfer Specialization*: Human Services AA&S
  - DL, Transfer Specialization*: Recreation, Parks, & Leisure Studies AAS
  - DL, Transfer Specialization*: Teacher Education Preparation AAS
- DL, Transfer* Science AA&S
  - DL* General Education CERT

AAS - Associate of Applied Science Degree

AA&S - Associate of Arts and Sciences Degree

CERT – Certificate consisting of 30 or more credits

CSC- Career Studies Certificate consisting of 9 -29 credits

See page 31 for full description of awards offered.

*DL* = Programs available entirely through distance learning, as well as classroom-based coursework

*Career* = Associate degree programs designed primarily for employment in the field upon completion

*Transfer* = Associate degree programs designed primarily to transfer to a 4-year college or university upon completion

*HOPE* = High Demand Occupational Programs for Employment

# GENERAL INFORMATION CONCERNING ACADEMIC PROGRAMS

**Associate Degree Programs:** PHCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science (AA&S) degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees. Students are encouraged to investigate the requirements of the institution to which transfer is anticipated. Associate of Applied Science degrees (AAS) provide knowledge and skills leading to employment in specialized fields.

**Certificate Programs:** Certificate programs (CERT) are less than two years in length with a major in an occupational area; career studies certificates (CSC) require less than a full year of study in an occupational area. Certificate programs differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees. Several of these programs are offered on a part-time, day or night basis for students who are already employed.

**Career Studies Certificate Programs:** Many students seek post-secondary career programs of study that are less than the conventional one-or two-year programs. The Career Studies Certificate (CSC) program is a response to the needs of many adults within PHCC's service region and is intended to represent the minimum amount of college course work needed in these fields of study. Each of the program options is designed as a distinct "mini-curriculum" within a broader range of adult educational possibilities. Career Studies Certificates vary in length and normally amount to the minimum equivalent of one semester of full-time community college work and not more than the equivalent of a year (9-29) credits.

**Admission Requirements:** Unless special admission requirements are noted under program information, students must meet the general admission requirements established by the college. Students who are not college ready in English or mathematics may be required to complete appropriate developmental education courses.

**Other Information:** Students planning ahead for transfer curriculums will find it most helpful to have completed college preparatory curriculum courses in high school in areas such as English, mathematics (two units of algebra and one of plane geometry), laboratory science, social studies, and foreign language.

**Transfer Information:** Any student who plans to transfer should become familiar with the requirements of the major department in the college or university to which the student is considering transfer and also consult the assigned academic advisor before planning a program of study. In order to prepare for junior class standing at a four-year college or university, the student must

complete a program that is comparable in length and course content to the first two years of the program at the four-year institution.

Advisors have access to transfer guides from many institutions to assist in selection of courses. Every institution has unique requirements, so the student should investigate the programs of each institution under consideration for transfer. **Students should be particularly careful to select electives that correspond to requirements of the transfer institution.**

**Curriculum Requirements:** Students must successfully complete all of the requirements (general education and program requirements) listed under the program information to be awarded the specified credential (associate degree, certificate, or career studies certificate) for that program.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Awarding of Degrees and Credentials:** Students intending to receive a degree, diploma, certificate, or career studies certificate should submit an "Application to Graduate" to the Registrar's office. Degrees and credentials may be automatically awarded to students who successfully meet the requirements for a credential, award, or degree. An award opt out form is available in the Office of the Registrar for students who do not want the award assigned to their academic record.

**Graduation Requirements:** In order to meet Patrick Henry Community College graduation requirements, all associates-degree students must complete Virginia Community College Core Competency testing. Testing is an ongoing process and will be primarily administered during the capstone course (or other designated course) associated with a given degree. Please see the program advisor to determine and schedule appropriate times to complete Core Competency testing



## Advanced Manufacturing and Skilled Trades

### General Engineering Technologies

**Award:** Associate of Applied Science

**Length:** 67-68 credits

### CADD

**Award:** Certificate

**Length:** 40 credits

### Advanced Manufacturing

**Award:** Career Studies Certificate

**Length:** 28 credits

PROGRAM CONTENT COMPARISON					
	General Engineering Technologies (AAS)	CADD (CERT)	Advanced Manufacturing (CSC)	Mechatronics Level 1 Concentration (Industry Certification Prep.)	Mechatronics Level 2 Concentration (Industry Certification Prep.)
HUM.EEE (3)	•				
ENG 111 (3)	•	•			
MTH 103 (3) or MTH 166(4)	•	•			
PHY 201 (4)	•				
PHY 202 (4)	•				
SOC.EEE (3)	•				
SDV 108 (1)	•	•	•		
HLT 105 (1)	•				
EGR 110 (3)	•	•			
EGR 123 (2)	•				
EGR 135 (3)	•				
EGR 136 (3)	•				
EGR 216 (3)	•	•	•		
EGR 298 (1)	•				
MEC 119 (3)	•	•			•
MEC 140 (3)	•		•	•	
MEC 165 (3)	•			•	
SAF 126 (3)	•		•		
Technical Electives (18) select any non-repeat	•	CAD- 201, 202, 203, 232, 233, 241, 242, 243	IND 101, 125, 195, 290, 295; MEC 112	EGR 277; MEC 155, IND 243	ELE 233; ETR 246, 266; IND 181, 295; INS 230

### General Engineering Technologies

**Award:** Associate of Applied Science

**Length:** 67-68 credits

**Purpose:** Provides the knowledge and skills leading to immediate employment in the field of engineering technologies and manufacturing related fields. People who wish to prepare for industry certification or qualify for promotion in a present position to another field may benefit from this program. Students may use their 18 credits of technical electives to explore a variety of technical electives but are strongly urged to pursue a concentration in one of four pathways:

#### General Education Requirements (20-21 Credits):

ENG 111 College Composition I (3)  
 HUM EEE Humanities Elective (3)  
 MTH 103 Applied Technical Mathematics (3)  
 [ or MTH 166 Precalculus with Trig.(4)]  
 PHY 201 General College Physics I (4)  
 [or PHY 101 Introduction to Physics (4)]  
 PHY 202 General College Physics II (4)  
 Social Science Elective (3)

*See page 163-165*

#### Core Program Requirements (29 Credits):

EGR 110 Engineering Graphics (3)  
 EGR 123 Introduction to Engineering Design (2)  
 EGR 136 Strength of Materials for Engineering Technology (3)

EGR 135	Statics for Engineering Technology (3)
EGR 216	Computer Methods in Engineering (3)
EGR 298	Seminar and project (1)
HLT 105	Cardiopulmonary Resuscitation (1)
MEC 119	Basic CNC and CAM (3)
MEC 140	Introduction to Mechatronics (3)
MEC 165	Applied Hydraulics, Pneumatics and Hydrostatics (3)
SAF 126	Principals of Industrial Safety (3)
SDV 108	College Survival Skills (1)

**Technical Electives (18 Credits)**

Students may choose from ANY of these 18 technical electives OR may choose to complete one of the three pathways to a certification. Some prerequisites may be required.

CADD Certification	Advanced Manufacturing	Mechatronics Level I and II Industry Certification prep.
CAD 201 Computer Aided Drafting and Design I (3)	IND 195 Introduction to Manufacturing and Advanced Film Technology (3)	EGR 277 Digital Logic (3)  IND 181 World Class Manufacturing (3)
CAD 243 Parametric Solid Modeling III (3)	IND 101 Quality Assurance Technology (3)	IND 243 Principles and Applications of Mechatronics (3)
CAD 202 Computer Aided Drafting and Design II (3)	MEC 112 Processes of Industry (3)	IND 246 Industrial Robotics Programming (3)
CAD 203 Computer Aided Drafting and Design III (3)	IND 125 Installation and Preventive Maintenance (3)	MEC 155 Mechanisms (3)
CAD 241 Parametric Modeling I (3)	IND 295 Topics in Advanced Film Technology (3)	
CAD 232 Computer Aided Drafting II (3)	IND 290 Coordinated Internship (3)	
CAD 233 Computer Aided Drafting III (3)		
CAD 242 Parametric Modeling II (3)		

**Minimum required for degree: 67-68 Credits**

**Students should consult their faculty advisor to discuss program options.**

**Potential Industry Certifications:**

A student may elect to take an industry specific certification/ license exam. Examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following exams:

- CADD Certification pathway-**Autodesk Certified User for Inventor, Autodesk Certified User for Revit**
- Advanced Manufacturing pathway -**Certified Production Technician**
- Mechatronics preparation pathway-
  - Level 1: **Siemens Certified Mechatronic Systems Assistant**
  - Level 2: **Siemens Certified Mechatronic Systems Associate**

**Occupational Objectives:**

The associate degree in engineering technology qualifies graduates for an entry-level position as a technician. Concentration in one of the three pathways will prepare a graduate for more specific roles such as engineer’s assistant, supervisor trainee, manufacturing specialist, quality assurance auditor, CAD technician, maintenance lead person, team leader, and computer controlled process technician.

**Advancement Options:**

Program specializations offer Siemens Mechatronic System Certification. Old Dominion University offers graduates of this program advanced credit transfer options for completing a baccalaureate degree.

**Core Program Learning Outcomes:** A student will be able to:

- Apply basic principles of engineering design.
- Demonstrate effective engineering communication skills in geometric analysis and spatial relationships of fundamental geometric elements; points, lines, planes and solids.
- Demonstrate proficiency in mathematical skills to calculate static equilibrium and perform structural analysis on rigid bodies.
- Demonstrate proficiency in scientific reasoning to understand the engineering design process through the basics of hydraulic, electrical, computer, and mechanical systems.
- Demonstrate advanced level experience in using a computer as a tool for solving technical problems and performing office functions.

Students are encouraged to enroll early for **summer semester classes** to satisfy general studies and core course program degree requirements.

**CADD**

**Award:** Certificate

**Length:** 40 credits

**Purpose:** Students learn to use advanced computer workstations with various CADD software applications. Students will receive instruction and practice in the planning, design, and preparation of high quality technical drawings for a variety of projects. In addition to technical courses, there are supporting courses in communications, mathematics, and social science. These courses serve to broaden the student’s general education background and thus better prepare students for employment and advancement in the career field.

**Program Learning Outcomes:** Program graduates have generic and specific occupational skills to be competitive in technical drawing creation and manipulation positions (CADD positions) in a variety of manufacturing, engineering, architectural and civil settings. Graduates demonstrate proficiency in 21st Century skills and use of current technological tools of the profession.

**Occupational Objectives:** Graduates may seek immediate employment or continue their education in the General Engineering Technology Degree program at PHCC. The curriculum is designed to provide educational background and skills training that would be required for students seeking employment in entry level architectural and industrial drafting such as architectural drafting technician, engineering drafting technician, engineering assistant, CAD operator or CAD drafter.

**General Education Requirements (7 Credits):**

- ENG 131 Technical Report Writing I (3)  
[or ENG 111 College Composition I (3)]
- MTH 103 Applied Technical Mathematics (3)
- SDV 108 College Survival Skills (1)

**Program Requirements (33 Credits):**

- CAD 201 Computer Aided Drafting and Design I (3)
- CAD 243 Parametric Solid Modeling III (3)
- CAD 202 Computer Aided Drafting and Design II (3)
- CAD 203 Computer Aided Drafting and Design III (3)
- MEC 119 Introduction to Basic CNC and CAM (3)
- CAD 232 Computer Aided Drafting II (3)
- CAD 233 Computer Aided Drafting III (3)
- CAD 241 Parametric Modeling I (3)
- CAD 242 Parametric Modeling II (3)
- EGR 110 Engineering Graphics (3)
- EGR 216 Computer Methods in Engineering Technology (3)

**Minimum required for certificate: 40 credits**

**Advanced Manufacturing**

**Award:** Career Studies Certificate

**Length:** 28 credits

**Purpose:** This program is provided to meet the demands for an emerging technical workforce and is a direct response to local workforce and industry demand. Therefore, implementation of this program will expand employment and educational opportunities for area citizens.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate knowledge of safety, quality practices, processes and procedures, and preventive maintenance within the manufacturing production environment.
- Demonstrate proficiency in applied mathematics, reading for information, and locating information.
- Demonstrate understanding of and proficiency in machine operations especially those relevant to advanced films manufacturing, including coating, laminating, and web handling.

- IND 101 Quality Assurance Technology I (3)
- IND 125 Installation and Preventive Maintenance (3)

- IND 195 Introduction to Manufacturing and Advanced Films Technology (3)
- IND 290 Coordinated Internship (3)
- IND 295 Topics in Advanced Films Technology (3)
- EGR 216 Computer Methods in Engineering & Technology (3)
- MEC 112 Processes of Industry (3)
- MEC 140 Introduction to Mechatronics (3)
- SAF 126 Principles of Industrial Safety (3)
- SDV 108 College Survival Skills (1)

Students must complete the above 28 credit hours to be awarded the Career Studies Certificate in Advanced Manufacturing with specialization in Advanced Films Technology.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: General Engineering Technologies 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no							
<b>Required</b>	MOD1	MOD2	MOD3				
<b>Met</b>							

**Fall Semester Courses:**

			<b>Completed</b>
ENG.111	College Composition I	3.0	_____
MTH.103 or MTH.166	Applied Technical Mathematics/Precalculus with Trigonometry	3-4	_____
SAF.126	Industrial Safety	3.0	_____
MEC.140	Introduction to Mechatronics	3.0	_____
SDV.108	College Survival Skills	1.0	_____
TEC.EEE	Technical Elective	3.0	_____
		<b>Total</b>	<b>16-17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in the spring semester

**Spring Semester Courses:**

			<b>Completed</b>
EGR.123	Introduction to Engineering Design	2.0	_____
EGR.216	Computer Methods in Engineering	3.0	_____
CST.110	Introduction to Communication	3.0	_____
EGR.110	Engineering Graphics	3.0	_____
TEC.EEE	Technical Elective	6.0	_____
		<b>Total</b>	<b>17</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in the summer and fall semesters.

**Fall Semester Courses:**

			<b>Completed</b>
EGR 135	Statics for Engineering Technology	3.0	_____
PHY.201	General College Physics I	4.0	_____
MEC.165	Applied Hydraulics, Pneumatics and Hydrostatics	3.0	_____
HLT.105	Cardiopulmonary Resuscitation	1.0	_____
SOC.EEE	Social Science Elective	3.0	_____
TEC.EEE	Technical Elective	3.0	_____

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in the spring semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

			<b>Completed</b>
EGR.136	Strength of Materials for Engineering Technology	3.0	_____
MEC.119	Basic CNC and CAM	3.0	_____
PHY.202	General College Physics II	4.0	_____
EGR.298	Seminar and Project	1.0	_____
TEC.EEE	Technical Elective	6.0	_____
		<b>Total</b>	<b>17</b>

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Certificate in Computer Aided Drafting & Design (CADD) 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no							
<b>Required</b>	MOD1	MOD2	MOD3				
<b>Met</b>							

**Fall Semester Courses:**

			<b>Completed</b>
ENG.111 or ENG.131	College Composition I/Technical Report Writing I	3.0	_____
MTH.103	Applied Technical Mathematics	3.0	_____
CAD.201	Computer Aided Drafting and Design I	3.0	_____
CAD.241	Parametric Modeling I	3.0	_____
SDV.108	College Survival Skills	1.0	_____
		<b>Total 13</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in the spring semester

**Spring Semester Courses:**

			<b>Completed</b>
CAD.242	Parametric Modeling II	3.0	_____
CAD.202	Computer Aided Drafting and Design II	3.0	_____
EGR.216	Computer Methods in Engineering Technology	3.0	_____
CAD.232	Computer Aided Drafting II	3.0	_____
MEC.119	Introduction to Basic CNC and CAM	3.0	_____
		<b>Total 15</b>	

**Next actions which follow or can be accomplished during the Third semester Total**

1. During Early Bird Registration, meet with academic advisor to enroll in the spring semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Fall Semester Courses:**

			<b>Completed</b>
CAD.243	Parametric Solid Modeling III	3.0	_____
CAD.203	Computer Aided Drafting and Design III	3.0	_____
CAD.233	Computer Aided Drafting III	3.0	_____
EGR .110	Engineering Graphics	3.0	_____
		<b>Total 15</b>	

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate in Advanced Manufacturing 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no							
<b>Required</b>	MOD1	MOD2	MOD3				
<b>Met</b>							

**Fall Semester Courses:**

			<b>Completed</b>
IND.101	Quality Assurance Technology I	3.0	_____
SAF.126	Principles of Industrial Safety	3.0	_____
MEC.140	Introduction to Mechatronics	3.0	_____
IND.195	Introduction to Manufacturing & Advanced Films Technology	3.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total</b>		<b>13</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in the spring semester

**Spring Semester Courses:**

			<b>Completed</b>
MEC.112	Processes of Industry	3.0	_____
IND.125	Installation and Preventive Maintenance	3.0	_____
IND.295	Topics in Advanced Films Technology	3.0	_____
EGR.216	Computer Methods in Engineering and Technology	3.0	_____
<b>Total</b>		<b>12</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll ion next semester.
2. Apply for graduation
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.

**Fall Semester Courses:**

			<b>Completed</b>
IND.290	Coordinated Internship	3.0	_____
<b>Total</b>		<b>3</b>	

## Advanced Manufacturing and Skilled Trades

### Industrial Electronics Technology

**Award:** Associate of Applied Science

**Length:** 66 credits

### Industrial Controls

**Award:** Career Studies Certificate

**Length:** 24 credits

### Industrial Maintenance Electronics

**Award:** Career Studies Certificate

**Length:** 29 credits

### Residential/Commercial/Industrial Electrician

**Award:** Career Studies Certificate

**Length:** 22 credits

PROGRAM CONTENT COMPARISONS

	Industrial Electronics Technology (AAS)	Industrial Controls (CSC)	Industrial Maintenance Electronics (CSC)	Residential/Commercial/Industrial/Electrician (CSC)
CST 110 (3)	•			
ENG 111 (3) or ENG 131 (3)	•			
MTH 103 (3)	•			
Humanities Elective (3)	•			
Social Science Elective (3)	•			
TEC (EEE) Elective (3)	•	•	•	•
EGR 110 (3) or ELE 110 (3)	•			•
EGR 216 (3)	•		•	
EGR 277 (3)	•	•	•	
ELE 113 (3)	•	•		•
ELE 156 (3)	•		•	•
ETR 141 (3)	•		•	
ETR 142 (3)	•			
ETR 150 (3)	•	•		•
ETR 230 (3)	•			
ETR 266 (3)	•	•		
ETR 168 (3)	•	•		
ETR 298 (1)	•			
HLT 105 (1)	•			•
INS 230 (3)	•	•		•
MEC 140 (3)	•		•	•
MEC 155 (3)	•		•	
MEC 165 (3)	•	•	•	
MEC 290 (2)			•	
SAF 126 (3)			•	
SDV 108 (1)	•			

### Industrial Electronics Technology

**Award:** Associate of Applied Science

**Length:** 66 credits

**Purpose:** The focus of this program is to provide highly skilled industrial technicians for a regional workforce. Qualified electronic technicians are needed in ever increasing numbers to assist local business and industry in taking full advantage of computerized systems, automation, and controls. The manufacturing

environment of the 21st century integrates several advanced technologies including sensors, transducers, automated controls, programmable logic controls, motor control circuits, motor drives, pneumatics, microprocessors, computer hardware, and software applications. A strong educational background is required to install, maintain, troubleshoot, and repair such advanced systems.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication.

- Demonstrate effective written communication skills.
- Demonstrate proficiency in mathematical skills to solve problems.
- Demonstrate proficiency in scientific reasoning.
- Demonstrate proficiency in information technology.
- Demonstrate the ability to reason critically and apply logic to solve problems.
- Demonstrate the ability to reason crPLCcallthat will enable them to write a ladder program with two inputs and one output.
- Students will learn schematic symbols that apply to building a circuit with electronic devices on a bread board from a schematic diagram.
- Three phase motor structure and function will be emphasized to
- enable students to wire a single start-stop control station with a motor
- starter from a line diagram.

**Potential Certifications:** Students will have the opportunity to earn a number of industry recognized certifications designed to enhance their abilities and ultimately improve their performance in specialized areas. All certifications listed below are offered through Siemens, the industry leader in automation. **NOTE: (Students will be responsible for testing fees).**

\*Siemens Certification in Level 1 Mechatronics

\*Siemens Certification in Level 2 Mechatronics

\*Siemens Certification in Programmable Logic Controllers

\*Siemens Certification in Variable Frequency Drives

**Occupational Objectives:** Employment opportunities for graduates of this program include positions as electronics technician, industrial electronics technician or service technician. Admission

#### General Education Requirements (15 Credits):

CST 110	Introduction to Communication (3)
ENG 111	College Composition I (3)
MTH 103	Applied Technical Mathematics I (3)
Humanities Elective (3)	See page 163-165
Social Science Elective (3)	See page 163-165

#### Program Requirements (51 Credits):

EGR 110	Engineering Graphics (3)
	[or ELE 110 Home Electric Power (3)]
EGR 216	Computer Methods in Engineering (3)
EGR 277	Digital Logic (3)
ELE 113	Electricity I (3)
ELE 156	Electrical Control Systems (3)
ETR 141	Electronics I (3)
ETR 142	Electronics II (3)
ETR 150	Machine Control Using Relay & Programmable Logic (3)
ETR 230	Mechatronic Process Control (3)
ETR 266	Microprocessor Applications (3)
ETR 168	Digital Circuit Fundamentals (3)
ETR 298	Seminar and Project (1)
HLT 105	Cardiopulmonary Resuscitation (1)
INS 230	Instrumentation I (3)
MEC 140	Introduction to Mechatronics (3)
MEC 155	Mechanisms (3)
MEC 165	Applied Hydraulic, Pneumatics and Hydrostatics (3)
SDV 108	College Survival Skills (1)
TEC (EEE) Elective (3)	See page 163-165

**Minimum required for degree: 66 Credits**

## Industrial Controls

**Award:** Career Studies Certificate

**Length:** 24 credits

**Purpose:** This program is designed to prepare students for Siemens PLC certification. Students will also receive skills needed for installation, maintenance and repair of advanced technology production equipment.

**Program Learning Outcomes:** Graduates will have fundamental skills for installation and repair of electrical control systems. Graduates will demonstrate proficiency in programmable logic controllers and mechatronic process controls.

EGR 277	Digital Logic (3)*
ELE 113	Electricity I (3)
ELE 233	Programmable Logic Controller Systems I (3)*
ETR 150	Machine Control (3)
ETR 168	Digital Systems (3)
ETR 266	Microprocessor Applications (3)*
INS 230	Instrumentation (3)*
MEC 165	Applied Hydraulics and Pneumatics (3)*

Students must complete the above 24 credits to be awarded the Career Studies Certificate in Industrial Controls.

## Industrial Maintenance Electronics

**Award:** Career Studies Certificate

**Length:** 29 credits

**Purpose:** This program is designed to prepare students for Siemens VFD certification. Students will also receive skills and knowledge needed for maintenance and repair of modern production equipment.

**Program Learning Outcomes:** Graduates will have fundamental skills for installation and repair of electrical systems. Graduates will demonstrate proficiency in machine technology and mechanical systems maintenance.

EGR 216	Computer Methods/ Engineering and Tech. (3)
EGR 277	Digital Logic (3)
ELE 156	Electrical Control Systems (3)
ETR 141	Electronics I (3)
ETR 246	Electronic Motor Drive Systems (3)*
MEC 155	Mechanisms (3)*
MEC 140	Introduction to Mechatronics (3)
MEC 165	Applied Hydraulics and Pneumatics (3)
MEC 290	Coordinated Internship (2)
SAF 126	Principle of Industrial Safety Sections (3)

\* denotes classes required for Mechatronics certification

Student must complete the above 29 credits to be awarded the Career Studies Certificate in Industrial Maintenance Electronics.



## Residential/Commercial/Industrial Electrician

**Award:** Career Studies Certificate

**Length:** 22 credits

**Purpose:** This program is designed to provide skills for entry-level positions in the practice of electrical servicing and preparation of the National Electrical Code Examination.

**Program Learning Outcomes:** Graduates will have fundamental skills for entry-level electrical installation and repair. Graduates will demonstrate proficiency in electrical codes, OSHA safety criteria, wiring circuits and mechatronic system troubleshooting.

ELE	110	Home Electric Power (3)
ELE	113	Electricity I (3)
ELE	156	Electrical Control Systems (3)
ELE	138	National Electric Code (3)
ETR	150	Machine Control Using Relay & Programmable Logic (3)
HLT	105	Cardiopulmonary Resuscitation (1)
INS	230	Instrumentation I (3)
MEC	140	Introduction to Mechatronics (3)

Students must complete the above classes for a total of 22 credits to be awarded the Career Studies Certificate in Residential/Commercial/Industrial Electrician.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Industrial Electronics Technology 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no							
<b>Required</b>	MOD1	MOD2	MOD3				
<b>Met</b>							

**Fall Semester Courses:**

		<b>Completed</b>
ELE.113	Electricity I	3.0 _____
ETR.141	Electronics I	3.0 _____
ETR.168	Digital Circuit Fundamentals	3.0 _____
MEC.140	Introduction to Mechatronics	3.0 _____
MEC.155	Mechanisms	3.0 _____
SDV.108	College Survival Skills	1.0 _____

**Total 16**

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
EGR.277	Digital Logic	3.0 _____
ELE.110	Home Electric Power	3.0 _____
ELE.156	Electrical Control Systems	3.0 _____
ENG.111	College Composition I	3.0 _____
ETR.142	Electronics II	3.0 _____
TEC (EEE) (3)	Electronics/Electricity Elective	3.0 _____

**Total 18**

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

		<b>Completed</b>
EGR.216	Computer Methods in Engineering	3.0 _____
ETR.266	Microprocessor Applications	3.0 _____
HLT.105	Cardiopulmonary Resuscitation	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
MEC.165	Applied Hydraulic, Pneumatics and Hydrostatics	3.0 _____
MTH.103	Applied Technical Mathematics I	1.0 _____

**Total 16**

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in the spring semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

		<b>Completed</b>
CST.110	Introduction to Communication	3.0 _____
ETR.150	Machine Control Using Relay & Programmable Logic	3.0 _____
ETR.230	Mechatronic Process Control	3.0 _____
ETR.298	Seminar and Project	1.0 _____
INS.230	Instrumentation I	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____

**Total 16**

## Advanced Manufacturing and Skilled Trades

### Technical Studies: Motorsports Technology

**Award:** Associate of Applied Science

**Length:** 66-67 credits

### Motorsports Technician

**Award:** Career Studies Certificate

**Length:** 25-26 credits

	Motorsports Technology (AAS)	Motorsports Technician (CSC)
ENG.111 (3)	•	
MTH.103 (3) or MTH.166(4)	•	•
CAD.241 (3) or PHY.201(4)	•	
CST.110 (3)	•	
SOC.EEE (3)	•	
HUM.EEE (3)	•	
ITE.115 (3)	•	
MTS.126 (3)	•	•
MTS.130 (3)	•	•
MTS.131 (3)	•	•
MTS.132 (3)	•	
MTS.135 (3)	•	
MTS.140 (3)	•	•
MTS.210 (3)	•	•
MTS.211 (3)	•	•
MTS.240 (3)	•	
MTS.295 (3)	•	•
MTS.295 (3)	•	
MTS.298 (3)	•	
MTS.299 (1)	•	
MTS.EEE (3)	•	
MTS.EEE (3)	•	
PED/HLT EEE (1)	•	
SDV 108 (1)	•	•

### Technical Studies: Motorsports Technology

**Award:** Associate of Applied Science

**Length:** 66-68 credits

**Purpose:** To provide a rapid response to an anticipated workforce shortage for the motorsports industry within the mid-Atlantic region. The student will be engaged in mastering the academic and technical skill sets required for employment.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate knowledge of auto racing and race vehicles, their characteristics, specifications, rules, regulations, systems, current technology, and testing methods.
- Demonstrate knowledge about components, systems, configuration, classification, terminology, and principles of functioning of high performance engines used in race competitions.
- Using codes and specifications, demonstrate the ability to

assemble, test, and apply corrective methods to resolve technical issues related to maximum power performance of race engines.

- Demonstrate knowledge of aerodynamics, stability, and control of race vehicles, and the ability to design, model, and fabricate structures and bodies of race vehicles using blueprints and safety specifications.
- Demonstrate knowledge of engineering materials, manufacturing processes, and testing techniques, and skill to conceive fabricate and/or assemble suspension, traction, steering and braking systems of race vehicles.

**Occupational Objectives:** Employment opportunities for graduates of this program include chassis technician, set-up assistant, crew member, block assembly assistant, engine builder, or engine machine technician in racing environments.

**Admission Requirements:** Students may be required to complete a Motorsports Program Application, entrance test and interview. Students deficient in computer skills and/or fundamental motorsports terminology must complete additional coursework. Tools and daily uniforms for the program are required.

#### General Education Requirements (15-17 Credits):

CST 110 Introduction to Communication (3)  
 ENG 111 College Composition I (3)  
 HUM EEE Humanities Elective (3)  
 MTH 103 Applied Technical Mathematics I (3)  
 [or MTH 166 Precalculus with Trigonometry (4)]  
 Social Science Elective (3) *See page 163-165.*

#### Program Requirements (51 Credits):

CAD 241 Parametric Solid Modeling I (3)  
 [or PHY 201 General College Physics I (4)]  
 ITE 115 Intro. to Computer Applications & Concepts (3)  
 MTS 126 Motorsports Technology II (3)  
 MTS 130 Motorsports Structural Technology I (3)  
 MTS 131 Motorsports Structural Technology II (3)  
 MTS 132 Motorsports Structural Technology III (3)  
 MTS 135 Sheet Metal Fabrication (3)  
 MTS 140 Stock Car Engines I (3)  
 MTS 210 Race Car Setup I (3)  
 MTS 211 Race Car Setup II (3)  
 MTS 240 Stock Car Engines II (3)  
 MTS 295 Machining and Welding (3)  
 MTS 295 Introduction to Pit Stop (3)  
 MTS 298 Dyno Engine Performance (3)  
 MTS 299 Supervised Study in Motorsports (1)  
 MTS Electives (6)  
 PED/HLT Elective (1) (PED EEE) *See page 163-165.*  
 SDV 108 College Survival Skills (1)

**Minimum required for degree: 66-68 credits**

## Motorsports Technician

**Award:** Career Studies Certificate

**Length:** 25-26 credits

**Purpose:** This program is designed to provide fundamental skills for an entry-level technician in a high performance race shop.

**Admission Requirements:** Students may be required to complete a Motorsports Program Application, entrance test and interview. Students deficient in computer skills and/or fundamental motorsports terminology must complete additional coursework. Tools and daily uniforms for the program are required.

MTH 103 Applied Technical Mathematics I (3)  
[or MTH 166 Precalculus with Trigonometry (4)]

MTS 126 Motorsports Technology II (3)

MTS 130 Motorsports Structural Technology I (3)

MTS 131 Motorsports Structural Technology II (3)

MTS 140 Stock Car Engines I (3)

MTS 210 Race Car Setup I (3)

MTS 211 Race Car Setup II (3)

MTS 295 Machining and Welding (3)

SDV 108 College Survival Skills (1)

**Minimum required for the career studies certificate: 25-26 credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

## Advising Sheet for Technology Studies: Specialization: Motorsports Technology 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

<b>Program Prerequisites before being accepted into the program:</b>			
MTS 95 (co-requisite if not tested out)			

**NOTE:** Classes that are shaded meet the requirements of the Career Studies Certificate in Motorsports Technician.

Fall Semester Courses:	Completed
ENG.111      College Composition I	3.0 _____
MTH.103      Applied Technical Mathematics I	3.0 _____
MTS.130      Motorsports Structural Technology I	3.0 _____
MTS.210      Race Car Setup I	3.0 _____
MTS.295      Machining and Welding	3.0 _____
SDV.108      College Survival Skills	1.0 _____

**Next actions which follow or can be accomplished during the First semester** **Total** 16

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Spring Semester Courses:	Completed
CST.110      Introduction to Speech Communication	3.0 _____
ITE.115      Introduction to Computer Applications and Concepts	3.0 _____
MTS.131      Motorsports Structural Technology II	3.0 _____
MTS.126      Motorsports Technology II	3.0 _____
MTS.140      Stock Car Engines I	3.0 _____
MTS.211      Race Car Setup II	3.0 _____

**Next actions which follow or can be accomplished during the Second semester** **Total** 18

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Fall Semester Courses:	Completed
CAD.241      Parametric Solid Modeling I	3.0 _____
MTS.132      Motorsports Structural Technology III	3.0 _____
MTS.135      Sheet Metal Fabrication	3.0 _____
MTS.240      Stock Car Engines	3.0 _____
MTS.298      Topics In	3.0 _____

**Total** 15

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for graduation.
3. Meet with program faculty to prepare resume, plan internships, and/or receive assistance with job search.

Spring Semester Courses:	Completed
MTS.295      Introduction to Pit Stop	3.0 _____
MTS.Elective      Motorsports Elective	3.0 _____
MTS.Elective      Motorsports Elective	3.0 _____
HUM.EEE      Humanities Elective	3.0 _____
MTS.299      Supervised Study In	1.0 _____
SOC.EEE      Social Science Elective	3.0 _____
Wellness Elective	1.0 _____

**Total** 17

## Advanced Manufacturing and Skilled Trades

# Industrial Welding

**Award:** Certificate

**Length:** 38 credits

## Welding

**Award:** Career Studies Certificate

**Length:** 19 credits

	Welding (CERT)	Welding (CSC)
ENG.131 (3)	•	
MTH.120 (3)	•	
HLT.100 (2)	•	
WEL.117 (3)	•	•
WEL.123 (4)	•	•
WEL.124 (4)	•	•
WEL.126 (3)	•	
WEL.130 (3)	•	•
WEL.141 (3)	•	
WEL.145 (3)	•	•
WEL.150 (2)	•	•
WEL.198 (4)	•	
SDV.108 (1)	•	

## Industrial Welding

**Award:** Certificate

**Length:** 38 credits

**Purpose:** The curriculum is designed to provide skills and knowledge in general and specialized welding.

### Program Learning Outcomes:

- Demonstrates ability of Skills in FCAW (Flux Core Arc Welding)
- Demonstrates ability of Skills in GMAW (Gas Metal Arc Welding)
- Demonstrates ability of Skills in SMAW (Shielded Metal Arc Welding)

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

- American Welding Society FCAW D1.1 Structural Welding Code.
- American Welding Society SMAW D1.1 Structural Welding Code.
- American Welding Society GMAW D1.1 Structural Welding Code.

**Occupational Objectives:** Employment opportunities for graduates of this program might include welding specialist, welding assistant, self-employment and industrial maintenance.

### General Education Requirements (8 Credits):

ENG 131 Technical Report Writing I (3)

[or ENG 111 College Composition I (3)]

HLT 100 First Aid & Cardiopulmonary Resuscitation (2)

MTH 120 Introduction to Mathematics (3)

### Program Requirements (30 Credits):

WEL 117 Oxyacetylene Welding and Cutting (3)

WEL 123 ARC Welding (Basic) (4)

WEL 124 ARC Welding (Advanced) (4)

*(Skill demonstration test must be satisfactorily completed in WEL 124 before proceeding into WEL 126)*

WEL 126 Pipe Welding I (3)

WEL 130 Inert Gas Welding (3)

WEL 141 Welding Qualification Tests I (3)

WEL 145 Welding Metallurgy (3)

WEL 150 Welding Drawing and Interpretation (2)

WEL 198 Seminar and Project (2)

WEL 298 Seminar and Project (2)

SDV 108 College Survival Skills (1)

**Minimum required for degree: 38 Credits**

## Welding

**Award:** Career Studies Certificate

**Length:** 19 credits

**Purpose:** This program is designed to provide the layman and practitioner fundamental skills and knowledge in metal trades.

**Program Learning Outcomes:** Graduates will have fundamental skills for entry-level weld installations. Graduates will demonstrate proficiency in oxyacetylene processes, arc and MIG welding procedures.

WEL 117 Oxyacetylene Welding and Cutting (3)

WEL 123 ARC Welding (Basic) (4)

WEL 124 ARC Welding (Advanced) (4)

WEL 130 Inert Gas Welding (3)

WEL 145 Welding Metallurgy (3)

WEL 150 Welding Drawing and Interpretation (2)

Student must complete each of the 19 credits to be awarded the Career Studies Certificate in Welding.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Certificate: Industrial Welding 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

Classes that are shaded meet the requirements for the Career Studies Certificate in Welding.

**Fall Semester Courses:**

			<b>Completed</b>
ENG.131	Technical Report Writing I	3.0	_____
MTH.120	Introduction to Mathematics	3.0	_____
SDV.108	College Survival Skills	1.0	_____
WEL.117	Oxyfuel Welding and Cutting	3.0	_____
WEL.123	Shielded Metal Arc Welding (Basic)	4.0	_____
WEL.150	Welding Drawing and Interpretation	2.0	_____
<b>Total</b>			<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
HLT.100	First Aid and Cardiopulmonary Resuscitation	3.0	_____
WEL.126	Pipe Welding I	3.0	_____
WEL.124	Shielded Metal Arc Welding (Advanced)	4.0	_____
WEL.130	Inert Gas Welding	3.0	_____
WEL.145	Welding Metallurgy	3.0	_____
<b>Total</b>			<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for graduation.
3. Meet with program faculty to prepare resume, plan internships, and/or receive assistance with job search.
4. Discuss eligibility for industry credential completion with academic advisor.

**Fall Semester Courses:**

			<b>Completed</b>
WEL.198	Seminar and Project In Welding	2.0	_____
WEL.141	Welder Qualification Tests I	3.0	_____
WEL.298	Seminar and Project in Welding	2.0	_____
<b>Total</b>			<b>7</b>

## Advanced Manufacturing and Skilled Trades

### Culinary Arts

**Award:** Career Studies Certificate

**Length:** 28 credits

**Purpose:** This program prepares graduates for entry level responsibilities in the hospitality industry.

**Program Requirement:** Daily uniform for the program is required.

**Potential Certification:** ServSafe Manager Certification

**Program Learning Outcomes:** A student will be able to:

- outline the decision making process for managers using various decision making techniques;
- demonstrate acceptable workplace skills, attitudes, and behaviors.
- demonstrate knowledge of food production and dining.

HRI	106	Principles of Culinary Arts I (3)
HRI	119	Applied Nutrition for Food Service (3)
HRI	128	Principles of Baking (3)
HRI	134	Food and Beverage Service Management (3)
HRI	154	Principles of Hospitality Management (3)
HRI	158	Sanitation & Safety (3)
HRI	190	Coordinated Internship (3)
HRI	EEE	HRI Elective (3)
ITE	115	Intro. Computer Applications & Concepts (3)
SDV	108	College Survival Skills (1)

Students must complete the above 28 credit hours to be awarded the Career Studies Certificate in Culinary Arts.

### Culinary and Hospitality Management

**Award:** Career Studies Certificate

**Length:** 29 credits

**Purpose:** This program prepares graduates to fulfill mid to upper level responsibilities in the hospitality industry.

**Program Requirement:** Daily uniform for the program is required.

**Program Learning Outcomes:** Upon completion, each student has the knowledge base in food production, dining and managing food service tasks to work as lead cook in the food service field.

BUS	165	Small Business Management (3)
BUS	205	Human Resource Management (3)
HRI	145	Garde Manger (3)
HRI	158	Sanitation and Safety (3) [or approved HRI elective (3)]
HRI	207	American Regional Cuisine (3)
HRI	218	Fruit, Vegetable, and Starch Preparation (3)
HRI	219	Stock, Soup, and Sauce Preparation (3)
HRI	220	Meat, Seafood and Poultry Preparation (3)
HRI	251	Food and Beverage Cost Control (3)
HRI	290	Internship in Culinary Arts (2)

Students must complete the above 29 credit hours to be awarded the Career Studies Certificate in Culinary Arts

### High-Demand Occupational Programs for Employment (HOPE): Customer Service

**Award:** Career Studies Certificate

**Length:** 24 credits

**Purpose:** This program prepares graduates to fulfill entry-level responsibilities in the customer service industry. Prerequisites: ENF 3 or above, and MTE 1-3.

**Program Learning Outcomes:** Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to contact center operations, keyboarding and computer tasks, and work ready skills necessary to work in an entry-level position in the customer service field.

AST	117	Keyboarding for Computer Use (1)
AST	171	Introduction to Call Center Service (3)
BUS	110	Business Protocol (3)
BUS	149	Workplace Ethics (1)
BUS	190	Internship (1)
ENG	105	Communication in Business and Industry (2)
ITE	55	Certification Preparation (1)
ITE	115	Intro to Computer Applications & Concepts (3)
ITE	116	Survey of Computer Software Applications (2)
MKT	170	Customer Service (2)
PSY	126	Psychology for Business and Industry (3)
SDV	106	Preparation for Employment (1)
SDV	108	College Survival Skills (1)

Student must complete the above 24 credits to be awarded the Career Studies Certificate in Customer Service.

### High-Demand Occupational Programs for Employment (HOPE): Food Service

**Award:** Career Studies Certificate

**Length:** 20 credits

**Purpose:** This program prepares graduates to fulfill entry-level responsibilities in the food service industry. Prerequisites: ENF 3 or above, and MTE 1-3.

**Program Learning Outcomes:** Upon completion, will demonstrate the fundamental knowledge, skill and ability related to food production, dining, serving, and work ready skills necessary to work as potentially certified ServSafe Manager in the food service field.

BUS	110	Business Protocol (3)
BUS	149	Workplace Ethics (1)
HRI	106	Principles of Culinary Arts I (3)
HRI	126	The Art of Garnishing (1)
HRI	158	Sanitation and Safety (3)
HRI	190	Coordinated Internship (1)
ITE	55	Certification Preparation (1)
ITE	115	Intro. to Computer Applications & Concepts (3)
MKT	170	Customer Service (2)



SDV 106 Preparation for Employment (1)  
SDV 108 College Survival Skills (1)  
Student must complete the above 20 credits to be awarded the Career Studies Certificate in Food Services.

## High-Demand Occupational Programs for Employment (HOPE): Logistics

**Award:** Career Studies Certificate

**Length:** 21 credits

**Purpose:** This program prepares graduates to meet the demands for an emerging technical workforce and is a direct response to local workforce and industry demand. Prerequisites: ENF 3 or above, and MTE 1-3.

**Program Learning Outcomes:** Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to front-line material handling, fulfillment, computer tasks, and work ready skills necessary to work in an entry level position in the logistics/eCommerce field.

BUS 110 Business Protocol (3)  
BUS 149 Workplace Ethics (1)  
BUS 234 Supply Chain Management (3)  
BUS 255 Inventory and Warehouse Management (3)  
BUS 290 Coordinated Internship (3)  
ITE 55 Certification Preparation (1)  
ITE 115 Introduction to Computer Applications and Concepts (3)  
MKT 170 Customer Service (2)  
SDV 106 Preparation for Employment (1)  
SDV 108 College Survival Skills (1)

Students must complete the above 21 credit hours to be awarded the Career Studies Certificate in Logistics.

## Logistics Supervision

**Award:** Career Studies Certificate

**Length:** 10 credits

**Purpose:** To prepare individuals with the leadership and supervisory skills necessary to successfully lead this emerging technical workforce in the logistics industry. Prerequisites: ENF 3 or above and MTE 1-3.

**Program Learning Outcomes:** Upon completion, graduates will demonstrate the skills and abilities to supervise front-line material handling or fulfillment personnel, utilize computer skills and possess broad skills in both the application of theories and hands-on experience in a variety of logistics/eCommerce related disciplines.

BUS 111 Principles of Supervision I (3)  
BUS 190 Internship (1)  
IND 181 World Class Manufacturing I (3)  
ITE 115 Introduction to Computer Applications and Concepts (3)

Students must complete the above 10 credit hours to be awarded the Career Studies Certificate in Logistics Supervision.

## The Arts

### **General Studies**

**Award:** Associate of Arts and Sciences

**Length:** 60-61 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program. Students often select the general studies program if they intend to transfer to a four-year institution but are uncertain what their major will be. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy; and
- Demonstrate the ability to reason critically and apply logic to solve problems.

#### **General Education Requirements (21-22 Credits):**

CST 110 Introduction to Communication (3)  
ENG 111-112 College Composition I-II (6)  
HIS 121-122 United States History I-II (6)  
[or HIS 101-102 History of Western Civilization I-II (6)]

Choose one of the following combinations to fulfill the Math requirement (**choose based on the requirements of the transfer institution**):

[a] MTH 163 Precalculus I (3)  
[or MTH 166 Precalculus with Trigonometry (4)]  
and MTH 241 Statistics I (3)  
[or MTH 271 Applied Calculus I (3)]

[b] MTH 151 Mathematics for the Liberal Arts I (3)  
and MTH 152 Elementary Statistics (3)

#### **Program Requirements (39 Credits):**

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

ITE 119 Information Literacy (3)  
SDV 108 College Survival Skills (1)  
SDV 199 Supervised Study in Transfer Programs (1)  
Wellness (PED/HLT EEE) (2) *See page 163-165*

**English (Literature Elective) (3 Credits)** *See page 163-165*

**Transfer Laboratory Science (8 Credits)** *See page 163-165*

**Social Science Electives (6 Credits)** *See page 163-165*

**Specified Fine Arts Elective (3 Credits)** *See page 163-165*

**Humanities Elective (HUM EEE) (3 Credits)** *See page 163-165*

**College Transfer Electives (9 Credits)** *See page 163-165*

**Minimum required for degree: 60-61 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: General Studies 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no					
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5
<b>Met</b>					

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HIS.121	United States History I	3.0 _____
MTH.151	Mathematics for the Liberal Arts I	3.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>14</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.122	United States History II	3.0 _____
MTH.157	Elementary Statistics	3.0 _____
ART.EEE	Fine Arts Elective	3.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Discuss eligibility for certificate, career studies certificate, and/or credential completion with academic advisor

**Fall Semester Courses:**

		<b>Completed</b>
ENG.EEE	English Elective	3.0 _____
ITE.119	Information Literacy	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
SDV.199	Supervised Study In	1.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation.

**Spring Semester Courses:**

		<b>Completed</b>
SOC.EEE	Social Science Elective	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
EEE.EEE	General Elective	3.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>14</b>

## The Arts

# General Studies

## Specialization: Media Design and Production

**Award:** Associate of Arts and Sciences

**Length:** 60 credits

## Media Design and Production

**Award:** Career Studies Certificate

**Length:** 18 credits

PROGRAM CONTENT COMPARISON		
	MEDIA DESIGN (AA&S)	MEDIA DESIGN (CSC)
CST 110 (3)	•	•
ENG 111 (3)	•	
ENG 112 (3)	•	
HIS 121 (3)	•	
HIS 122 (3)	•	
Humanities Elective (HUM EEE) (3)	•	
ITE 119 (3)	•	
MTH 151 (3)	•	
MTH 157 (3)	•	
Natural Science (NAS EEE) (8)	•	
Social Science Elective (6)	•	
SDV 108 (1)	•	•
SDV 199 (1)	•	
Wellness (HLT/PED EEE) (2)	•	
ART 283 (4)	•	•
BCS 110 (4)	•	•
BCS 299 (1)	•	
MET 293 (3)	•	•
MET 295 (3)	•	•

## General Studies

## Specialization: Media Design and Production

**Award:** Associate of Arts and Sciences

**Length:** 60 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in the media studies area. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;
- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Demonstrate ability to effectively utilize hardware and software to create productions.

### General Education Requirements (21 Credits)

CST 110	Introduction to Communication (3)
ENG 111-112	College Composition I-II (6)
HIS 121-122	United States History I-II (6) [or HIS 101-102 History of Western Civilization I-II (6)]
MTH 151	Mathematics for Liberal Arts I (3)
MTH 157	Elementary Statistics (3)

### Program Requirements: (39 Credits)

ART 283	Computer Graphics I (4)
ITE 119	Information Literacy (3)
SDV 108	College Survival Skills (1)
SDV 199	Supervised Study in Transfer Programs (1)
Wellness	PED/HLT EEE (2) <i>See page 163-165</i>

**Laboratory Science Elective (8 Credits):** Must complete a two semester sequence. *See page 163-165*

**Social Science Electives (6 Credits):** *See page 163-165*

**Humanities Elective (3 Credits):** *See page 163-165*

### Media Design and Production Electives (11 Credits):

BCS 110	Fundamentals in Video Production (4)
BCS 299	Supervised Study in Television (1)
MET 293	Studies in {Adobe Premiere Pro} (3)
MET 295	Topics in {Adobe After Effects} (3)

**Minimum required for degree: 60 Credits**

## Media Design and Production

**Award:** Career Studies Certificate

**Length:** 18 credits

**Purpose:** The program is designed to provide entry-level skills and preparation for a job in media production and design.

**Program Learning Outcomes:** A student will be able to:

- Use basic video production hardware and software to create video productions

ART 283	Computer Graphics I (4)
BCS 110	Fundamentals in Video Production (4)
CST 110	Introduction to Communication (3)
MET 293	Studies In {Adobe Premiere Pro} (3)
MET 295	Studies In {Adobe After Effects} (3)
SDV 108	College Survival Skills (1)

**Minimum required for certificate: 18 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Media Design and Production 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no						
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the **Career Studies Certificate in Media Design**

Fall Semester Courses:	Completed
ENG.111      College Composition I	3.0 _____
ITE.119      Information Literacy	3.0 _____
MTH.151      Mathematics for the Liberal Arts I	3.0 _____
CST.110      Introduction to Speech Communication	3.0 _____
ART.283      Computer Graphics I	4.0 _____
SDV.108      College Survival Skills	1.0 _____
<b>Total</b>	<b>17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Spring Semester Courses:	Completed
ENG.112      College Composition II	3.0 _____
MTH.157      Elementary Statistics	3.0 _____
BCS.110      Fundamentals in Video Production	4.0 _____
MET.293      Studies in Adobe Premiere Pro	3.0 _____
MET.295      Topics in Adobe After Effects	3.0 _____
<b>Total</b>	<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Fall Semester Courses:	Completed
HIS.121      United States History I	3.0 _____
HUM.EEE      Humanities Elective	3.0 _____
NAS.EEE      Natural Science Electives	4.0 _____
SDV.199      Supervised Study In	1.0 _____
PED/HLT.EEE      Wellness Elective	1.0 _____
<b>Total</b>	<b>12</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for graduation

Spring Semester Courses:	Completed
HIS.122      United States History II	3.0 _____
NAS.EEE      Natural Science Electives	4.0 _____
BCS.299      Supervised Study in Television	1.0 _____
SOC.EEE      Social Science Elective	3.0 _____
SOC.EEE      Social Science Elective	3.0 _____
PED/HLT.EEE      Wellness Elective	1.0 _____
<b>Total</b>	<b>15</b>

## The Arts

### **General Studies**

#### **Specialization: Music**

**Award:** Associate of Arts and Sciences

**Length:** 60 credits\_

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in music. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;
- Demonstrate the ability to reason critically and apply logic to solve problems; and
- **Demonstrate proficiency at writing music by dictation according to standard notational practices.**

#### **General Education Requirements (24 Credits):**

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
HIS	121-122	United States History I-II (6)
		[or HIS 101-102 History of Western Civilization I-II (6)]
ITE	119	Information Literacy (3)
MTH	151	Mathematics for Liberal Arts I (3)
MTH	157	Elementary Statistics (3)

#### **Program Requirements (36 Credits):**

SDV	108	College Survival Skills (1)
SDV	199	Supervised Study in Transfer Programs (1)
Wellness	PED/HLT EEE (2)	<i>See page 163-165</i>

**Laboratory Science Elective** (8 Credits). Must complete a two semester sequence. *See page 163-165*

**Social Science Electives** (6 Credits). *See page 163-165*

#### **Humanities Electives** (8 Credits).

MUS 111	Music Theory I (4)
MUS 112	Music Theory II (4)

#### **Music Electives** (10 Credits): Select from the following:

MUS	121	Music Appreciation I (3)
MUS	135	Jazz Ensemble (1)
MUS	136	Applied Music-Voice (1)
MUS	137	Chorus Ensemble (1)
MUS	145	Applied Keyboard (1)
MUS	149	Band Ensemble (1)
MUS	155	Applied Woodwinds (1)
MUS	175	Applied Brass (1)
MUS	185	Applied Percussion (1)
MUS	236	Advanced Applied Music-Voice (1)

**Minimum required for degree: 60 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Music 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	
<b>Met</b>						

**Fall Semester Courses:**

			<b>Completed</b>
ENG.111	College Composition I	3.0	_____
HIS.121	United States History I	3.0	_____
CST.110	Introduction to Speech Communication	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
MUS.111	Music Theory I	4.0	_____
SDV.108	College Survival Skills	1.0	_____
		<b>Total</b>	<b>17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
ENG.112	College Composition II	3.0	_____
HIS.122	United States History II	3.0	_____
PED/HLT.EEE	Wellness Elective	1.0	_____
MTH.157	Elementary Statistics	3.0	_____
MUS.112	Music Theory II	4.0	_____
MUS.EEE	Music Electives	2.0	_____
		<b>Total</b>	<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

			<b>Completed</b>
ITE.119	Information Literacy	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
SDV.199	Supervised Study In	1.0	_____
MUS.EEE	Music Electives	4.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
		<b>Total</b>	<b>15</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation

**Spring Semester Courses:**

			<b>Completed</b>
SOC.EEE	Social Science Elective	3.0	_____
PED/HLT.EEE	Wellness Elective	1.0	_____
MUS.EEE	Music Electives	4.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
		<b>Total</b>	<b>12</b>

## The Arts

# General Studies

## Specialization: Performing Arts

**Award:** Associate of Arts and Sciences

**Length:** 60 credits

## Theatre Arts

**Award:** Career Studies Certificate

**Length:** 19 credits

PROGRAM CONTENT COMPARISON		
	PERFORMING ARTS (AA&S)	THEATRE ARTS (CSC)
CST 110 (3)	•	•
ENG 111 (3)	•	
ENG 112 (3)	•	
HIS 121 (3)	•	
HIS 122 (3)	•	
Humanities Elective (HUM EEE) (3)	•	
ITE 119 (3)	•	
MTH 151 (3)	•	
MTH 157 (3)	•	
Natural Science (NAS EEE) (8)	•	
Social Science Elective (6)	•	
SDV 108 (1)	•	•
SDV 199 (1)	•	
Wellness (HLT/PED EEE) (2)	•	
CST 130 (3)	•	•
CST 131 (3)	•	•
CST 132 (3)	•	•
CST 136 (3)	•	•
CST 231 (3)	•	•

## Specialization: Performing Arts

**Award:** Associate of Arts and Sciences

**Length:** 60 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in the performing arts area. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;

- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Distinguish and differentiate the characteristics of theatre from other art forms.

### General Education Requirements (24 Credits):

CST 110	Introduction to Communication (3)
ENG 111-112	College Composition I-II (6)
HIS 121-122	United States History I-II (6) [or HIS 101-102 History of Western Civilization I-II (6)]
ITE 119	Information Literacy (3)
MTH 151	Mathematics for Liberal Arts I (3)
MTH 157	Elementary Statistics (3)

### Program Requirements (36 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

SDV 108	College Survival Skills (1)
SDV 199	Supervised Study in Transfer Programs (1)
Wellness	PED/HLT EEE (2) <i>See page 163-165</i>

**Laboratory Science Elective (8 Credits).** *See page 163-165*  
*Must complete a two semester sequence.*

**Social Science Electives (6 Credits)** *See page 163-165*

**Humanities Elective (3 Credits)** *See page 163-165*

### Performing Arts Electives (15 Credits):

CST 130	Introduction to the Theater (3)
CST 131	Acting I (3)
CST 132	Acting II (3)
CST 136	Theater Workshop (3)
CST 231	History of Theater (3)

**Minimum required for degree: 60 Credits**

## Theatre Arts

**Award:** Career Studies Certificate

**Length:** 19 credits

**Purpose:** This program is designed to provide skills specifically related to acting and stage design.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate competency in at least one aspect of theatre acting.
- Distinguish and differentiate the characteristics of theatre from other art forms.

CST 110	Introduction to Communication (3)
CST 130	Introduction to the Theatre (3)
CST 131	Acting I (3)
CST 132	Acting II (3)
CST 136	Theatre Workshop (3)
CST 231	History of the Theatre I (3)
SDV 108	College Survival Skills (1)

**Minimum required for certificate: 19 Credits**



**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AAS: Specialization: Performing Arts 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the **Career Studies Certificate in Theatre Arts** **Completed**

**Fall Semester Courses:**

ENG.111	College Composition I	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
CST.110	Introduction to Speech Communication	3.0	_____
CST.130	Introduction to Theater I	3.0	_____
CST.131	Acting I	3.0	_____
SDV.108	College Survival Skills	1.0	_____

**Total 16**

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

ENG.112	College Composition II	3.0	_____
MTH.157	Elementary Statistics	3.0	_____
CST.132	Acting II	3.0	_____
CST.136	Theatre Workshop	3.0	_____
CST.231	History of Theater	3.0	_____

**Total 15**

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

SOC.EEE	Social Science Elective	3.0	_____
ITE.119	Information Literacy	3.0	_____
NAS.EEE	Natural Science Elective	4.0	_____
HIS.121	United States History I	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____

**Total 16**

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation.

**Spring Semester Courses:**

SOC.EEE	Social Science Elective	3.0	_____
NAS.EEE	Natural Science Elective	4.0	_____
PED/HLT.EEE	Wellness Elective	2.0	_____
HIS.122	United States History II	3.0	_____
SDV 199	Supervised Study In	1.0	_____

**Total 13**

## The Arts

# General Studies

## Specialization: Visual Arts

**Award:** Associate of Arts and Sciences

**Length:** 60 credits

## Art Studies

**Award:** Career Studies Certificate

**Length:** 13 credits

PROGRAM CONTENT COMPARISON		
	VISUAL ARTS (AA&S)	ART STUDIES (CSC)
CST 110 (3)	•	
ENG 111 (3)	•	
ENG 112 (3)	•	
HIS 121 (3)	•	
HIS 122 (3)	•	
English Literature Elective (3)	•	
ITE 119 (3)	•	
MTH 151 (3)	•	
MTH 157 (3)	•	
Natural Science (NAS EEE) (8)	•	
Social Science Elective (6)	•	
SDV 108 (1)	•	•
SDV 199 (1)	•	
Wellness (HLT/PED EEE) (2)	•	
ART ELECTIVE (3)	•	ART 101 •
ART ELECTIVE (3)	•	ART 102 •
ART ELECTIVE (3)	•	ART 121 •
ART ELECTIVE (3)	•	ART 122 •
ART ELECTIVE (3)	•	

## Specialization: Visual Arts

**Award:** Associate of Arts and Sciences

**Length:** 60 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in the study of visual arts. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;

- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Create a portfolio of artwork demonstrating proficiency in specified concepts and techniques.

## General Education Requirements (21 Credits):

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
HIS	121-122	United States History I-II (6) [or HIS 101-102 History of Western Civilization I-II (6)]
MTH	151	Mathematics for Liberal Arts I (3)
MTH	157	Elementary Statistics (3)

## Program Requirements (39 Credits):

ITE	119	Information Literacy (3)
SDV	108	College Survival Skills (1)
SDV	199	Supervised Study in Transfer Programs (1)
Wellness		(PED/HLT EEE) (2) <i>See page 163-165</i>

## ART Electives (15): Select from:

ART	101	Appreciation and History of Art I (3)
ART	102	Appreciation and History of Art II (3)
ART	122	Drawing II (3)
ART	121	Drawing I (3)
ART	241	Painting I (3)
ART	242	Painting II (3)
ART	283	Computer Graphics I (4)
ART	284	Computer Graphics II (4)

**English (Literature Elective) (3 Credits).** *See page 163-165*

**Transfer Laboratory Science (8 Credits).** *See page 163-165*  
*Must complete a two semester sequence.*

**Social Science Electives (6 Credits).** *See page 163-165*

**Minimum required for degree: 60 Credits**

## Art Studies

**Award:** Career Studies Certificate

**Length:** 28 credits

**Purpose:** This program is designed to provide skills for the individual pursuing a vocational or other artistic interest.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate an appreciation for the arts.
- Create a portfolio of artwork demonstrating proficiency in specified concepts and techniques.

ART	101	Appreciation and History of Art I (3)
ART	102	Appreciation and History of Art II (3)
ART	121	Drawing I (3)
ART	122	Drawing II (3)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 13 Credits**

\* ART 241, ART 242 may be substituted with division approval.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Visual Arts 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the **Career Studies Certificate in Art Studies**

**Fall Semester Courses:**

			<b>Completed</b>
ENG.111	College Composition I	3.0	_____
ITE.119	Information Literacy	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
ART.EEE	Arts Elective (ART 101 used for certificate)	3.0	_____
ART.EEE	Arts Elective (ART 121 used for certificate)	3.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total</b>		<b>16</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
ENG.112	College Composition II	3.0	_____
ART.EEE	Arts Elective (ART 102 used for certificate)	3.0	_____
ART.EEE	Arts Elective (ART 122 used for certificate)	3.0	_____
MTH.157	Elementary Statistics	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
<b>Total</b>		<b>15</b>	

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

			<b>Completed</b>
ART.EEE	Arts Elective	3.0	_____
HIS.121	United States History I	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
CST.110	Introduction to Speech Communication	3.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
<b>Total</b>		<b>16</b>	

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation

**Spring Semester Courses:**

			<b>Completed</b>
ENG.EEE	English Literature Elective	3.0	_____
HIS.122	United States History II	3.0	_____
PED/HLT.EEE	Wellness Elective	2.0	_____
SDV.199	Supervised Study In	1.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
<b>Total</b>		<b>13</b>	

## Business

### Business Administration

**Award:** Associate of Arts and Sciences

**Length:** 60-61 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

**Program Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- Apply the principles of financial accounting;
- Define key terminology associated with microeconomics;
- Apply the key principles associated with macroeconomics.

#### **General Education Requirements (24-25 Credits):**

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
HIS	121-122	United States History I-II (6) [or HIS 101-102 History of Western Civilization I-II (6)]
HUM	EEE	Humanities Elective (3)
MTH	163	Precalculus I (3) [or MTH 166 Precalculus with Trigonometry (4)]
MTH	271	Applied Calculus I (3)

#### **Program Requirements (36 Credits):**

ACC	211-212	Principles of Accounting I-II (6)
ECO	201	Principles of Macroeconomics (3)
ECO	202	Principles of Microeconomics (3)
ITE	119	Information Literacy (3)
MTH	241	Statistics I (3)
SDV	108	College Survival Skills (1)
SDV	199	Supervised Study in Transfer Programs (1)
Wellness	PED/HLT EEE (2)	<i>See page 163-165</i>

**Transfer Laboratory Science (8 Credits).** *See page 163-165*  
*Must complete a two semester sequence.*

**Social Science Elective (3 Credits).** *See page 163-165*

**Fine Arts Elective (3 Credits).** *See page 163-165*

**Minimum required for degree: 60-61 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Business Administration 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HIS.121	United States History I	3.0 _____
MTH.166	Precalculus with Trigonometry	4.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
PED.EEE	PE Elective	1.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
- 

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.122	United States History II	3.0 _____
MTH.271	Applied Calculus I	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
ITE.119	Information Literacy	3.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
- 

**Fall Semester Courses:**

		<b>Completed</b>
MTH.241	Statistics I	3.0 _____
ACC.211	Principles of Accounting I	3.0 _____
ECO.201	Principles of Macroeconomics	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
NAS.EEE	Natural Science Elective	4.0 _____
SDV.199	Supervised Study In	1.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
  2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
  3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
  4. Apply for degree graduation.
- 

**Spring Semester Courses:**

		<b>Completed</b>
SOC.EEE	Social Science Elective	3.0 _____
NAS.EEE	Natural Science Elective	4.0 _____
PED/HLT.EEE	PE Elective	1.0 _____
ECO.202	Principles of Microeconomics	3.0 _____
ACC.212	Principles of Accounting II	3.0 _____
<b>Total</b>		<b>14</b>

## Business

# Business Technology

## Major: Accounting

**Award:** Associate of Applied Science

**Length:** 65 credits

## Bookkeeping

**Award:** Certificate

**Length:** 31 credits

PROGRAM CONTENT COMPARISON		
	ACCOUNTING (AAS)	BOOKKEEPING (CERT)
ENG 111 (3)	•	•
ENG 112 (3)	•	
HUM EEE (3)	•	
MTH 120 (3)	•	•
Transfer Science (NAS.EEE)(4)	•	
Wellness (HLT/PED.EEE) (2)	•	
SDV 108 (1)	•	•
ACC 124 (3)	•	•
ACC 211 (3)	•	•
ACC 212 (3)	•	•
ACC 215 (3)	•	•
ACC 221 (3)	•	
ACC 222 (3)	•	
ACC 261 (3)	•	•
ACC 290 (3)	•	
ACC 293 (3)	•	
ACC 299 (1)	•	
BUS 125 (3)	•	•
BUS 241 (3)	•	
ECO 201 (or ECO 202) (3)	•	
FIN 215 (3)	•	
ITE 115 (3)	•	•
1TE 140 (3)	•	•

## Business Technology: Major: Accounting

**Award:** Associate of Applied Science

**Length:** 65 credits

**Purpose:** This program provides knowledge and skills leading to immediate employment in the field of accounting. People who wish to qualify for promotion in a present position to another field may benefit from this program. Students are strongly urged to consult their faculty advisor in planning programs.

**Employment Objectives:** Some of the occupations and positions for which graduates of this program may qualify are accounting technician, junior accountant or accountant.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following

examinations:

- Microsoft Office Specialist (MOS) – Excel.
- American Institute of Professional Bookkeepers – Certified Bookkeeper (CB) (requires related work experience and code of ethics agreement).
- QuickBooks.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate the ability to perform payroll.
- Demonstrate the ability to prepare a complex tax return.
- Demonstrate a mastery of QuickBooks Accounting Software
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

### General Education Requirements (19 Credits):

ECO 201 Principles of Macroeconomics (3)  
[or ECO 202 Principles of Microeconomics (3)]  
ENG 111-112 College Composition I-II (6)  
HUM EEE Humanities Elective (3)  
MTH 120 Introduction to Mathematics (3)  
[or MTH 151 Mathematics for the Liberal Arts I (3)]  
Science Elective [BIO, CHM, ENV, GOL, NAS, PHY] (4)

### Program Requirements (46 Credits):

ACC 124 Payroll Accounting (3)  
ACC 211-212 Principles of Accounting I-II (6)  
ACC 215 Computerized Accounting (3)  
ACC 221-222 Intermediate Accounting I-II (6)  
ACC 261 Principles of Federal Taxation I (3)  
ACC 290 Coordinated Internship (3)  
[or ACC 297 Cooperative Education (3)]  
ACC 293 Studies in Accounting (3)  
ACC 299 Supervised Study in Accounting (1)  
BUS 125 Applied Business Mathematics (3)  
BUS 241 Business Law I (3)  
FIN 215 Financial Management (3)  
ITE 115 Intro. Computer Apps & Concepts (3)  
ITE 140 Spreadsheet Software (3)  
Wellness (PED/HLT EEE) (2) *See page 163-165*  
SDV 108 College Survival Skills (1)

**Minimum required for degree: 65 Credits**

## Bookkeeping

**Award:** Certificate

**Length:** 31 credits

**Purpose:** The purpose of this program is to provide additional knowledge and skill in basic accounting and bookkeeping for persons seeking immediate employment in the field, for those already employed who want to upgrade skills or for small business owners.

**Employment Objectives:** Employment opportunities might include accountant's assistant, bookkeeper, financial records manager, office manager or small business operator.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) – Excel.
- QuickBooks Certification.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate ability to reason critically and problem-solve.
- Describe and use general business knowledge and skills.
- Apply the principles of financial accounting, managerial accounting, tax accounting, and payroll accounting.
- Prepare and interpret financial statements.
- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate effective written communication skills in a business setting.

**General Education Requirements (6 Credits):**

ENG 111 College Composition I (3)  
MTH 120 Introduction to Mathematics (3)

**Program Requirements (25 Credits):**

ACC 124 Payroll Accounting (3)  
ACC 211-212 Principles of Accounting I-II (6)  
ACC 215 Computerized Accounting (3)  
ACC 261 Principles of Federal Taxation I (3)  
BUS 125 Applied Business Mathematics (3)  
ITE 115 Intro. Computer Applications & Concepts (3)  
ITE 140 Spreadsheet Software (3)  
SDV 108 College Survival Skills (1)

**Minimum required for certificate: 31 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Business Technology: Major: Accounting 2017-2018**

Developmental English Pre-requisites met: ____ yes ____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____ yes ____ no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the **Certificate in Bookkeeping**.

<b>Fall Semester Courses:</b>		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
ACC.211	Principles of Accounting I	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
ITE.115	Introduction to Computer Applications and Concepts	3.0 _____
MTH.120	Introduction to Mathematics	3.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

<b>Spring Semester Courses:</b>		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
ACC.212	Principles of Accounting II	3.0 _____
BUS.125	Applied Business Mathematics	3.0 _____
ACC.124	Payroll Accounting	3.0 _____
ITE.140	Spreadsheet Software	3.0 _____
ECO.201	Principles of Macroeconomics	3.0 _____
<b>Total</b>		<b>18</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

<b>Fall Semester Courses:</b>		<b>Completed</b>
ACC.221	Intermediate Accounting I	3.0 _____
ACC.215	Computerized Accounting	3.0 _____
ACC.261	Principles of Federal Taxation I	3.0 _____
PED/HLT.EEE	Wellness Elective	2.0 _____
NAS.EEE	Natural Science Elective	4.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

<b>Spring Semester Courses:</b>		<b>Completed</b>
BUS.241	Business Law I	3.0 _____
ACC.222	Intermediate Accounting II	3.0 _____
ACC.290	Coordinated Internship	3.0 _____
ACC.293	Topics in Accounting	3.0 _____
ACC.299	Supervised Study In	1.0 _____
FIN.215	Financial Management	3.0 _____
<b>Total</b>		<b>16</b>



## Business

# Business Technology

## Major: Administrative Support Technology

**Award:** Associate of Applied Science

**Length:** 65 credits

### Clerical Studies

**Award:** Certificate

**Length:** 41 credits

### Office Assisting

**Award:** Career Studies Certificate

**Length:** 23 credits

PROGRAM CONTENT COMPARISON			
	AST (AAS)	Clerical Studies (CERT)	Office Assisting (CSC)
CST 110 (3)	•		
ENG 111 (3)	•	•	•
MTH 120 (3) [or MTH 151 (3)]	•	•	
Social Science (SOC EEE) (3)	•		
HUM EEE (3)	•		
ACC 124 (3) [or ACC 211 (3)]	•	•	
AST 101 (3)	•	•	•
AST 102 (3)	•	•	•
AST 154 (1)	•	•	•
AST 141 (3)	•	•	•
AST 238 (3)	•	•	
AST 243 (3)	•	•	
AST 244 (3)	•		
AST 260 (3)	•	•	
AST 290 (3)	•		
AST 299 (1)	•		
BUS 125 (3)	•	•	
ITE 115 (3)	•	•	•
ITE 130 (3)	•		
ITE 140 (3)	•	•	
MKT 260 (3)	•		
SDV 108 (1)	•	•	•
SPA 103 (3)	•		
Wellness (HLT/PED EEE) (2)	•		
Approved EEE (3)			•

## Business Technology

### Major: Administrative Support Technology

**Award:** Associate of Applied Science

**Length:** 65 credits

**Purpose:** Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or

to another field, including self-employment, may benefit from this program. This program prepares a student for work in a general office setting as well as offering skills in the legal and medical office areas. The program enables the student to become proficient in administrative duties and skills in a variety of companies -- including manufacturing, service-oriented, and government--or as a virtual assistant.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as administrative assistant, administrative secretary, executive secretary, medical secretary, medical transcriptionist, customer service representative, legal secretary, office services specialist, and clerical supervisor.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Word, Excel, PowerPoint, Access.
- Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) - sponsored by the International Association of Administrative Professionals (IAAP) (requires related work experience).

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate the supervisory role of the administrative professional including ethical behaviors and appropriate interpersonal skills.
- Demonstrate proficiency with computer software, business application, and information literacy.

### General Education Requirements (15 Credits):

CST 110 Introduction to Communication (3)

ENG 111 College Composition I (3)

HUM EEE Humanities Elective (3)

MTH 120 Introduction to Mathematics (3)

[or MTH 151 Mathematics for the Liberal Arts I (3)]

Social Science Elective (3)

*See page 163-165*

### Program Requirements (50 Credits):

ACC 124 Payroll Accounting (3)

[or ACC 211 Principles of Accounting I (3)]

AST 101 Keyboarding I (3)

AST 102 Keyboarding II (3)

AST 154 Intro to Voice Recognition Software (1)

AST 141 Word Processing (3)

AST 238 Word Processing Advanced Operations (3)

AST 243 Office Administration I (3)

AST 244 Office Administration II (3)

AST 260 Presentation Software (3)

AST 290 Coordinated Internship (3)

AST 299 Supervised Study in AST (1)

BUS 125 Applied Business Mathematics (3)

ITE	115	Intro to Computer Apps & Concepts (3)	
ITE	140	Spreadsheet Software (3)	
MKT	260	Customer Service Management (3)	
SDV	108	College Survival Skills (1)	
SPA	103	Basic Spoken Spanish I (3)	
Wellness	HLT/PED EEE (2)		<i>See page 163-165</i>

**Minimum required for degree: 65 Credits**

## Clerical Studies

**Award:** Certificate  
Length: 41 credits

**Purpose:** To provide competent entry-level office support personnel for immediate employment in business, industry, the professions, and government.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as clerk typist, data entry keyer, file clerk, general clerk, general clerk, clerk stenographer, shipping/ receiving clerk, bank teller, information clerk, and switchboard operator/receptionist.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

Microsoft Office Specialist (MOS) – Word, Excel, Access, PowerPoint.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate effective written communication skills in a business setting.
- Produce a variety of business documents using correct grammar, punctuation and spelling in a form acceptable in today's business environment.
- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate various methods of filing in storing and retrieving documents both manually and electronically.

**General Education Requirements (6 Credits):**

ENG	111	College Composition I (3)
MTH	120	Introduction to Mathematics (3)

**Program Requirements (32 Credits):**

ACC	124	Payroll Accounting (3) [or SPA 103 Basic Spoken Spanish I (3)]
AST	101	Keyboarding I (3)
AST	102	Keyboarding II (3)
AST	154	Intro to Voice Recognition Software (1)
AST	141	Word Processing I (3)
AST	238	Word Processing Advanced Operations (3)
AST	243	Office Administration I (3) [or elective approved by faculty advisor or division dean]
AST	260	Presentation Software (3)

ITE	130	Introduction to Internet Services (3)
BUS	125	Applied Business Mathematics (3)
ITE	115	Intro Computer Applications & Concepts (3)
ITE	140	Spreadsheet Software (3)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 38 Credits**

## Office Assisting

**Award:** Career Studies Certificate  
Length: 20 credits

**Purpose:** This program is designed to provide skills in preparation for a job as an office assistant requiring tasks related to keyboarding, records management, office administration, writing, and computer use.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate various methods of filing in storing and retrieving documents both manually and electronically.
- Produce a variety of business documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment.

AST	101	Keyboarding I (3)
AST	102	Keyboarding II (3)
AST	154	Introduction to Voice Recognition Software (1)
AST	141	Word Processing (3)
ENG	111	College Composition I (3)
ITE	115	Intro Computer Applications & Concepts (3)
SDV	108	College Survival Skills (1)
		Approved Elective (3)

Student must complete the above 20 credits to be awarded the Career Studies Certificate in Office Assisting.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Business Technology: Major: Administrative Support Technology 2017-2018**

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the Certificate in Clerical Studies. Classes marked with an \* meet the requirements of the *Career Studies Certificate for Office Assisting*.

**Fall Semester Courses:**

			<b>Completed</b>
* AST.101	Keyboarding I	3.0	_____
CST.110	Introduction to Speech Communication	3.0	_____
* ENG.111	College Composition I	3.0	_____
* ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
MTH.120	Introduction to Mathematics	3.0	_____
* SDV.108	College Survival Skills	1.0	_____
* Approved Elective		3.0	_____
<b>Total</b>			<b>19</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
* AST.102	Keyboarding II	3.0	_____
* AST.154	Intro to Voice Recognition Software	1.0	_____
* AST.141	Word Processing I	3.0	_____
ACC.124	Payroll Accounting	3.0	_____
ITE.140	Spreadsheet Software	3.0	_____
* ITE.150	Desktop Database Software	3.0	_____
<b>Total</b>			<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

			<b>Completed</b>
* BUS.125	Applied Business Mathematics	3.0	_____
* AST.238	Word Processing Advanced Operations	3.0	_____
* AST.243	Office Administration I	3.0	_____
* AST.260	Presentation Software	3.0	_____
SPA.103	Basic Spoken Spanish I	3.0	_____
PED.EEE	Wellness	2.0	_____
<b>Total</b>			<b>17</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

			<b>Completed</b>
AST.244	Office Administration II	3.0	_____
AST.290	Coordinated Internship	3.0	_____
AST.299	Supervised Study	1.0	_____
MKT.260	Customer Service Management	3.0	_____
ITE.130	Introduction to Internet Services	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
<b>Total</b>			<b>16</b>

## Business

# Business Technology

## Major: Administrative Support Technology

### Specialization: Medical Office

**Award:** Associate of Applied Science

**Length:** 65 credits

### Medical Transcription

**Award:** Career Studies Certificate

**Length:** 29 credits

### Office Assisting

**Award:** Career Studies Certificate

**Length:** 23 credits

PROGRAM CONTENT COMPARISON			
	AST Medical Office (AAS)	Medical Transcription (CSC)	Office Assisting (CSC)
CST 110 (3)	•		
ENG 111 (3)	•	•	•
MTH 120 (3) [or MTH 151 (3)]	•		
Social Science (SOC EEE) (3)	•		
AST 101 (3)	•	•	•
AST 102 (3)	•	•	•
AST 141 (3)	•	•	•
AST 154 (1)	•	•	•
AST 238 (3)	•		
AST 243 (3)	•		
AST 245 (3)	•	•	
AST 260 (3)	•		
AST 271 (3)	•	•	
AST 290 (3)	•		
AST 299 (1)	•		
HIM 143 (3)	•	•	
HLT 143 (3)	•	•	
HUM EEE (3)	•		
ITE 115 (3)	•	•	•
ITE 140 (3)	•		
MKT 260 (3)	•		
SDV 108 (1)	•	•	•
SPA 103 (3)	•		
Wellness (HLT/PED EEE) (2)	•		
Approved EEE (3)			•

## Business Technology

## Major: Administrative Support Technology

### Specialization: Medical Office

**Award:** Associate of Applied Science

**Length:** 65 credits

**Purpose:** Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. This program prepares a student for work in a general office setting with specialized training in various medical office areas. The program enables the student to become proficient in administrative duties and provides additional skills in a medical setting.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as administrative assistant, administrative secretary, executive secretary, medical secretary, medical transcriptionist, customer service representative, office services specialist, and clerical supervisor.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Word, PowerPoint, Access, Excel.
- Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) - sponsored by the International Association of Administrative Professionals (IAAP) (requires related workexperience).

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate the management of health information through the use of filing system and electronic health records.
- Apply mathematical reasoning skills to formulate and solve problems as applied to electronic billing.
- Demonstrate proficiency with computer software, business application, and information literacy.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

### General Education Requirements (15 Credits):

CST 110 Introduction to Communication (3)

ENG 111 College Composition I-II (3)

HUM EEE Humanities Elective (3)

MTH 120 Introduction to Mathematics (3)

[or MTH 151 Mathematics for the Liberal Arts I (3)]

Social Science Elective (3)

See page 163-165

### Program Requirements (50 Credits):

AST 101 Keyboarding I (3)

AST 102 Keyboarding II (3)

AST 154 Intro to Voice Recognition Software (1)

AST 141 Word Processing (3)

AST 238 Word Processing Advanced Operations (3)

AST 243 Office Administration I (3)

AST 245 Medical Machine Transcription (3)

AST	260	Presentation Software (3)
AST	271	Medical Office Procedures I (3)
AST	290	Coordinated Internship (3)
AST	299	Supervised Study in AST (1)
HIM	143	Managing Electronic Billing in a Medical Practice (3)
HLT	143	Medical Terminology I (3)
ITE	115	Intro Computer Applications & Concepts (3)
ITE	140	Spreadsheet Software (3)
MKT	260	Customer Service Management (3)
SDV	108	College Survival Skills (1)
SPA	103	Basic Spoken Spanish I (3)
Wellness PED/EEE (2)		

**Minimum required for degree: 65 Credits**

## Medical Transcription

**Award:** Career Studies Certificate

Length: 29 credits

**Purpose:** This program is designed to provide skills related to keyboarding, medical office procedures and communications, and the transcription of medical information.

**Program Learning Outcomes:** A student will be able to:

- Apply medical vocabulary in producing documents used in the health field.
- Document skills in using a keyboard and word processing software for speed and accuracy.

**Program Requirements (29 Credits):**

AST	101	Keyboarding I (3)
AST	102	Keyboarding II (3)
AST	141	Word Processing (3)
AST	154	Introduction to Voice Recognition Software (1)
AST	245	Medical Machine Transcription (3)
AST	271	Medical Office Procedures I (3)
ENG	111	College Composition I (3)
HIM	143	Managing Electronic Billing in a Medical Practice (3)
HLT	143	Medical Terminology (3)
ITE	115	Intro Computer Applications & Concepts (3)
SDV	108	College Survival Skills (1)

Student must complete the above 29 credits to be awarded the Career Studies Certificate in Medical Transcription.

## Office Assisting

**Award:** Career Studies Certificate

Length: 20 credits

**Purpose:** This program is designed to provide skills in preparation for a job as an office assistant requiring tasks related to keyboarding, records management, office administration, writing, and computer use.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in personal computer operations and

applications.

- Demonstrate various methods of filing in storing and retrieving documents both manually and electronically.
- Produce a variety of business documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment.

AST	101	Keyboarding I (3)
AST	102	Keyboarding II (3)
AST	154	Introduction to Voice Recognition Software (1)
AST	141	Word Processing (3)
ENG	111	College Composition I (3)
ITE	115	Intro Computer Applications & Concepts (3)
SDV	108	College Survival Skills (1)
Approved Elective (3)		

Student must complete the above 20 credits to be awarded the Career Studies Certificate in Office Assisting.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Business Technology: Major: Administrative Support Technology  
Specialization: Medical Office 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			
Developmental Math Pre-requisites met: _____yes _____no			
<b>Required</b>	MOD1	MOD2	MOD3
<b>Met</b>			

**NOTE:** Classes that are shaded meet the requirements of the Career Studies Certificate in Medical Transcription.

**Fall Semester Courses:**

			<b>Completed</b>
AST.101	Keyboarding I	3.0	_____
AST.154	Intro to Voice Recognition	1.0	_____
ENG.111	College Composition I	3.0	_____
HLT.143	Medical Terminology	3.0	_____
ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
MTH.120	Introduction to Mathematics	3.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total 17</b>			

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
AST.102	Keyboarding II	3.0	_____
AST.141	Word Processing I	3.0	_____
AST.245	Medical Machine Transcription	3.0	_____
AST.271	Medical Office Procedures	3.0	_____
HIM.143	Managing Electronic Billing in a Medical Practice	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____
<b>Total 18</b>			

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

			<b>Completed</b>
AST.238	Word Processing Advanced Operations	3.0	_____
AST.243	Office Administration I	3.0	_____
AST.260	Presentation Software	3.0	_____
CST.110	Introduction to Communication	3.0	_____
PED.EEE	Wellness	2.0	_____
<b>Total 14</b>			

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

			<b>Completed</b>
AST.290	Coordinated Internship	3.0	_____
AST.299	Supervised Study	1.0	_____
ENG.112	College Composition II	3.0	_____
ITE.140	Spreadsheet Software	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
SPA.103	Basic Spoken Spanish I	3.0	_____
<b>Total 16</b>			

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Business Technology: Major: Administrative Support Technology  
Medical Office Specialization 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			
Developmental Math Pre-requisites met: _____yes _____no			
<b>Required</b>	MOD1	MOD2	MOD3
<b>Met</b>			

**NOTE:** Classes that are shaded, plus a 3-credit hour approved elective, meet the requirements of the Career Studies Certificate in Office Assisting

**Fall Semester Courses:**

			Completed
AST.101	Keyboarding I	3.0	_____
AST.154	Intro to Voice Recognition	1.0	_____
ENG.111	College Composition I	3.0	_____
HLT.143	Medical Terminology	3.0	_____
ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
MTH.120	Introduction to Mathematics	3.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total</b>			17

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			Completed
AST.102	Keyboarding II	3.0	_____
AST.141	Word Processing I	3.0	_____
AST.245	Medical Machine Transcription	3.0	_____
AST.271	Medical Office Procedures	3.0	_____
HIM.143	Managing Electronic Billing in a Medical Practice	3.0	_____
ITE.150	Desktop Database Software	3.0	_____
Approved Elective		3.0	_____
<b>Total</b>			21

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

			Completed
AST.238	Word Processing Advanced Operations	3.0	_____
AST.243	Office Administration I	3.0	_____
AST.260	Presentation Software	3.0	_____
CST.110	Introduction to Communication	3.0	_____
PED.EEE	Wellness	2.0	_____
<b>Total</b>			14

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

			Completed
AST.290	Coordinated Internship	3.0	_____
AST.299	Supervised Study	1.0	_____
ENG.112	College Composition II	3.0	_____
ITE.140	Spreadsheet Software	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
SPA.103	Basic Spoken Spanish I	3.0	_____
<b>Total</b>			16

Business

# Business Technology

## Major: Management

**Award:** Associate of Applied Science

Length: 66-67 credits

### General Business

**Award:** Certificate

Length: 31 credits

### Management Assistant

**Award:** Career Studies Certificate

Length: 25 credits

### Supervision

**Award:** Career Studies Certificate

Length: 28 credits

	Business Tech. Mgmt. (AAS)	General Business (CERT)	Mgmt. Assistant (CSC)	Supervision (CSC)
CST.110 (3)	•		•	•
ECO.201 (3)	•	•		
ENG.111 (3)	•	•	•	•
HUM.EEE (3)	•			
MTH.120 (3)	•	•	•	
Science.EEE (3-4)	•			
ACC.211	•	•	•	
BUS.100 (3) or BUS 111 (3)	•	•		•
BUS.125 (3) or BUS 112 (3)	•	•		•
BUS.165 (3)	•			
BUS.200 (3)	•	•	•	•
BUS.205 (3)	•		•	•
BUS.241 (3)	•	•		
BUS.280 (3)	•			
BUS.290 (3)	•			
BUS.299 (1)	•			
FIN.215 (3)	•			
ITE.115 (3)	•	•	•	•
ITE.130 (3)	•			•
ITE.140 (3)	•			
MKT.100 (3)	•	•		
MKT.260 (3)	•		•	•
PED/HLT.EEE (1)	•			
SDV 108 (1)	•	•	•	•

## Major: Management

**Award:** Associate of Applied Science

Length: 66-67 credits

**Purpose:** This program provides knowledge and skills leading to immediate employment in the area of management within a small to mid-size business or retail setting. People who are seeking their first employment or wish to qualify for promotion in a present position to another field may benefit from this program.

**Occupational Objectives:** Graduates of this program may qualify for positions in general management, manufacturing or industrial management, customer service, sales management or retail management.

**Potential Certification:** A student may elect to take an industry-specific certification exam. Examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following exams:

- Microsoft Office Specialist (MOS) – Excel.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Outline the decision making process for managers using various decision making techniques.
- Demonstrate the ability to gather, interpret, and disseminate financial information.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

### General Education Requirements (18-19 Credits):

- CST 110 Introduction to Communication (3)
- ECO 201 Principles of Macroeconomics (3)  
[or ECO 202 Principles of Microeconomics (3)]
- ENG 111 College Composition I (3)
- HUM EEE Humanities Elective (3)
- MTH 120 Introduction to Mathematics (3)  
[or MTH 151 Mathematics for the Liberal Arts I (3)]
- Science Elective (3-4) *See page 163-165*  
[or AGR 141 Intro to Animal Science and Technology (4)]

### Program Requirements (48) Credits:

- ACC 211 Principles of Accounting I (3)
- BUS 100 Introduction to Business (3)  
[or BUS 111 Principles of Supervision I (3)]
- BUS 125 Applied Business Mathematics (3)  
[or BUS 112 Principles of Supervision II (3)]
- BUS 165 Small Business Management (3)
- BUS 200 Principles of Management (3)
- BUS 205 Human Resource Management (3)
- BUS 241 Business Law I (3)
- BUS 280 Introduction to International Business (3)
- BUS 290 Coordinated Internship (3)  
[or BUS 297 Cooperative Education (3)]
- BUS 299 Supervised Study/Business Management (1)
- FIN 215 Financial Management (3)
- ITE 115 Intro. Computer Applications & Concepts (3)
- ITE 130 Introduction to Internet Services (3)
- ITE 140 Spreadsheet Software (3)
- MKT 100 Principles of Marketing (3)
- MKT 260 Customer Service Management (3)
- SDV 108 College Survival Skills (1)
- Wellness PED EEE (1) *See page 163-165*

**Minimum required for degree: 66-67 Credits**



## General Business

**Award:** Certificate

**Length:** 31 credits

**Purpose:** This program is designed to provide additional knowledge and skills for persons seeking immediate employment in local business and those who wish to become better prepared to operate their own small business.

**Occupational Objectives:** Employment opportunities might include assistant department head, office manager, small business manager or assistant manager.

**Admission Requirements:** Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics must complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

**Curriculum Requirements:** Students must satisfactorily complete each of the requirements listed below in order to be awarded this certificate.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate effective written communication skills in a business setting.
- Apply mathematical reasoning skills to formulate and solve problems.
- Describe and use general business knowledge and skills, including managerial and supervisory concepts.
- Apply the principles of financial accounting.
- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.
- Describe contemporary approaches to management and methods to create a positive work environment.

### General Education Requirements (9 Credits):

ECO	201	Principles of Macroeconomics (3)
		[or ECO 202 Principles of Microeconomics (3)]
ENG	111	College Composition I (3)
MTH	120	Introduction to Mathematics (3)

### Program Requirements (22 Credits):

ACC	211	Principles of Accounting I (3)
BUS	100	Introduction to Business (3)
BUS	125	Applied Business Mathematics (3)
BUS	200	Principles of Management (3)
BUS	241	Business Law I (3)
ITE	115	Intro. to Computer Applications & Concepts (3)
MKT	100	Principles of Marketing (3)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 31 Credits**

## Management Assistant

**Award:** Career Studies Certificate

**Length:** 25 credits

**Purpose:** This program is designed to provide an individual with basic foundation management skills in the area of general management principles, human resources, communications, psychology, and accounting.

**Program Learning Outcomes:** A student will be able to:

- Describe and use general business knowledge and skills, including managerial and supervisory concepts.
- Demonstrate ability to reason critically and problem-solve.
- Demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.

ACC	211	Principles of Accounting I (3)
BUS	200	Principles of Management (3)
BUS	205	Human Resource Management (3)
CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
ITE	115	Intro. to Computer Applications & Concepts (3)
MKT	260	Customer Service Management (3)
MTH	120	Introduction to Mathematics (3)
SDV	108	College Survival Skills (1)

Student must complete the above 25 credits to be awarded the Career Studies Certificate in Management Assistant.

## Supervision

**Award:** Career Studies Certificate

**Length:** 28 credits

**Purpose:** This program is designed to provide the business professional with skills related to the effective supervision of personnel.

**Program Learning Outcomes:** A student will be able to:

- Describe and use general business knowledge and skills, including managerial and supervisory concepts.
- Demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.
- Describe contemporary approaches to management and methods to create a positive work environment.

BUS	111	Principles of Supervision I (3)
BUS	112	Principles of Supervision II (3)
BUS	200	Principles of Management (3)
BUS	205	Human Resource Management (3)
CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
ITE	115	Intro. Computer Applications & Concepts (3)
ITE	130	Introduction to Internet Services (3)
MKT	260	Customer Service Management (3)
SDV	108	College Survival Skills (1)

Student must complete the above 28 credits to be awarded the Career Studies Certificate in Supervision.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Business Technology: Major: Management 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the Certificate in General Business. Classes marked with an (M) meet the requirements of the Career Studies Certificate in Management Assistant. Class marked with an (S) meet the requirements of the Career Studies Certificate in Supervision.

**Fall Semester Courses:**

				<b>Completed</b>
S	BUS.100	Introduction to Business	3.0	_____
M/S	CST.110	Introduction to Speech Communication	3.0	_____
M/S	ENG.111	College Composition I	3.0	_____
M	ACC.211	Principles of Accounting I	3.0	_____
M/S	BUS.205	Human Resource Management	3.0	_____
M/S	SDV. 108	College Survival Skills	1.0	_____
			<b>Total 16</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

				<b>Completed</b>
M/S	BUS.200	Principles of Management	3.0	_____
S	ECO.201	Principles of Macroeconomics	3.0	_____
	HUM.EEE	Humanities Elective	3.0	_____
M/S	ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
S	ITE.130	Introduction to Internet Services	3.0	_____
M	MTH.120	Introduction to Mathematics	3.0	_____
			<b>Total 18</b>	

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

				<b>Completed</b>
S	BUS.125	Applied Business Mathematics	3.0	_____
	BUS.241	Business Law I	3.0	_____
	BUS.280	Introduction to International Business	3.0	_____
	MKT.100	Principles of Marketing	3.0	_____
	ITE.140	Spreadsheet Software	3.0	_____
	Wellness.EEE	Wellness Elective	1.0	_____
			<b>Total 16</b>	

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search
3. Apply for graduation.

**Spring Semester Courses:**

				<b>Completed</b>
	BUS.165	Small Business Management	3.0	_____
	BUS.290	Coordinated Internship	3.0	_____
	BUS.299	Supervised Study In	1.0	_____
	FIN.215	Financial Management	3.0	_____
	MKT.260	Customer Service Management	3.0	_____
	Science.EEE	Science Elective with Lab	4.0	_____
			<b>Total 17</b>	

## Business

# Business Technology

## Major: Management

### Specialization: Culinary and Hospitality Management

**Award:** Associate of Applied Science

**Length:** 66-67 credits

**Purpose:** To provide a response to current and anticipated workforce shortage in the hospitality industry. Individuals who are interested in owning or seeking employment in managing a restaurant, bakery, hospital, or other related fields may benefit from this program. The Culinary and Hospitality Management program will prepare the student to enter the rapidly changing areas of hospitality and the challenges that are currently facing today's hospitality industry. Culinary and hospitality is facing a period of change trying to compete in today's world markets and to provide healthy and safe food for the growing world's populations.

**Occupational Objectives:** Graduates of this program may qualify for positions in restaurant management, general hospitality management, customer service, or kitchen management positions.

**Potential Certification:** A student may elect to take an industry specific certification/license exam. Examinations generally require a testing fee which is built in to textbook costs. After completion of this program, a student will be academically prepared to take the following exams:

- ServSafe Manager Certification.
- ManageFirst Program Certifications (5).
- ManageFirst National Management Credential.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking.
- Outline the decision making process for managers using various decision making techniques.
- Demonstrate the ability to gather, interpret, and disseminate financial information.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.
- Demonstrate a working knowledge of food production, and quality control practices.
- Demonstrate skills to manage food service tasks and services
- Demonstrate knowledge of food production and dining.

#### General Education Requirements (18-19 Credits):

CST 110 Introduction to Communication (3)  
ECO 201 Principles of Macroeconomics (3)  
[or ECO 202 Principles of Microeconomics (3)]  
ENG 111 College Composition I (3)  
HUM EEE Humanities Elective (3)  
MTH 120 Introduction to Mathematics (3)  
[or MTH 151 Mathematics for the Liberal Arts I (3)]  
Science Elective (3-4) *See page 163-165*  
[or AGR 141 Intro to Animal Science and Technology (4)]

#### Program Requirements (35 Credits):

ACC 211 Principles of Accounting I (3)  
BUS 100 Introduction to Business (3)  
[or BUS 111 Principles of Supervision I (3)]  
BUS 165 Small Business Management (3)  
BUS 205 Human Resource Management (3)  
BUS 241 Business Law I (3)  
BUS 290 Coordinated Internship (3)  
[or BUS 297 Cooperative Education (3)]  
BUS 299 Supervised Study Business Management (1)  
FIN 215 Financial Management (3)  
ITE 115 Intro. Computer Applications & Concepts (3)  
ITE 140 Spreadsheet Software (3)  
MKT 260 Customer Service Management (3)  
SDV 108 College Survival Skills (1)  
Wellness PED EEE (1) *See page 163-165*

#### Culinary and Hospitality Management (15 Credits):

HRI 219 Stock, Soup, and Sauce Preparation (3)  
HRI 218 Fruit, Vegetable, and Starch Preparation (3)  
HRI 158 Sanitation and Safety (3)  
HRI 220 Meat, Seafood and Poultry Preparation (3)  
HRI 207 American Regional Cuisine (3)

#### Minimum required for degree: 66-67 Credits

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Business Technology: Major – Management  
Specialization: Culinary and Hospitality Management 2017-2018**

Developmental English Pre-requisites met: ____ yes ____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____ yes ____ no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**Fall Semester Courses:**

		<b>Completed</b>
HRI.219	Stock, Soup, and Sauce Preparation	3.0 _____
BUS.100 [or BUS.111]	Introduction to Business [or Principles of Supervision I]	3.0 _____
ITE.115	Introduction to Computer Applications and Concepts	3.0 _____
MTH.120	Introduction to Mathematics	3.0 _____
SDV.101	Orientation To	1.0 _____
SDV.108	College Survival Skills	1.0 _____
Science.EEE	Science Elective	4.0 _____
		<b>Total 17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
CST.110	Introduction to Speech Communication	3.0 _____
HRI.218	Fruit, Vegetable, and Starch Preparation	3.0 _____
ENG.111	College Composition I	3.0 _____
ECO.201	Principles of Macroeconomics	3.0 _____
ITE.140	Spreadsheet Software	3.0 _____
Wellness.EEE	Wellness Elective	1.0 _____
		<b>Total 17</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

		<b>Completed</b>
ACC.211	Principles of Accounting I	3.0 _____
HRI.158	Sanitation and Safety	3.0 _____
HRI.220	Meat, Seafood and Poultry Preparation	3.0 _____
BUS.205	Human Resource Management	3.0 _____
BUS.241	Business Law I	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
		<b>Total 18</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for graduation.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Discuss eligibility for certificate, career studies certificate, and/or industry credential completion with academic advisor.

**Spring Semester Courses:**

		<b>Completed</b>
HRI.207	American Regional Cuisine	3.0 _____
BUS.165	Small Business Management	3.0 _____
BUS.290	Coordinated Internship	3.0 _____
BUS.299	Supervised Study In	1.0 _____
FIN.215	Financial Management	3.0 _____
MKT.260	Customer Service Management	3.0 _____
		<b>Total 16</b>

## Business

# Business Technology

**Major:** Management

**Specialization:** Entrepreneurship/Small Business

**Award:** Associate of Applied Science

**Length:** 66-67 credits

## Entrepreneurial and Small Business Management

**Award:** Career Studies Certificate

**Length:** 28 credits

	Business Technology: Management Specialization Entrepreneurship/ Small Business (AAS)	Entrepreneurial and Small Business Management (CSC)
CST.110 (3)	•	
ECO.201 (3)	•	
ENG.111 (3)	•	•
MTH.120 (3)	•	
Science Elective (3-4)	•	
ACC.211	•	
BUS.100 (3) or BUS 111 (3)	•	
BUS.125 (3) or BUS 112 (3)	•	
BUS.165 (3)	•	•
BUS.241 (3)	•	
BUS.290 (3)	•	
BUS.299 (1)	•	
HUM.EEE (3)	•	
ITE.115 (3)	•	•
ITE.130 (3)	•	
ITE.140 (3)	•	•
MKT.100 (3)	•	
MKT.260 (3)	•	•
PED/HLT Elective (1)	•	
SDV 108 (1)	•	•
ACC.124 (3)	•	•
BUS.116 (3)	•	•
BUS.160 (1)	•	•
FIN.260 (2)	•	•
MKT.160 (3)	•	•

## Business Technology

**Major:** Management

**Specialization:** Entrepreneurship/Small Business

**Award:** Associate of Applied Science

**Length:** 66-67 credits

**Purpose:** Individuals, who are seeking their first job or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program.

BUS 290 Coordinated Internship (3)

Students will be provided knowledge, skills, and training necessary to start a business and manage the functional areas of the business to become a successful entrepreneur. Coursework includes instruction in mathematics, critical thinking, technical writing, interpersonal relationships, communications, team building, human relations, management, law, computer applications and the Internet, accounting, marketing, international business, electronic commerce, small business management, small business marketing, taxation for the small business, financing for the small business, and other areas related to small business management and the entrepreneur.

**Occupational Objectives:** Completion of this program may lead to employment or career advancement in a wide variety of positions such as entrepreneur, small business owner, small business advisor, small business partner, proprietor, owner-operator, or consultant for small business.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) – Excel.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Outline the decision making process for managers using various decision making techniques.
- Demonstrate the ability to gather, interpret, and disseminate financial information.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.
- Explain the importance of entrepreneurial qualities and describe the characteristics of successful entrepreneurs.
- Create a business plan necessary to initiate and open a small business.

### General Education Requirements (18-19 Credits):

CST 110 Introduction to Communication (3)

ECO 201 Principles of Macroeconomics (3)

[or ECO 202 Principles of Microeconomics (3)]

ENG 111 College Composition I (3)

HUM EEE Humanities Elective (3)

MTH 120 Introduction to Mathematics (3)

[or MTH 151 Mathematics for the Liberal Arts I (3)]

Science Elective (3-4)

*See page 163-165*

[or AGR 141 Intro to Animal Science and Technology (4)]

### Program Requirements (36 Credits):

ACC 211 Principles of Accounting I (3)

BUS 100 Introduction to Business (3)

[or BUS 111 Principles of Supervision I (3)]

BUS 125 Applied Business Mathematics (3)

[or BUS 112 Principles of Supervision II (3)]

BUS 165 Small Business Management (3)

BUS 241 Business Law I (3)

[or BUS 297 Cooperative Education (3)]

BUS	299	Supervised Study/Business Management (1)
ITE	130	Introduction to Internet Services (3)
ITE	140	Spreadsheet Software (3)
MKT	100	Principles of Marketing (3)
MKT	260	Customer Service Management (3)
SDV	108	College Survival Skills (1)
Wellness	PED EEE (1)	<i>See page 163-165</i>

**Entrepreneurship/Small Business (12 credits):**

ACC	124	Payroll Accounting (3)
BUS	116	Entrepreneurship (3)
BUS	160	Legal Aspects for Small Business Operation (1)
FIN	260	Financial Management for Small Business (2)
MKT	160	Marketing for Small Business (3)

**Minimum required for degree: 66-67 Credits**

## Entrepreneurial and Small Business Management

**Award:** Career Studies Certificate

**Length:** 28 credits

**Purpose:** This program is designed to provide an entrepreneur with skills in establishing and maintaining a successful small business.

**Program Learning Outcomes:** A student will be able to:

- Explain the importance of entrepreneurial qualities and describe the characteristics of successful entrepreneurs.
- Create a business plan necessary to initiate and open a small business.

ACC	124	Payroll Accounting (3)
BUS	116	Entrepreneurship (3)
BUS	160	Legal Aspects for Small Business Operations (1)
BUS	165	Small Business Management (3)
ENG	111	College Composition I (3)
FIN	260	Financial Management for Small Business (2)
ITE	115	Introduction to Computer Applications & Concepts (3)
ITE	140	Spreadsheet Software (3)
MKT	160	Marketing for Small Business (3)
MKT	260	Customer Service Management (3)
SDV	108	College Survival Skills (1)

Student must complete the above 28 credits to be awarded the Career Studies Certificate in Small Business Management.

## Culinary and Hospitality Management

**Award:** Career Studies Certificate

**Length:** 29 credits

**Purpose:** This program prepares graduates to fulfill mid to upper level responsibilities in the hospitality industry.

**Program Learning Outcomes:** Upon completion, each student has the knowledge base in food production, dining and managing food service tasks to work as lead cook in the food service field.

BUS	165	Small Business Management (3)
BUS	205	Human Resource Management (3)

ITE	115	Intro. Computer Applications & Concepts (3)
HRI	145	Garde Manger (3)
HRI	158	Sanitation and Safety (3) [or approved HRI Elective (3)]
HRI	207	American Regional Cuisine (3)
HRI	218	Fruit, Vegetable, and Starch Preparation (3)
HRI	219	Stock, Soup, and Sauce Preparation (3)
HRI	220	Meat, Seafood and Poultry Preparation (3)
HRI	251	Food and Beverage Cost Control I (3)
HRI	290	Internship in Culinary Arts (2)

Students must complete the above 29 credit hours to be awarded the Career Studies Certificate in Culinary and Hospitality Management.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

## Advising Sheet for AAS: Business Technology: Major- Management Specialization Entrepreneurship/Small Business 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the Career Studies Certificate in Entrepreneurial and Small Business Management.

Fall Semester Courses:	Completed
ACC.211 Principles of Accounting I	3.0 _____
BUS.100 Introduction to Business	3.0 _____
ENG.111 College Composition I	3.0 _____
ITE.115 Introduction to Computer Applications and Concepts	3.0 _____
MTH.120 Introduction to Mathematics	3.0 _____
SDV. 108 College Survival Skills	1.0 _____
<b>Total</b>	<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Spring Semester Courses:	Completed
ACC.124 Payroll Accounting	3.0 _____
BUS.116 Entrepreneurship	3.0 _____
BUS.160 Marketing for Small Business	1.0 _____
BUS.165 Small Business Management	3.0 _____
HUM.EEE Humanities Elective	3.0 _____
FIN.260 Financial Management for Small Business	2.0 _____
MKT.160 Marketing for Small Business	3.0 _____
<b>Total</b>	<b>18</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Fall Semester Courses:	Completed
BUS.125 Applied Business Mathematics	3.0 _____
BUS.241 Business Law I	3.0 _____
MKT.100 Principles of Marketing	3.0 _____
MKT.260 Customer Service Management	3.0 _____
ITE.140 Spreadsheet Software	3.0 _____
PED/HLT.EEE Wellness Elective	1.0 _____
<b>Total</b>	<b>16</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search
3. Apply for graduation.

Spring Semester Courses:	Completed
BUS.290 Coordinated Internship	3.0 _____
BUS.299 Supervised Study In	1.0 _____
ECO.201 Principles of Macroeconomics	3.0 _____
ITE.130 Introduction to Internet Services	3.0 _____
CST.110 Introduction to Speech Communication	3.0 _____
Science.EEE Science Elective with Lab	4.0 _____
<b>Total</b>	<b>17</b>

## Business

# Legal Assisting

**Award:** Associate of Applied Science

**Length:** 68 credits

**Purpose:** The curriculum provides knowledge and skills leading to employment in the field of paraprofessionals in the legal setting.

**Occupational Objectives:** A graduate of this program may work as a paralegal or legal assistant in law offices, law enforcement agencies, court systems, municipal offices, corporate office - contract/legal department, banks, real estate offices, insurance agencies, and contracting agencies.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Produce a variety of legal documents using correct grammar, punctuation, and spelling in a format acceptable for the modern business environment.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

### **General Education Requirements (15 Credits):**

CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
HUM	EEE	Humanities Elective (3)
MTH	120	Introduction to Mathematics (3)
Social Science Elective (3)		<i>See page 163-165</i>

### **Program Requirements (53 Credits):**

ADJ	130	Introduction to Criminal Law (3)
BUS	125	Applied Business Mathematics (3)
ITE	115	Intro. to Computer Applications & Concepts (3)
LGL	110	Introduction to Law and the Legal Assistant (3)
LGL	115	Real Estate Law for Legal Assistants (3)
LGL	117	Family Law (3)
LGL	125	Legal Research (3)
LGL	126	Legal Writing (3)
LGL	200	Ethics for the Legal Assistant (1)
LGL	215	Torts (3)
LGL	219	Basics of Litigation Support (3)
LGL	225	Estate Planning and Probate (3)
LGL	226	Real Estate Abstracting (3)
LGL	230	Legal Transactions (3)
LGL	290	Coordinated Internship (2)
LGL	299	Supervised Study in Legal Assisting (1)
PLS	211	U. S. Government I (3)
SDV	101	Orientation to Legal Assisting (1)
SDV	108	College Survival Skills (1)
ELECTIVES (3)	Selected from ADJ, AST, IST, or advisor approval	
HLT-PED	PED EEE	Electives (2) <i>See page 163-165</i>

**Minimum required for degree: 68 Credits**



**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AAS: Legal Assisting 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**Fall Semester Courses:**

ENG.111	College Composition I	3.0	<u>          </u>	<b>Completed</b>
ITE.115	Introduction to Computer Applications and Concepts	3.0	<u>          </u>	
LGL.110	Introduction to Law and the Legal Assistant	3.0	<u>          </u>	
LGL.125	Legal Research	3.0	<u>          </u>	
LGL.200	Ethics for the Legal Assistant	1.0	<u>          </u>	
MTH.120	Introduction to Mathematics	3.0	<u>          </u>	
SDV.101	Orientation To	1.0	<u>          </u>	
SDV.108	College Survival Skills	1.0	<u>          </u>	
		<b>Total</b>	<b>18</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

BUS.125	Applied Business Mathematics	3.0	<u>          </u>	<b>Completed</b>
HUM.EEE	Humanities Elective	3.0	<u>          </u>	
LGL.126	Legal Writing	3.0	<u>          </u>	
LGL.215	Torts	3.0	<u>          </u>	
CST.110	Introduction to Speech Communication	3.0	<u>          </u>	
SOC.EEE	Social Science Elective	3.0	<u>          </u>	
		<b>Total</b>	<b>18</b>	

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

PED.EEE	PE Elective	2.0	<u>          </u>	<b>Completed</b>
LGL.115	Real Estate Law for Legal Assistants	3.0	<u>          </u>	
LGL.117	Family Law	3.0	<u>          </u>	
LGL.230	Legal Transactions	3.0	<u>          </u>	
PLS.211	U.S. Government I	3.0	<u>          </u>	
EEE.EEE	General Elective	3.0	<u>          </u>	
		<b>Total</b>	<b>17</b>	

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with Academic Advisor and Experiential Learning Coordinator to prepare resume, plan internships and/or receive assistance with job search
3. Apply for degree graduation

**Spring Semester Courses:**

ADJ.130	Introduction To Criminal Law	3.0	<u>          </u>	<b>Completed</b>
LGL.219	Basics of Litigation Support	3.0	<u>          </u>	
LGL.225	Estate Planning and Probate	3.0	<u>          </u>	
LGL.226	Real Estate Abstracting	3.0	<u>          </u>	
LGL.290	Coordinated Internship	2.0	<u>          </u>	
LGL.299	Supervised Study In (discipline)	1.0	<u>          </u>	
		<b>Total</b>	<b>15</b>	

## Health Sciences and Public Safety

# Administration of Justice

**Award:** Associate Applied Science

**Length:** 67 credits

## Justice Studies

**Award:** Career Studies Certificate

**Length:** 19 credits

	Administration of Justice (AAS)	Justice Studies (CSC)
ENG.111 (3)	•	
MTH.120 (3)	•	
PLS.211 (3)	•	
PLS.212 (3)	•	
CST.110 (3)	•	
PSY.200 (3)	•	
SOC.200 (3)	•	
ADJ.100 (3)	•	•
ADJ.105 (3)	•	•
ADJ.111 (3)	•	•
ADJ.130 (3)	•	
ADJ.131 (3)	•	
ADJ.146 (3)	•	•
ADJ.201 (3)	•	•
ADJ.228 (3)	•	•
ADJ.236 (3)	•	
ADJ.237 (3)	•	
ADJ.280 (1)	•	
ADJ.299 (1)	•	
HUM EEE (3)	•	
ITE.115 (3)	•	
PED/HLT.Elective (3)	•	
SDV.101 (1)	•	
SDV 108 (1)	•	•

## Administration of Justice

**Award:** Associate Applied Science

**Length:** 67 credits

**Purpose:** The curriculum is designed to provide a theoretical and practical understanding of the criminal justice profession in local, state, and federal criminal justice systems.

**Program Learning Outcomes:** The student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking.
- Demonstrate competency of effects of crime, law, and law enforcement systems in society.
- Demonstrate competency of legal and non-legal drugs including identification, societal influences, and legal consequences.
- Demonstrate proficiency to evaluate tort and criminal case charges, elements, victims, perpetrators, and outcomes.
- Demonstrate proficiency of proper criminal investigation methods that follow laws from judicial, executive, and legislative branches.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

**Occupational Objectives:** The program prepares students for career service in the following areas: local and state police departments, federal agencies, correctional institutions, and security officers in commercial or industrial areas.

### General Education Requirements (18 Credits):

CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
HUM	EEE	Humanities Elective (3)
MTH	120	Introduction to Mathematics (3)
PSY	200	Introduction to Psychology I (3)
SOC	200	Introduction to Sociology I (3)

### Program Requirements (49 Credits):

ADJ	100	Survey of Criminal Justice (3)
ADJ	105	The Juvenile Justice System (3)
ADJ	201	Criminology (3)
ADJ	111	Law Enforcement Organization & Administration I (3)
ADJ	130	Introduction to Criminal Law (3)
ADJ	131	Legal Evidence I (3)
ADJ	146	Adult Correctional Institutions (3)
		[or ADJ 140 Introduction to Corrections (3)]
		[or ADJ 145 Corrections and the Community (3)]
ADJ	228	Narcotics and Dangerous Drugs (3)
ADJ	236	Principles of Criminal Investigation (3)
ADJ	237	Advanced Criminal Investigation (3)
ADJ	280	Capstone Project (1)
ADJ	299	Supervised Study in ADJ (1)
ITE	115	Intro. to Computer Applications & Concepts (3)
PLS 211-212		U.S. Government I-II (6)
		[or HIS 101-102 History of Western Civilization (6)]
		[or HIS 121-122 U.S. History I-II (6)]
SDV	101	Introduction to Administration of Justice (1)
SDV	108	College Survival Skills (1)
Wellness	PED EEE (3)	<i>See page 163-165</i>
Electives (3 Credits).		<i>See page 163-165</i>

**Minimum required for degree: 67 Credits**

## Justice Studies

**Award:** Career Studies Certificate

**Length:** 19 credits

**Purpose:** This program is designed to provide fundamental skills of the criminal justice profession in local, state, and federal criminal justice systems.

ADJ	100	Survey of Criminal Justice (3)
ADJ	105	The Juvenile Justice System (3)
ADJ	111	Law Enforcement Organization & Administration I (3)
ADJ	146	Adult Correctional Institutions (3)
		[or ADJ 140 Introduction to Corrections (3)]
		[or ADJ 145 Corrections and the Community (3)]
ADJ	201	Criminology (3)
ADJ	228	Narcotics and Dangerous Drugs (3)
SDV	108	College Survival Skills (1)

Student must complete the above 19 credits to be awarded the Career Studies Certificate in Justice Studies.

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AAS: Administration of Justice 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the Career Studies Certificate in Justice Studies.

Fall Semester Courses:	Completed
ADJ.100 Survey of Criminal Justice	3.0 _____
ADJ.111 Law Enforcement Organization & Admin I	3.0 _____
ENG.111 College Composition I	3.0 _____
ITE.115 Introduction to Computer Applications and Concepts	3.0 _____
CST.110 Introduction to Speech Communication	3.0 _____
SDV.101 Orientation To	1.0 _____
SDV.108 College Survival Skills	1.0 _____
<b>Total</b>	<b>17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Spring Semester Courses:	Completed
ADJ.105 Juvenile Justice System	3.0 _____
ADJ.201 Criminology	3.0 _____
ADJ.146 Adult Correctional Institutions	3.0 _____
ADJ.228 Narcotics and Dangerous Drugs	3.0 _____
HUM.EEE Humanities Elective	3.0 _____
PSY.200 Principles of Psychology	3.0 _____
<b>Total</b>	<b>18</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Fall Semester Courses:	Completed
ADJ.130 Introduction To Criminal Law	3.0 _____
ADJ.131 Legal Evidence I	3.0 _____
MTH.120 Introduction to Mathematics	3.0 _____
PLS.211 U.S. Government I	3.0 _____
SOC.200 Principles of Sociology	3.0 _____
<b>Total</b>	<b>15</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for graduation.
3. Meet with program faculty to prepare resume, plan internships, and/or receive assistance with job search.

Spring Semester Courses:	Completed
ADJ.236 Principles of Criminal Investigation	3.0 _____
ADJ.237 Advanced Criminal Investigation	3.0 _____
ADJ.280 Capstone Project	1.0 _____
ADJ.299 Supervised Study	1.0 _____
PLS.212 U.S. Government II	3.0 _____
EEE.EEE General Elective	3.0 _____
Wellness.EEE Wellness Elective	3.0 _____
<b>Total</b>	<b>17</b>

## Emergency Medical Services

**Major:** Paramedic

**Award:** Associate Applied Science

**Length:** 69 credits

**Emergency Medical Technician:** Paramedic

**Award:** Career Studies Certificate

**Length:** 25 credits

**Emergency Medical Technician:** Intermediate

**Award:** Career Studies Certificate

**Length:** 22 credits

PROGRAM CONTENT COMPARISON			
	Paramedic (AAS)	Paramedic (CERT)	Intermediate (CERT)
CST 110 (3)	•		
ENG 111 (3)	•		
HUM EEE (3)	•		
PSY 230 (3)	•		
NAS 150 (4) or (BIO 231 or 232)	•	•	
EMS 111 (7)	•		
EMS 120 (1)	•		
EMS 151 (4)	•		•
EMS 153 (2)	•		•
EMS 155 (4)	•		•
EMS 157 (3)	•		•
EMS 159 (3)	•		•
EMS 170 (2)	•		•
EMS 172 (2)	•		•
EMS 173 (1)	•		•
EMS 201 (3)	•	•	
EMS 205 (4)	•	•	
EMS 207 (3)	•	•	
EMS 209 (4)	•	•	
EMS 211 (2)	•	•	
EMS 242 (1)	•	•	
EMS 243 (1)	•	•	
EMS 244 (1)	•	•	
EMS 245 (1)	•	•	
EMS 299 (1)	•		
EMS/HLT EEE (2)	•		
SDV 108 (1)	•	•	•

## Emergency Medical Services

**Major:** Paramedic

**Award:** Associate Applied Science

**Length:** 69 credits

**Purpose:** This program is designed to provide knowledge and skills to prepare selected students to qualify as practitioners of emergency medical services in a variety of health service facilities.

**Employment Objectives:** Employment opportunities for the paramedic include pre-hospital EMS agencies, municipal fire

departments, emergency departments in hospitals, nursing homes, physician's offices, clinics, industry, and home health agencies.

**Potential Certification:** After successful completion of the AAS degree students will be eligible for the National Registry of Emergency Medical Technicians Paramedic (NRP) Certification examination.

**Program Learning Outcomes:** Graduates of the program will:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate ability to apply knowledge and skill required to practice as a paramedic level provider.
- Demonstrates required clinical skill competencies to deliver appropriate client care.
- Administers medications within the scope of practice as a paramedic provider.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

**Special Accreditation Status:** THE PHCC EMS Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**Special Admission Requirements:** The applicant must meet the following requirements for admission to the EMS Education program. Interested students should contact the EMS Program Director for academic advising.

1. Be accepted as a student to the college.
2. Graduation from high school or satisfactory completion of the GED. Verification of high school graduation or GED is required by Virginia OEMS for this level of certification. Submission of official transcripts or GED scores is mandatory for all applicants.
3. Completion of PHCC College Placement tests unless appropriate college level English or math courses have been successfully completed. If any developmental courses in English or math are needed as indicated by student's scores, these courses must be successfully completed before the student can enroll in EMS 151 – Introduction to Advanced Life Support. Failure to successfully complete pre-requisites for enrollment in EMS 151 will delay program progression in the EMS curriculum by one academic year.
4. A cumulative college grade point average of 2.0 or better in all related and general education requirements completed before admission into the EMS Education program is desired and will be given higher priority for admission into the program.
5. Students currently enrolled at the college, in addition to students holding current Virginia certification as either an Emergency Medical Technician, EMT-Enhanced, EMT- Intermediate or holding current National Registry EMT- Intermediate certification, will be given priority for admission into the program and may be considered for advanced placement after all other admission requirements are met.

6. Submit an EMS Program Application form along with required paperwork, i.e. high school transcripts, college transcripts, current EMS certification, etc. during the specified EMS Education program application period.

**Admission Procedure:** Applications to the program will be accepted during the specified EMS Education program application periods. After the application period has concluded all completed application files will be reviewed and considered. Qualified applicants enrolled at the college or holding current Virginia certification as an Emergency Medical, Virginia EMT- Enhanced, or holding current National Registry and/or Virginia EMT-Intermediate certification will be given first priority for admission. Incomplete files will not be considered.

**A completed application file includes the following:**

1. The completed EMS Program Application form.
2. Official transcripts of all high school work and all prior college work other than PHCC.
3. Results of the college placement test, if not from PHCC.
4. A copy of your Virginia EMS certification, if applicable.

Because the EMS Education program addresses the educational needs of students with a variety of experiences and prior education, a limited number of entering class positions may be designated for certified EMT-Intermediates who graduated from accredited programs or for prospective high school graduates who also have been enrolled at PHCC as part of an EMT approved program of dual enrollment. Interested high school sophomores should see their counselors in the spring of their sophomore year. Interested high school juniors should see their counselors in the fall of their junior year.

The typical physical demands of a paramedic include the following: full range of motion including handling and lifting patients and/or equipment, manual and finger dexterity and eye- hand coordination. The job generally requires standing, walking for extensive periods of time, and working in all type of environments. The paramedic should be able to lift and carry items weighing up to 50 pounds. The job settings may have stressful conditions and/or irregular hours. There is a potential for exposure to communicable diseases. After admission to the EMS Education program, the prospective student is provided with an EMS Physical Examination form that must be completed by a physician prior to enrolling in the clinical or field internship classes.

Upon admission, all students are required to undergo mandatory drug screening. Students must have a negative drug screen in order to begin the clinical or field internship classes.

Please **NOTE** that any prospective EMS student with a criminal conviction needs to speak with the EMS Program Director prior to enrollment at PHCC. Certain convictions will prevent the person from being certified as an Emergency Medical Services Provider in

Virginia. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning prior to enrolling in the EMS program.

**General Education Requirements (16 Credits):**

- CST 110 Introduction to Speech Communication (3)

**Readmission Requirements:** Any student wishing to reenroll in the EMS Education program must have at least a 2.0 cumulative grade point average at PHCC to be considered. A student who wishes to re-enter the EMS Education program must follow the procedure outlined in the EMS Education Program Student Handbook. The student may be required to enroll in and satisfactorily complete specific courses before and/or after readmission. Additional data may be required. The EMS faculty will consider each student's application for readmission and the decision to readmit will be based on additional data, prior performance in the EMS Education program and space availability.

Students who fail an EMS course or withdraw for any reason from the EMS Education program may be readmitted to the program only once. All readmissions are at the discretion of the EMS faculty.

**Advanced Placement:** Currently certified Virginia EMT, EMT Enhanced or EMT-Intermediate providers may be eligible for advanced placement. (NREMT-Intermediate will be accepted).

**Financial Requirements:** In addition to the usual college tuition and fees, this program requires additional expenses.

**Approximate costs include:**

Drug Screening	\$38 minimum
Criminal Background Check	\$48 minimum
Books	\$650
Uniforms	\$100
Physical Examination	\$100
AHA BCLS CPR certification	\$145

**Transfer of EMS Credit:** Students seeking to transfer credit received from EMS courses at other institutions will be considered on an individual basis by the EMS faculty. The student may be asked to provide course descriptions, course syllabi, achievement scores and selected data from the course instructor in order to determine placement in the EMS program, subject to availability of space. Since there frequently are differences among EMS programs, students wishing to transfer should be aware that there might be an interruption in program progression.

**Curriculum Requirements:** In addition to formal lectures and laboratory exercises, selected experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on availability of facilities.

EMS students will be required to successfully pass cognitive and psychomotor examinations at various points in the curriculum in order to continue in the program. Students who are unsuccessful will be counseled and guided in a specified number of remediation efforts. Upon successful completion of remedial requirements and passing the appropriate examinations, students may continue in the program.

To remain in the program, a student must have a "C" or above in all required EMS courses. Additionally, a grade of "C" or above in all semesters of biology and psychology is required to meet degree requirements.

- ENG 111 College Composition I (3)  
 HUM EEE Humanities Elective (3)

PSY	230	Developmental Psychology (3)
NAS	150	Human Biology (4)
		[or BIO 141 Human Anatomy and Physiology I (4)]
		[or BIO 142 Human Anatomy and Physiology II (4)]

**Program Requirements (53 Credits):**

EMS	111	Emergency Medical Technician – Basic (7)
EMS	120	EMT-Basic Clinical (1)
EMS	151	Introduction to Advanced Life Support (4)
EMS	153	Basic ECG Recognition (2)
EMS	155	ALS Medical Care (4)
EMS	157	ALS Trauma Care (3)
EMS	159	ALS Special Populations (3)
EMS	170	ALS Internship I (2)
EMS	172	ALS Clinical Internship II (2)
EMS	173	ALS Field Internship II (1)
EMS	201	Professional Development (3)
EMS	205	Advanced Pathophysiology (4)
EMS	207	Advanced Patient Assessment (3)
EMS	209	Advanced Pharmacology (4)
EMS	211	Operations (2)
EMS	242	ALS Clinical Internship III (1)
EMS	243	ALS Field Internship III (1)
EMS	244	ALS Clinical Internship IV (1)
EMS	245	ALS Field Internship IV (1)
EMS	299	Supervised Study in Emergency Medical Services (1)
EMS/HLT		Electives (2)
SDV	108	College Survival Skills (1)

**Minimum required for degree: 69 Credits**

**Emergency Medical Technician: Paramedic**

**Award:** Career Studies Certificate

**Length:** 25 credits

**Purpose:** This program is designed to provide knowledge and skills to prepare selected students to qualify as practitioners of emergency medical services in a variety of health service facilities.

**Employment Objectives:** Employment opportunities for the Paramedic include pre-hospital EMS agencies, municipal fire departments, emergency departments in hospitals, nursing homes, physician’s offices, clinics, industry, and home health agencies.

**Potential Certification:** After successful completion of the Paramedic Career Studies Certificate, students will be eligible for the National Registry of Emergency Medical Technicians Paramedic (NRP) Certification examination.

**Program Learning Outcomes:**

- Demonstrate ability to apply knowledge and skill required to practice as a Paramedic level provider.
- Demonstrates required clinical skill competencies to deliver appropriate client care.

**Special Admission Requirements:** The applicant must meet the following requirements for admission to the EMS Education program. Interested students should contact the EMS Program

Director for academic advising.

1. Be accepted as a student to the college.
2. Graduation from high school or satisfactory completion of the GED. Verification of high school graduation or GED is required by Virginia OEMS for this level of certification. Submission of official transcripts or GED scores is mandatory for all applicants.
3. Completion of PHCC Admission Placement tests unless appropriate college level English or math courses have been successfully completed. If any developmental courses in English or math are needed as indicated by student’s scores, these courses must be successfully completed before the student can enroll in EMS 151 – Introduction to Advanced Life Support. Failure to successfully complete pre-requisites for enrollment in EMS 151 will delay program progression in the EMS curriculum by one academic year.
4. A cumulative college grade point average of 2.0 or better in all related and general education requirements completed before admission into the EMS Education program is desired and will be given higher priority for admission into the program.
5. Students must be currently enrolled at the college and have completed requirements for graduation from the EMT Intermediate Career Studies Certificate Program or must possess either current Virginia or National Registry EMT Intermediate certification to be accepted into the program.
6. Submit an *EMS Program Application* form along with required paperwork, i.e. high school transcripts, college transcripts, current EMS certification, etc. during the specified EMS Education program application period.

The typical physical demands of a paramedic include: full range of motion including handling and lifting patients and/or equipment, manual and finger dexterity and eye-hand coordination. The job generally requires standing, walking for extensive periods of time, and working in all types of environments. The paramedic should be able to lift and carry items weighing up to 50 pounds. The job setting may have stressful conditions and/or irregular hours. There is a potential for exposure to communicable diseases. After admission to the EMS Education program, the prospective student is provided with an EMS Physical Examination form that must be completed by a physician prior to enrolling in the clinical or field internship classes.

Upon admission, all students are required to undergo mandatory drug screening. Students must have a negative drug screen in order to begin the clinical or field internship classes.

Please **NOTE** that any prospective EMS student with a criminal conviction needs to speak with the EMS Program Director prior to enrollment at PHCC. Certain convictions will prevent the person from being certified as an Emergency Medical Services Provider in Virginia. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning prior to enrolling in the EMS program.

To remain in the program, a student must have a “C” or above in all courses.

**Program Requirements (25 credits):**

EMS	201	Professional Development (3)
EMS	205	Advanced Pathophysiology (4)
EMS	207	Advanced Patient Assessment (3)
EMS	209	Advanced Pharmacology (4)
EMS	211	Operations (2)
EMS	242	ALS Clinical Internship III (1)
EMS	243	ALS Field Internship III (1)
EMS	244	ALS Clinical Internship IV (1)
EMS	245	ALS Field Internship IV (1)
NAS	150	**Human Biology (4)
SDV	108	College Survival Skills (1)

\*\* Student may substitute BIO 231 – Human Anatomy & Physiology I or BIO 232 – Human Anatomy & Physiology II

**Minimum required for Career Studies Certificate: 25 Credits****Emergency Medical Technician: Intermediate**

**Award:** Career Studies Certificate

**Length:** 22 credits

**Purpose:** This program is designed to provide knowledge and skills to prepare selected students to qualify as practitioners of emergency medical services in a variety of health service facilities.

**Employment Objectives:** Employment opportunities include pre-hospital EMS agencies, municipal fire departments, emergency departments in hospitals, nursing homes, physician’s offices, clinics, industry, and home health agencies.

**Potential Certification:** After successful completion of the Intermediate Careers Studies Certificate, students will be eligible for the National Registry of Emergency Medical Technicians Intermediate (NREMT-I) Certification examination.

**Program Learning Outcomes:**

- Administers medications within the scope of practice as an Intermediate level provider.

**Special Admission Requirements:** The applicant must meet the following requirements for admission to the EMS Education program. Interested students should contact the EMS Program Director for academic advising.

1. Be accepted as a student to the college.
2. Graduation from high school or satisfactory completion of the GED. Verification of high school graduation or GED is required by Virginia OEMS for this level of certification. Submission of official transcripts or GED scores is mandatory for all applicants.
3. Completion of PHCC Admission Placement tests unless appropriate college level English or math courses have been successfully completed. If any developmental courses in English or math are needed as indicated by student’s scores, these courses must be successfully completed before the student can enroll in EMS 151 – Introduction to Advanced Life Support. Failure to successfully complete pre-requisites for enrollment in

EMS 151 will delay program progression in the EMS curriculum by one academic year.

4. A cumulative college grade point average of 2.0 or better in all related and general education requirements completed before admission into the EMS Education program is desired and will be given higher priority for admission into the program.
5. Students currently enrolled at the college, in addition to applicants holding current Virginia certification as either an Emergency Medical Technician, Advanced EMT or EMT Enhanced, will be given priority for admission into the program and may be considered for advanced placement after all other admission requirements are met.
6. Submit an *EMS Program Application* form along with required paperwork, i.e. high school transcripts, college transcripts, current EMS certification, etc. during the specified EMS Education program application period.

The typical physical demands of an EMT-Intermediate include the following: full range of motion including handling and lifting patients and/or equipment, manual and finger dexterity and eye-hand coordination. The job generally requires standing, walking for extensive periods of time, and working in all type of environments. The EMT-Intermediate should be able to lift and carry items weighing up to 50 pounds. The job settings may have stressful conditions and/or irregular hours. There is a potential for exposure to communicable diseases. After admission to the EMS Education program, the prospective student is provided with an EMS Physical Examination form that must be completed by a physician prior to enrolling in the clinical or field internship classes.

Upon admission, all students are required to undergo mandatory drug screening. Students must have a negative drug screen in order to begin the clinical or field internship classes.

Please **NOTE** that any prospective EMS student with a criminal conviction needs to speak with the EMS Program Director prior to enrollment at PHCC. Certain convictions will prevent the person from being certified as an Emergency Medical Services Provider in Virginia. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning prior to enrolling in the EMS program.

To remain in the program, a student must have a “C” or above in all EMS courses.

**Program Requirements (22 Credits):**

EMS	151	Introduction to Advanced Life Support (4)
EMS	153	Basic ECG Recognition (2)
EMS	155	ALS Medical Care (4)
EMS	157	ALS Trauma Care (3)
EMS	159	ALS Special Populations (3)
EMS	170	ALS Internship I (2)
EMS	172	ALS Clinical Internship II (2)
EMS	173	ALS Field Internship II (1)
SDV	108	College Survival Skills (1)

**Minimum Required for Career Studies Certificate: 22 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Emergency Medical Services: Paramedic 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			
Developmental Math Pre-requisites met: _____ yes _____ no			
<b>Required</b>	MOD1	MOD2	
<b>Met</b>			

**NOTE:** Classes that are shaded meet the requirements of the Career Studies Certificate in Paramedic. Classes that are marked with an (I) meet the requirements of the EMS-Intermediate Career Studies Certificate. SDV 108 is required for all degrees and Career Studies Certificates.

Spring Semester Courses:			Completed
EMS 111	Emergency Medical Technician Basic	7.0	_____
EMS 120	Emergency Medical Technician-Basic Clinical	1.0	_____
NAS 150	Human Biology	4.0	_____
SDV 108	College Survival Skills	1.0	_____

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester **Total** 13

Fall Semester Courses:			Completed
I EMS 151	Introduction to Advanced Life Support	4.0	_____
I EMS 153	Basic ECG Recognition	2.0	_____
I EMS 157	ALS Trauma Care	3.0	_____
I EMS 170	ALS Internship I	2.0	_____
ENG 111	College Composition	3.0	_____

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester **Total** 14

Spring Semester Courses:			Completed
I EMS 155	ALS – Medical Care	4.0	_____
I EMS 159	ALS – Special Populations	3.0	_____
I EMS 172	ALS Clinical Internship II	2.0	_____
I EMS 173	ALS Field Internship II	1.0	_____
CST 110	Introduction to Speech Communication	3.0	_____

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester **Total** 13

Fall Semester Courses:			Completed
EMS 201	EMS Professional Development	3.0	_____
EMS 205	Advanced Pathophysiology	4.0	_____
EMS 207	Advanced Patient Assessment	3.0	_____
EMS 242	ALS Clinical Internship III	1.0	_____
EMS 243	ALS Field Internship III	1.0	_____
PSY 230	Developmental Psychology	3.0	_____

**Next Action which follow or can be accomplished during the Fourth semester**

**Total** 15

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for degree graduation.
3. Meet with Experiential Learning Coordinator to prepare resume, and/or receive assistance with job search.

Spring Semester Courses:			Completed
EMS 209	Advanced Pharmacology	4.0	_____
EMS 211	Operations	2.0	_____
EMS 244	ALS Clinical Internship IV	1.0	_____
EMS 245	ALS Field Internship IV	1.0	_____
EMS 299	Supervised Study in Emergency Medical Services	1.0	_____
EMS/HLT EEE	EMS or HLT Electives	2.0	_____
HUM EEE	Humanities Elective	3.0	_____

**Total** 14



## General Studies

### Specialization: Criminal Justice

**Award:** Associate of Arts and Science

**Length:** 62-63 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in criminal justice. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;
- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Demonstrate competency of the effects of crime, law, and law enforcement systems in society.

#### General Education Requirements (19 Credits):

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
HIS	121-122	United States History I-II (6) [or HIS 101-102 History of Western Civilization I-II (6)]
MTH	163	Precalculus with Trigonometry (4)

#### Program Requirements (44 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

ITE	119	Information Literacy (3)
SDV	108	College Survival Skills (1)
SDV	199	Supervised Study in Transfer Programs (1)
Wellness	(PED/HLT EEE) (2)	<i>See page 163-165</i>

**Transfer Laboratory Science Elective (8 Credits).** *See page 163-165*

**Social Science Elective (3 Credits).** *See page 163-165*

**Foreign Language (8 Credits):** Select from:

FRE	101-102	Beginning French I-II (4)(4)
SPA	101-102	Beginning Spanish I-II (4)(4)

**Humanities (3 Credits):**

REL	231	Religions of the World I (3)
-----	-----	------------------------------

**Humanities Elective (3 Credits).** *See page 163-165*

**English Literature Elective (3 Credits).** *See page 163-165*

**Criminal Justice Electives (9 Credits)** Select three courses:

ADJ	100	Survey of Criminal Justice (3)
ADJ	105	The Juvenile Justice System (3)
ADJ	145	Corrections and the Community (3)
ADJ	146	Adult Correctional Institutions (3)

**Minimum required for degree: 62-63 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Criminal Justice 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no							
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	
<b>Met</b>							

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HIS.121	United States History I	3.0 _____
Criminal Justice.EEE	Criminal Justice Elective	3.0 _____
Science.EEE	Science Elective	4.0 _____
Wellness.EEE	Wellness Elective	2.0 _____
SDV 108	College Survival Skills	1.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
- 

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.122	United States History II	3.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
Science.EEE	Science Electives	4.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
- 

**Fall Semester Courses:**

		<b>Completed</b>
ITE.119	Information Literacy	3.0 _____
REL.231	Religions of the World I	3.0 _____
ADJ.EEE	Criminal Justice Elective	3.0 _____
Foreign.Language.EEE	Foreign Language Elective	4.0 _____
MTH.1636	Precalculus with Trigonometry	4.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
  2. Apply for graduation.
- 

**Spring Semester Courses:**

		<b>Completed</b>
SDV.199	Supervised Study In	1.0 _____
Foreign.Language.EEE	Foreign Language Elective	4.0 _____
HUM.EEE	Humanities Elective	3.0 _____
ADJ.EEE	Criminal Justice Elective	3.0 _____
ENG.EEE	English Elective	3.0 _____
<b>Total</b>		<b>14</b>

## Health Technology: Nursing

**Award:** Associate of Applied Science

**Length:** 69 credits

**Purpose:** The nursing major prepares selected students to qualify as practitioners of technical nursing in a variety of health service facilities.

**Employment Objectives:** Students who complete this program and subsequently obtain licensure as a Registered Nurse may be employed in the following settings: hospitals, clinics, residential nursing care facilities, rehabilitation centers, community and public health settings, industry, schools, home care agencies, outpatient facilities, physician offices, and correctional facilities, and with the military.

**Potential Certification:** After successful completion of the program, student will be eligible to apply to take the National Council Licensure Examination- Registered Nurse (NCLEX-RN) in the Commonwealth of Virginia.

**Program Learning Outcomes:** Graduates of this program will:

- Demonstrate effective written communication skills.
- Effectively apply the principles of safe and effective care incorporating the foundational principles of nursing.
- Demonstrate minimum competency to practice nursing at entry-level.
- Apply principles of mathematical reasoning and scientific reasoning to assist in facilitating optimal client care.
- Demonstrate use of critical thinking skills while utilizing the nursing process to facilitate optimal client care.

**Special Accreditation Status:** The program is approved by the Virginia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

First-time NCLEX-RN Pass Rates for PHCC, State and National last 5 years:

	PHCC	State	National
2016	84.78%	86.87%	84.75%
2015	88.46%	82.9%	84.75%
2014	78.05%	82.9%	81.78%
2013	84.38%	83.06%	83.04%
2012	92.11%	90.43%	90.34%

**Admission Procedure:** Applications to the nursing program are processed twice a year during specified advertised application periods. **The implementation of the new VCCS nursing curriculum may alter the nursing application cycles.** At the end of the advertised application period, completed applications with required supporting documents, will be reviewed and considered. Admission testing will be offered to students meeting admission requirements. Students who meet criteria, meaning score within the state regulation (45th percentile ranking) will be given priority.

**NOTE:** When admission must be limited because the number of qualified applicants exceeds available space, admission to the program will be given to applicants who scored at or above the 45th percentile ranking, and are also residents of the college service

area. If seats are still available applicants who scored at or above the 45th percentile ranking, who live outside of the college service area will be offered admission starting with the higher percentile ranking, until all seats are filled. Applicants who are not accepted will be eligible to reapply at the next application period, at which time applicants meeting admission requirements will be allowed to repeat the admission test, and the most recent scores will be used for admission consideration.

Applicants are responsible for making certain that all application materials are on file in the nursing department. The materials needed are:

1. The completed nursing application.
2. Official transcripts of all secondary school work and all prior college work from colleges other than PHCC.

**Admission Requirements:** The applicant must meet the following requirements for admission to the required nursing clinical courses (NUR 111, 115, 118, 221, 222, 247, 254). Interested students should contact the nursing office for academic advising. **NOTE:** A new nursing curriculum will be implemented in fall, 2018, which may alter the current admission requirements.

1. Be accepted as a student to the college. **NOTE:** Students who apply to the college and select nursing as the program of study will automatically be placed into Health Technology: Pre-Nursing prior to nursing program acceptance.
2. Graduation from high school or satisfactory completion of the GED.
3. Complete the college placement test. If scores indicate, the applicant will be required to successfully complete developmental courses before submitting a nursing application.
4. Complete one unit of algebra (if college placement scores indicate content was not retained the course(s) will have to be repeated to included modules 1-5). Students are also required to have two units of high school college prep level science which includes Biology and Chemistry, with no grade below a "C." Deficiencies can be made up through approved developmental or college level courses. Deficiencies must be completed before submitting an application.
5. A cumulative college grade point average of 2.5 or higher in all related and general education requirements completed before admission into the nursing program courses.
6. After meeting the above criteria, submit an Application for the Associate Degree Nursing program, during the specified advertised application period, along with required paperwork, i.e. high school transcripts, college transcripts, etc. during the application period.
7. Pre-RN Admission Examination: The Health Education Systems, Inc. (HESI) test or equivalent is the final step in the admission process. Once you have met the above educational criteria and your application file has been approved, you will be scheduled for this test. Applicants must have satisfactory scores in reading, vocabulary, chemistry and mathematics (45<sup>th</sup> percentile ranking).

Because the nursing program addresses the educational needs of students with a variety of experiences and prior education, a limited number of entering class positions may be designated for

experienced Licensed Practical Nurses who graduated from accredited programs or for prospective high school graduates who also have been enrolled at PHCC as part of a nursing department approved program of dual enrollment. Interested high school sophomores should see their counselors in the spring of their sophomore year. Interested high school juniors should see their counselors in the fall of their junior year. All dually enrolled students interested in the PHCC nursing program must have their program of study approved in writing by the PHCC nursing program head.

The typical physical demands of a registered nurse include the following: full range of motion including handling and lifting patients and/or equipment, manual and finger dexterity and eye-hand coordination. The job generally requires standing and walking for extensive periods of time. The registered nurse should be able to lift and carry items weighing up to 50 pounds. The job settings may have stressful conditions and/or irregular hours. There is a potential for exposure to communicable diseases. After admission to the clinical phase, the prospective student is provided with a Nursing Program Physical Examination form that must be completed by a physician prior to enrolling in nursing classes. Upon admission, all students are required to undergo mandatory drug screening and a criminal background check. Students must have a negative drug screen in order to begin clinical nursing courses.

Please note that the Virginia State Board of Nursing may refuse to admit a candidate to any examination and refuse to issue a license or certificate to any applicant who has been convicted of any felony or any misdemeanor involving moral turpitude. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning upon enrolling in the Associate Degree Nursing program. Any charges or costs to secure the evaluation will be the responsibility of the student.

The Accreditation Commission for Education in Nursing is a resource for information regarding the required tuition, fees and length of nursing programs. They can be contacted at:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
1-404-975-5000

**Readmission Requirements:** Any student wishing to re-enroll in the nursing clinical courses must have at least a 2.5 cumulative grade point average at PHCC to be considered. A student who wishes to re-enter the nursing curriculum must follow the procedure outlined in the Nursing Student Handbook. The student may be required to enroll in and satisfactorily complete specific courses before readmission. Additional data may be required. The nursing faculty will consider each student's application for readmission and the decision to readmit will be based on additional data, prior performance in the nursing program and space availability. Students who fail a nursing course or withdraw for any reason from the Nursing Program may be readmitted to the nursing program only once. All re-admissions are at the discretion of nursing faculty.

**Advanced Placement:** Licensed Practical Nurses that meet the admission requirements may be eligible for advanced placement. To be considered for advanced placement, an LPN must have:

1. Graduated from an approved practical nursing school.
2. Passed the LPN licensing exam and hold a current unencumbered Virginia license.

LPN's receiving advanced placement will be required to take NUR 115, LPN Transition, (2 credits). Please contact the nursing office for additional information.

**Financial Requirements:** In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Uniforms	\$230
Physical Examination	\$100
Books	\$800-\$1400
Kaplan/NCLEX Review	\$540
Graduation Pin - cost depends on price of gold or silver	
AHA BCLS CPR certification	\$145
Drug Screen	\$38 minimum
Criminal Background Checks	\$48 minimum
Application for Licensure fees	\$430
And Criminal Background	
Transportation to clinical agencies, seminars, etc. as required.	

**Transfer of Nursing Credit:** Students seeking to transfer credit received from nursing courses at other institutions will be considered on an individual basis by the nursing faculty. The student may be asked to provide course descriptions, course syllabi, standardized test scores, and selected data from the course instructor in order to determine placement in the nursing program, subject to availability of space. Since there frequently are differences among nursing programs, students wishing to transfer should be aware that there might be an interruption in program progression.

**Curriculum Requirements:** In addition to formal lectures and laboratory exercises, selected experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on availability of facilities. Field trips, at an additional cost, may be included.

Clinical nursing students required to complete end of the semester testing. The results of the end of semester testing will be counted as a percentage of the final course grade. Students must pass the clinical nursing courses to continue in the program. Grading guidelines are specifically addressed in the course syllabi, and Nursing Student Handbook issued upon program admission.

The student must complete all general education and related courses either before or concurrent with nursing program requirements. To remain in the program, a student must have a "C" or above in all nursing courses. Additionally, a grade of "C" or above in all semesters of biology, social sciences, health courses, and SDV 101 is required to continue in the nursing program.

**General Education Requirements (16 Credits):**

BIO 141 Human Anatomy and Physiology I (4)  
CST 110 Introduction to Communication (3)  
ENG 111 College Composition I (3)  
HUM EEE Humanities Elective (3)  
PSY 230 Developmental Psychology (3)

**Program Requirements (53 Credits):**

BIO 142 Human Anatomy and Physiology II (4)  
HLT 230 Principles of Nutrition and Human Development (3)  
NUR 111 Nursing I (7)  
NUR 118 First Level Nursing II (8)  
NUR 135 Drug Dosage Calculations (2)  
NUR 247 Psychiatric/Mental Health Nursing (3)  
NUR 221-222 Second Level Nursing Principles  
& Concepts I-II (19)  
NUR 254 Dimensions of Professional Nursing (2)  
SOC 200 Principles of Sociology (3)  
[or PSY 200 Principles of Psychology (3)]  
  
SDV 101\* Orientation to Careers (1)  
SDV 108 College Survival Skills (1)

\*Co-requisite with NUR 111

**Minimum requirement for degree: 69 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AAS: Health Technology: Nursing 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no							
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	
<b>Met</b>							

Program Prerequisites before applying to the program:			
High School BIO	[OR BIO.101]	[OR BIO.102]	[OR NAS.150]
<b>AND</b> High School CHM	[OR CHM.110]		
<b>AND</b> GPA of 2.5+			

**Fall Semester Courses:**

		Completed
NUR.111	Nursing I	7.0 _____
NUR.135	Drug Dosage Calculations	2.0 _____
SDV.101	Orientation To	1.0 _____
BIO.141	Human Anatomy and Physiology I	4.0 _____
PSY.230	Developmental Psychology	3.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>18</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		Completed
NUR.118	First Level Nursing II	8.0 _____
NUR.247	Psychiatric/Mental Health Nursing	3.0 _____
BIO.142	Human Anatomy and Physiology II	4.0 _____
ENG.111	College Composition I	3.0 _____
<b>Total</b>		<b>18</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

		Completed
HUM.EEE	Humanities Elective	3.0 _____
HLT.230	Principles of Nutrition and Human Development	3.0 _____
NUR.221	Second Level Nursing Principles and Concepts	9.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
<b>Total</b>		<b>18</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for graduation.

**Spring Semester Courses:**

		Completed
SOC.200	Principles of Sociology	3.0 _____
NUR.222	Second Level Nursing Principles and Concepts II	10.0 _____
NUR.254	Dimensions of Professional Nursing	2.0 _____
<b>Total</b>		<b>15</b>

## Science

### Specialization: Medical Science

**Award:** Associate Arts and Science

**Length:** 64 credits

**Purpose:** This curriculum is designed for the student who plans to apply to medical school, dental school, veterinary school or other science related field. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate effective verbal and written communication skills.
- Apply mathematical and scientific reasoning skills to formulate and solve problems.
- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate proficiency in information literacy.
- Demonstrate ability to reason critically and problem-solve.
- Demonstrate proficiency in oral communication methods.
- Demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.
- Use laboratory equipment in a safe and proficient manner.
- Demonstrate the ability to compose a formal scientific report.
- Demonstrate the ability to use scientific tools for processing, evaluation, and presentation.
- Demonstrate competency in identifying human organs and listing the specific functions of organs that make up organ systems.

#### General Education Requirements (17 Credits):

ENG 111–112 College Composition I-II (6)

HUM EEE Humanities Elective (3)

MTH 166 Precalculus with Trigonometry (4) or higher –  
(Choose two math courses from electives (8) *See page 163-165*)

#### Program Requirements (44 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these degree requirements.

ITE 119 Information Literacy (3)

SDV 108 College Survival Skills (1)

SDV 199 Supervised Study in Transfer Programs (1)

#### Transfer Laboratory Science (16 Credits)

BIO 101-102 General Biology I-II (8)

BIO 141-142 Human Anatomy and Physiology I-II (8)

#### Social Science (9 Credits)

PSY 200 Principles of Psychology (3)

SOC EEE Social Science Elective (6) *See page 163-165*

#### College Transfer Electives (14 Credits)

BIO 151 Human Gross Anatomy I (1)

BIO 152 Human Gross Anatomy II (1)

CHM 111 College Chemistry I (4)

CHM 241 Organic Chemistry (4)

PHY 241 University Physics I (4)

**Fine Arts Electives (3 Credits).** *See page 163-165*

**Minimum required for degree: 64 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

## Advising Sheet for AA&S: Science: Medical Science Specialization 2017-2018

Developmental English Pre-requisites met: ____ yes ____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____ yes ____ no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
MTH.166	Precalculus with Trigonometry	4.0 _____
SDV.108	College Survival Skills	1.0 _____
BIO.101	General Biology I	4.0 _____
CHM.111	College Chemistry I	4.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
MTH.2EE	Math 200+ Elective	4.0 _____
BIO.102	General Biology II	4.0 _____
ART.EEE	Arts Elective	3.0 _____
CHM.241	Organic Chemistry I	3.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

		<b>Completed</b>
ITE.119	Information Literacy	3.0 _____
BIO.141	Human Anatomy and Physiology I	4.0 _____
PSY.200	Principles of Psychology	3.0 _____
BIO.151	Human Gross Anatomy I	1.0 _____
BIO.205	General Microbiology	4.0 _____
SOC.295	Medical Anthropology	2.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
SDV.199	Supervised Study In	1.0 _____
BIO.142	Human Anatomy and Physiology II	4.0 _____
HUM.EEE	Humanities Elective	3.0 _____
SOC.207	Medical Sociology	3.0 _____
PHY.241	University Physics I	4.0 _____
BIO.152	Human Gross Anatomy II	1.0 _____
<b>Total</b>		<b>16</b>



## Health Sciences and Public Safety

# Science

## Specialization: Pre-BSN

**Award:** Associate Arts and Science

**Length:** 61-62 credits

### Purpose:

- To prepare Associate Degree Registered Nurse graduates to enter university B.S.N. bridge programs\* (2+1+1 option).
- To provide a curriculum of study for eligible students (i.e. students with prior degrees, students who have dual enrolled who are waiting to apply to the Associate Degree (1+2+1 option).
- To prepare transfer students to enter B.S.N programs (2+2 option).
- To assist Health Science Certificate completer's who are waiting to apply and be accepted to the Associate Degree.
- Nursing program and plan to continue their education at the B.S.N. level.

### Program Learning Outcomes: A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Identify all the major systems in the human body and list each major organ with its primary function.
- Identify the path taken by nutrients as they travel through the digestive system.
- Distinguish between the different drug classifications and commonly prescribed medications.
- Demonstrate quantitative literacy by using and interpreting tables and graphs.

### General Education Requirements (19 Credits):

CST 110 Introduction to Communication (3)

ENG 111-112 College Composition I-II (6)

HIS 121 United States History I (3)

[or HIS 122 US History II (3)]

[or HIS 101 History of Western Civilization I (3)]

[or HIS 102 History of Western Civilization II (3)]

MTH 166 Precalculus with Trigonometry (4)

[or MTH 151-152 Math for Liberal Arts I/II (6)]

MTH 157\*\* Elementary Statistics (3)

[or MTH 241 Statistics I (3)]

### Program Requirements (43 credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

SDV 108 College Survival Skills (1)

SDV 199 Supervised Study in Transfer Programs (1)

ITE 119 Information Literacy (3)

### Laboratory Science (20 credits)

BIO 141-142 Human Anatomy & Physiology I & II (8)

BIO 205 General Microbiology (4)

CHM 111/112 College Chemistry I & II (8)

[or BIO 101/102 General Biology I/II (8)]

### Social Science (6 credits)

PSY 230 Developmental Psychology (3)

SOC 200 Principles to Sociology (3)

[or PSY 200 Principles of Psychology (3)]

### Humanities/Fine Arts Elective (6 credits): Select from:

ART 101 Appreciation & History of Art I (3)

[or ART 201 History of Art I (3)]

ART 102 Appreciation & History of Art II (3)

[or ART 202 History of Art II (3)]

ENG 241 Survey of American Literature I (3)

[or ENG 242 Survey of American Literature II (3)]

[or ENG 243 Survey of English Literature I (3)]

[or ENG 244 Survey of English Literature II (3)]

[or ENG 251 Survey of World Literature I (3)]

[or ENG 252 Survey of World Literature II (3)]

MUS 121 Music Appreciation I (3)

REL 200 Survey of the Old Testament (3)

REL 210 Survey of the New Testament (3)

REL 231 Religions of the World I (3)

[or REL 232 Religions of the World II (3)]

PHI 220 Ethics (3)

### Pre-BSN Electives (6 credits):

HLT 230 Principles of Nutrition and Human Development (3)

NUR 250 General Pharmacology (3)

### Minimum required for degree: 61-62 Credits

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Science Specialization: Pre-BSN 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no									
<b>Required</b>	MOD1	MOD2	MOD3	Mod4	Mod5	Mod6	Mod7	Mod8	Mod9
<b>Met</b>									

**NOTE:** Modules 1-9 required for MTH 166 or MTH 241. Modules 1-5 required for MTH 151, 152, or 157

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HIS.121	United States History I	3.0 _____
ITE.119	Information Literacy	3.0 _____
BIO.101	General Biology I	4.0 _____
MTH.166	Precalculus with Trigonometry	4.0 _____
SDV.108	College Survival Skills	1.0 _____
		<b>Total 18</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
BIO.102	General Biology II	4.0 _____
MTH.157	Elementary Statistics	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
		<b>Total 16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

		<b>Completed</b>
BIO 205	General Microbiology	4.0 _____
HLT 230	Principles of Nutrition & Human Development	3.0 _____
BIO 141	Human Anatomy and Physiology I	4.0 _____
HUM.EEE	Humanities Elective	3.0 _____
		<b>Total 14</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

		<b>Completed</b>
PSY 230	Developmental Psychology	3.0 _____
SDV 199	Supervised Study In	1.0 _____
SOC. 200	Principles of Sociology	3.0 _____
NUR 250	General Pharmacology	3.0 _____
BIO 142	Human Anatomy and Physiology II	4.0 _____
		<b>Total 14</b>

## Health Sciences and Public Safety

# Science

## Specialization: Health Science

Award: Associate Arts and Science

Length: 60

*(Pending Approval)*

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in the area of Health Sciences, Health Promotion, or Health Education.

### Program Learning Outcomes:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- Demonstrate proficiency in recognition of anatomical structures and evaluation of physiologic functions of specified organ systems
- Demonstrate the ability to evaluate nutritional needs of individuals in the life span
- Demonstrate the ability to identify individuals and populations at risk for common select diseases

### General Education Requirements (26 Credits):

CST 110 Introduction to Communication (3 )  
ENG 111- 112 College Composition I-II (6)  
MTH 151/126 Math of Liberal Arts (3) or  
MTH 126 for Allied Health (3)  
MTH 157 Elementary Statistics (3)  
NAS EEE Natural Science Elective (8)  
SOC 200 Principles of Sociology (3)

### Program Requirements (22 Credits):

BIO 141-142 Anatomy and Physiology I-II (8)  
HIS 121/122 United States History I or II (3)  
ITE 119 Information Literacy (3)  
PHI 220 Ethics (3)  
PSY 230 Developmental Psychology (3)  
SDV 108 College Survival (1)  
SDV 199 Supervised Study in Transfer Programs (1)

### Health and Wellness Requirements (12 credits):

HLT 116 Personal Wellness (3)  
*or*  
HLT 143 Medical Terminology (3)  
HLT 230 Principles of Nutrition & Human Development (3)  
HLT 220 Concepts of Disease (3)  
PED 220 Adult Health and Development (3)

**Minimum required for degree: 60 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AA&S Science Specialization Health Science 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

Required MTE 1-5 (minimum) MTE 1-9 (maximum depending on NAS EEE selection)

<b>Fall Semester Courses:</b>			<b>Completed</b>
SDV.108	College Survival Skills	1.0	_____
ENG .111	College Composition I	3.0	_____
CST .110	Introduction to Communication	3.0	_____
NAS .EEE	Natural Science Elective	4.0	_____
HLT.116	Personal Wellness	<u>3.0</u>	_____
<b>Total 14</b>			

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

<b>Spring Semester Courses:</b>			<b>Completed</b>
ENG .112	College Composition II	3.0	_____
HIS.121/122	United States History I or II	3.0	_____
PSY .230	Developmental Psychology	3.0	_____
MTH.151/126	Math for Liberal Arts/or Math for Allied Health	3.0	_____
NAS .EEE	Natural Science Elective	<u>4.0</u>	_____
<b>Total 16</b>			

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

<b>Fall Semester Courses:</b>			<b>Completed</b>
BIO.141	Anatomy & Physiology I	4.0	_____
PED.220	Adult Health and Development	3.0	_____
ITE .119	Information Literacy	3.0	_____
MTH.157	Elementary Statistics	3.0	_____
SOC.200	Principles of Sociology	<u>3.0</u>	_____
<b>Total 16</b>			

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation

<b>Spring Semester Courses:</b>			<b>Completed</b>
BIO.142	Anatomy & Physiology II	4.0	_____
HLT.220	Concepts of Diseases	3.0	_____
HLT.230	Principles of Nutrition & Human Development	3.0	_____
SDV.199	Supervised Study in Transfer	1.0	_____
PHI.220	Ethics	<u>3.0</u>	_____
<b>Total 14</b>			

## Health Sciences and Public Safety

# Practical Nursing

**Award:** Certificate

**Length:** 48 credits

**Purpose:** This program is designed of this program is to prepare selected students to qualify as practitioner of practical nursing in a variety of health service facilities.

**Employment Objectives:** Employment opportunities in for the practical nurse include skilled and residential nursing care facilities, physician offices and clinics, industry, schools, home health care agencies, and others as applicable.

**Potential Certification:** After successful completion of the practical nursing program, graduates will be eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Passage of this examination will make the graduate eligible to be licensed as a Licensed Practical Nurse in the Commonwealth of Virginia.

**Program Learning Outcomes:** Graduates of the program will:

- Effectively apply the principles of safe and effective care incorporating the foundational principles of practical nursing
- Demonstrate minimum competency to practice practical nursing at entry level.

**Special Accreditation/Approval Status:** The practical nursing program is approved by the Virginia Board of Nursing.

**Special Admission Requirements:** The applicant must meet the following requirements for admission into the required clinical courses (PNE 161, 141, 142, 163, 145, 164, and 158). Interested students should contact the nursing/allied health office for academic advising.

1. Be accepted as a student to the college.
2. Graduate from high school or a GED.
3. Complete the Compass test. If scores indicate, the applicant will be required to successfully complete developmental courses before submitting a practical nursing program application.
4. Validate computer competency equivalent to ITE 101.
5. Complete one unit of high school algebra with no grade below a 'C'. Deficiencies can be made up through approved developmental or college level courses. Deficiencies must be completed before application to the practical nursing program.
6. Complete one high school unit of college prep level science with no grade below a C. Course to be used for high school substitute class: BIO 101 or BIO 102.
7. Maintain cumulative college or high school grade point average of 2.5 or better.
8. After meeting the above criteria, submit an application for the Practical Nursing Program during the specified advertised application period, along with required paperwork, i.e. high school transcripts, college transcripts, etc. during the application period.

9. Achieve a passing score on the Admission Test.

10. Students will be scheduled for the admission test after their application file has been reviewed and approved. Applicants must have satisfactory scores in reading, mathematics, science, English and language usage.

**Admission procedure:** Applications to the nursing program are processed during specified advertised application periods. At the end of the advertised application period, completed applications with required supporting documents, will be reviewed and considered. Admission testing will be offered to students meeting all admission requirements.

Students who meet criteria, meaning score within the state regulation (45<sup>th</sup> percentile ranking) will be given priority. **NOTE:** When admission must be limited because the number of qualified applicants exceeds available space, admission to the program will be given to applicants who scored at or above the 45<sup>th</sup> percentile ranking, and are also residents of the college service area. If seats are still available applicants who scored at or above the 45<sup>th</sup> percentile ranking, who live outside of the college service area will be offered admission starting with the higher percentile ranking, until all seats are filled.

Applicants who are not accepted will be eligible to reapply at the next application period, at which time applicants meeting admission requirements will be allowed to repeat the admission test, and the most recent scores will be used for admission consideration.

The typical physical demands of a licensed practical nurse include the following: full range of motion including handling and lifting patients and/or equipment, manual and finger dexterity and eye-hand coordination. The job generally requires standing and walking for extensive periods of time. The licensed practical nurse should be able to lift and carry items weighing up to 50 pounds. The job settings have stressful conditions and/or irregular hours. There is the potential for exposure to communicable diseases. After admission to the clinical courses, the prospective student is provided with a physical exam form that must be completed by a physician prior to enrolling in nursing classes.

Upon admission, students are required to undergo mandatory drug screening and a criminal background check. Students must have a negative drug screen in order to begin clinical courses. Any charges or costs associated with the criminal background check and drug screen will be the responsibility of the student.

Please note that the Virginia State Board of Nursing may refuse to admit a candidate to any licensure examination and refuse to issue a license or certificate to any applicant who has been convicted of any felony or misdemeanor involving moral turpitude. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning upon enrolling in the Practical Nursing program.

**Financial Requirements:** In addition to the usual college tuition and fees, this program requires additional expenses.

**Approximate costs include:**

Uniforms	\$230
Physical Examination	\$100
Books	\$400-\$800
Graduation Pin: cost depends on price of gold or silver	
AHA BCLS CPR certification	\$145
Standardized Tests	\$150
Criminal Background Checks	\$48 minimum
Drug Screens	\$38 minimum
Application for Licensure fees and Criminal Background	\$410
Transportation to clinical agencies, seminars, etc. as required	

**Curriculum Requirements:** To remain in the program, a student must have a "C" or above in all PNE and NUR courses. Additionally, student must have a grade of "C" or above in all semesters of natural science and psychology courses. In addition to formal lectures and laboratory experiences, clinical experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on availability of facilities.

**General Education Requirements: (11 credits)**

ENG	111	College Composition I (3)
HLT	141	Introduction to Medical Terminology (1)
NAS	150	Human Biology (4)
PSY	230	Developmental Psychology (3)

**Program Requirements (37 credits)**

NUR	135	Drug Dosage Calculations (2)
PNE	161	Nursing in Health Changes I (6)
PNE	141-142	Nursing Skills I-11 (4)
PNE	163	Nursing in Health Changes III (8)
PNE	145	Trends in Practical Nursing (1)
PNE	164	Nursing in Health Changes IV (11)
PNE	173	Pharmacology for Practical Nurses (2)
PNE	158	Mental Health and Psychiatric Nursing (2)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 48 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Certificate: Practical Nursing 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no							
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	
<b>Met</b>							

Program Pre-requisites prior to applying to the Practical Nursing Program				
High School Bio	<b>OR</b> Bio 101	<b>OR</b> High School CHM	<b>OR</b> CHM 110	<b>OR</b> BIO 102
<b>AND</b> GPA of 2.5+				
<b>AND</b> ITE 101	<b>OR</b> ITE 115			

**Spring Semester Courses:**

	<b>Completed</b>
PNE.161      Nursing in Health Changes I	6.0 _____
PNE.141      Nursing Skills I	2.0 _____
PNE.142      Nursing Skills II	2.0 _____
NAS.150      Human Biology	4.0 _____
NUR.135      Drug Dosage Calculations	2.0 _____
SDV.108      College Survival Skills	1.0 _____
HLT.141      Introduction to Medical Terminology	1.0 _____
<b>Total</b>	<b>18</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Summer Semester Courses:**

	<b>Completed</b>
PNE.163      Nursing in Health Changes III	8.0 _____
PNE.173      Pharmacology for Practical Nurses	2.0 _____
PSY.230      Developmental Psychology	3.0 _____
ENG.111      College Composition I	3.0 _____
<b>Total</b>	<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for certificate graduation.
3. Meet with the Experiential Learning Coordinator to prepare resume, and/or receive assistance with job search.

**Fall Semester Courses:**

	<b>Completed</b>
PNE 164      Nursing in Health Changes IV	11.0 _____
PNE 158      Mental Health and Psychiatric Nursing	2.0 _____
PNE 145      Trends in Practical Nursing	1.0 _____
<b>Total</b>	<b>14</b>

## Health Science & Public Safety

# Health Technology: Pre-Nursing

**Award:** Career Studies Certificate

**Length:** 28-29 credits

**Purpose:** This program is designed to prepare a student for entry level practice in the health care field in the area of patient care in a variety of health service facilities and/or desires to advance in the nursing field creating a pathway to registered nursing/practical nursing.

**Employment Objective:** Students who successfully complete the appropriate courses may be eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related fields.

**Potential Certification:** After successful completion of the health care technician courses, students will be eligible to **apply** to take the certification test for Certified Nurse Aide in Virginia. After successful completion of Cardiopulmonary Resuscitation, student will receive American Heart Association BLS certification.

**Program Learning Outcomes:** Demonstrate skillful delivery of patient care at the nurse aide level of preparation.

**Curriculum Requirements:** Students will be required to undergo mandatory drug screening and criminal background check. Students must have a negative drug screen and criminal background check to be eligible for clinical learning experiences.

**Financial Requirements:** In addition to the usual college tuition and fees, the program requires additional expenses.

### **Approximate Costs May Include:**

Drug screening	\$38 minimum
Criminal Background Check	\$48 minimum
Uniform	\$30-\$50
Watch	\$10
Physical Examination	\$80-\$100
Tuberculin (TB) Skin Test	\$25-\$45
Certification Examination	\$100
Transportation to clinical agencies as required.	

### **Program Requirements:**

ENG	111	College Composition I (3)
HLT	105	Cardiopulmonary Resuscitation (1)
HLT	141	Introduction to Medical Terminology
ITE	115	Intro. to Computer Applications & Concepts (3)
MTH	EEE	Math Elective (3) (MTH 151 or MTH 157)
NAS	EEE	Science Elective (7-8) CHM 110, BIO 101, NAS 150, BIO 141 or BIO 142
NUR	27	Nurse Aide I (5)
NUR	21	Nurse Aide Clinical Experience (1)
PSY	230	Developmental Psychology (3)
SDV	108	College Survival Skills (1)

**Minimum required for Career Studies Certificate: 28-29 Credits**



**Advising Sheet Suggested Schedules:** Course in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course show on the schedule for a particular semester may not be offered due to low enrollment or other factors

**Advising Sheet for Career Studies Certificate Health Technology: Pre-Nursing 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no					
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5
<b>Met</b>					

**Fall Semester Courses:**

			<b>Completed</b>
SDV.108	College Survival Skills	1	_____
ENG.111	College composition	3	_____
ITE.115	Intro. to Computer Applications & Concepts	3	_____
NAS.EEE	Natural Science Specified Elective	3-4	_____
PSY.230	Developmental Psychology	3	_____
HLT.141	Introduction to Medical Terminology	1	_____
<b>Total</b>		<b>14-15</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Discuss eligibility for certificate, career studies certificate, and/or credential completion with academic advisor
3. Apply for degree graduation.

**Spring Semester Courses:**

			<b>Completed</b>
NAS.EEE	Natural Science Specified Elective	4	_____
MTH.EEE	Specified Math Elective	3	_____
NUR.27	Nurse Aide	5	_____
NUR.21	Nurse Aide Clinical Experience	1	_____
HLT.105	Cardiopulmonary Resuscitation	1	_____
<b>Total</b>		<b>14</b>	

## **Health Technology: Emergency**

### **Medical Services**

**Award:** Career Studies Certificate

**Length:** 26 credits

*(Pending approval)*

**Purpose:** This program is designed for the student interested in pursuing a career as an Emergency Medical Technician to work in a variety of health service facilities and/or desires to advance in EMS educational pathways pursuing advanced EMS certifications.

**Employment Objectives:** Employment opportunities for the emergency Medical Technician – basic include pre-hospital EMS/medical transport agencies, hospital emergency departments, and volunteer agencies.

**Potential Certification:** After successful of completion of the Emergency Medical Technician course, student will be eligible to sit for the NREMT-Basic certification exam. After successful completion of CPR students will be certified from American Heart Association as a BLS Provider.

**Program Learning Outcomes:**

Demonstrate ability to apply knowledge and skill required to practice as an Emergency Medical Technician-Basic.

**Program Requirements:**

CST	110	Introduction to Speech Communication (3)
EMS	111	Emergency Medical Technician- Basic (7)
EMS	120	EMT-Basic Clinical (1)
ENG	111	College Composition I (3)
HLT	105	Cardiopulmonary Resuscitation (1)
ITE	115	Intro. to Computer Applications & Concepts (3)
NAS	150	Human Biology (4)
PSY	230	Developmental Psychology (3)
SDV	108	College Survival Skills (1)

**Minimum required for Career Studies Certificate: 26 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Health Technology: Emergency Medical Services 2017-18**

Developmental English Pre-requisites met: _____yes_____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes_____no		
<b>Required</b>	MOD1	MOD2
<b>Met</b>		

**Fall Semester Courses:**

			<b>Completed</b>
SDV.108	College Survival Skills	1.0	_____
ENG.111	College composition	3.0	_____
ITE.115	Intro. to Computer Applications & Concepts	3.0	_____
NAS.150	Human Biology	4.0	_____
HLT.105	CPR	1.0	_____
	<b>Total</b>	<b>12</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for career study certificate graduation

---

**Spring Semester Courses:**

			<b>Completed</b>
EMS.111	Emergency Medical Technician- Basic	7.0	_____
EMS.120	Emergency Medical Technician-Basic Clinical	1.0	_____
PSY.230	Developmental Psychology	3.0	_____
CST.110	Introduction to Speech Communication	3.0	_____
	<b>Total</b>	<b>14</b>	

# Therapeutic Massage

**Award:** Certificate

**Length:** 39 credits

**Purpose:** The program is designed to prepare students with the skills and competencies necessary to enter into the field of massage therapy.

**Employment Objectives:** Obtain employment as a massage therapist in a variety of settings such as health care, business, recreational settings, and self-employment. Businesses using massage therapists include hotels, cruise ships, hospitals, corporations, doctor's offices, and many spa or personal wellness agencies.

**Potential Certification:** A graduate may elect to apply to complete the state or national certification examination for massage therapy. After successful completion of the certification exam, the graduate may apply for licensure in Virginia as a Massage Therapist.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate practical ability to deliver massage at the introductory level
- Demonstrate practical ability to deliver massages using specified techniques.

## General Education Requirements (15)

ENG	111-112	College Composition I-II (6)
BUS	165	Small Business Management (3)
HLT	105	Cardiopulmonary Resuscitation (1)
PED	109	Yoga (1)
NAS	150	Human Biology (4)

## Program Requirements (24)

HLT	170	Introduction to Massage (1)
HLT	180	Therapeutic Massage I (3)
HLT	280	Therapeutic Massage II (3)
HLT	281	Therapeutic Massage III (3)
HLT	220	Concepts of Disease (3)
HLT	143	Medical Terminology I (3)
HLT	116	Personal Wellness (3)
PTH	151	Musculoskeletal Structure and Function (4)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 39 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Therapeutic Massage Certificate 2017-2018**

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no		
<b>Required</b>	MOD1	MOD2
<b>Met</b>		

**First semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HLT.170	Introduction to Massage	1.0 _____
HLT.180	Therapeutic Massage	3.0 _____
NAS.150	Human Biology	4.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total 12</b>		

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Second semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HLT.143	Medical Terminology I	3.0 _____
HLT.280	Therapeutic Massage II	3.0 _____
PTH.151	Musculoskeletal Structure and Function	4.0 _____
PED.109	Yoga	1.0 _____
<b>Total 14</b>		

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for certificate graduation.
3. Meet with Experiential Learning Coordinator to prepare resume, and or receive assistance with job search.

**Third semester Courses:**

		<b>Completed</b>
HLT.116	Introduction to Personal Wellness Concepts	3.0 _____
BUS.165	Small Business Management	3.0 _____
HLT.105	Cardiopulmonary Resuscitation	1.0 _____
HLT.220	Concepts of Disease	3.0 _____
HLT.281	Therapeutic Massage III	3.0 _____
<b>Total 13</b>		

## Nurse Aide Training

**Award:** Career Studies Certificate

**Length:** 17 credits

**Purpose:** This program is designed to prepare a student for entry level practice in the health care field in the area of patient care in a variety of health service facilities.

**Employment Objective:** Students who successfully complete the appropriate courses may be eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related facilities.

**Potential Certification:** After successful completion of the nurse aide courses, student will be eligible to apply to take the certification test for Certified Nurse Aide in Virginia. After successful completion of Cardiopulmonary Resuscitation, student will receive American Heart Association Basic Life Support certification.

**Program Learning Outcomes:** Demonstrate skillful delivery of patient care at the nurse aide level of preparation.

**Curriculum Requirements:** Students will be required to undergo mandatory drug screening and criminal background check. Students must have a negative drug screen and criminal background check to be eligible for clinical learning experiences.

**Financial Requirements:** In addition to the usual college tuition and fees, the program requires additional expenses.

**Approximate costs may include:**

Drug Screening	\$38	minimum
Criminal Background Check	\$48	minimum
Uniform	\$30/\$50	
Watch	\$10	
Physical Examination and TB Skin Test	\$80-\$100	
Textbook/Workbook	\$25-\$45	
Certification Examination	\$100	
Transportation to clinical agencies as required		

**Program Requirements: (16 Credits)**

HCT	110	Therapeutic Communication in the Health Care Setting (3)
HLT	105	Cardiopulmonary Resuscitation (1 cr.)
HLT	143	Medical Terminology (3cr.)
ITE	115	Intro. to Computer Appl. & Concepts (3 cr.)
NUR	27	Nurse Aide I (5 cr.)
NUR	21	Nurse Aide Clinical Experience (1 cr.)
SDV	108	College Survival Skills (1)

**Advising Sheet Suggested Schedules:** Course in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course show on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate Nurse Aide Training 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

**NOTE:** Students completing NUR courses in this curriculum require a placement of ENF 2, a placement of ENF 3 is required for HLT 143, and ITE 115.

**Fall Semester Courses:**

		<b>Completed</b>
NUR.27	Nurse Aide I	5.0 _____
NUR.21	Nurse Aide Clinical Experience	1.0 _____
HCT.110	Therapeutic Communication in the Health Care Setting	3.0 _____
HLT.105	Cardiopulmonary Resuscitation	1.0 _____
ITE.115	Introduction to Computer Applications & Concepts	3.0 _____
SDV.108	College Survival Skills	1.0 _____
HLT 143	Medical Terminology	<u>3.0</u> _____
<b>Total 17</b>		

## Pharmacy Technician

**Award:** Career Studies Certificate

**Length:** 25 credits

**Purpose:** This program is designed to prepare personnel to perform skilled duties and to assist the pharmacists-in-charge. Job duties include: computer information entry, preparation of prescription labels, assisting the pharmacists in filling prescriptions, ordering pharmaceuticals and supplies, and customer assistance.

**Employment Objectives:** Obtain employment as a pharmacy technician.

**Potential Certification:** A graduate may elect to complete state or national certification as a pharmacy technician.

**Program Learning Outcomes:** A student will be able to:

- Demonstrates skillful performance of pharmacy technician duties.
- Demonstrates the ability to retrieve and utilize information required for competent practice in the pharmacy setting.

**Curriculum Requirements:** Students will be required to undergo mandatory drug screening and a criminal background check. Student must have a negative drug screen and criminal background check in order to begin pharmacy technician clinical experiences. Clinical experiences will be arranged

**Financial Requirements:** In addition to the usual college tuition and fees, this program requires additional expenses.

**Approximate costs include:**

Drug Screening                      \$38 minimum

Criminal Background Check      \$48 minimum

Transportation to clinical agencies as required

*It is highly recommended that students purchase a lab coat for clinical experiences.*

**Program Requirements: (25 Credits)**

ITE	101	Introduction to Microcomputers (2)
HCT	110	Therapeutic Communication in Health Care Setting (3)
HLT	143	Medical Terminology (3)
HLT	250	General Pharmacology (3)
HLT	261	Basic Pharmacy I (3)
HLT	262	Basic Pharmacy II (3)
HLT	263	Basic Pharmacy I Lab (1)
HLT	264	Basic Pharmacy II Lab (1)
MTH	126	Math for Allied Health (3)
NUR	135	Drug Dosage Calculations (2)
SDV	108	College Survival Skills (1)



**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate - Pharmacy Technician 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no						
<b>Required</b>	MOD1	MOD2	MOD3			
<b>Met</b>						

**Fall Semester Courses:**

		<b>Completed</b>
ITE.101	Introduction to Microcomputers	2.0 _____
HLT.143	Medical Terminology	3.0 _____
HLT.261	Basic Pharmacy I	3.0 _____
MTH.126	Math for Allied Health	3.0 _____
SDV.108	College Survival Skills	1.0 _____

**Total 12**

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for career studies certificate graduation.
3. Meet with Experiential Learning Coordinator to prepare resume, and or receive assistance with job search.

**Spring Semester Courses:**

		<b>Completed</b>
HCT.110	Therapeutic Communication	3.0 _____
HLT.262	Basic Pharmacy II	3.0 _____
HLT.263	Basic Pharmacy Lab I	1.0 _____
HLT.264	Basic Pharmacy Lab II	1.0 _____
NUR.135	Drug Dosage Calculations	2.0 _____
HLT.250	General Pharmacology	3.0 _____

**Total 13**

## Health Technology: Wellness

**Award:** Career Studies Certificate

**Length:** 26 credits

*(Pending Approval)*

**Purpose:** This program is designed to prepare a student to identify common health concerns, educate communities about resources and availability of healthcare services, and advocate for community health needs.

**Employment Objective** This program is designed to prepare a student for entry level employment as a wellness coordinator in community based clinics, community centers, or fitness centers.

**Program Learning Outcomes:** Demonstrate the ability to identify individuals and populations at risk for common select diseases.

**Program Requirements:**

CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
HLT	220	Concepts of Disease (3)
HLT	230	Principles of Nutrition & Human Dev (3)
HLT	116	Personal Wellness (3)
NAS	150	Human Biology (4)
PED	220	Adult Health and Development (3)
SOC	200	Principles of Sociology (3)
SDV	108	College Survival Skills (1)

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate - Health Technology: Wellness 2017-2018**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no						
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	
<b>Met</b>						

**Fall Semester Courses:**

SDV.108	College Survival Skills	1.0	<u>          </u>
ENG.111	College composition	3.0	<u>          </u>
CST.110	Introduction to Communication	3.0	<u>          </u>
NAS.150	Human Biology	4.0	<u>          </u>
HLT.116	Personal Wellness	<u>3.0</u>	<u>          </u>
	<b>Total</b>	<b>14</b>	

**Completed**

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor to discuss options.
3. Apply for degree graduation

**Spring Semester Courses:**

HLT .220	Concepts of Disease	3.0	<u>          </u>
SOC.200	Principles of Sociology	3.0	<u>          </u>
HLT.230	Principles of Nutrition & Human Development	3.0	<u>          </u>
PED.220	Adult Health and Development	<u>3.0</u>	<u>          </u>
	<b>Total</b>	<b>12</b>	

**Completed**

## Information Technology

# General Studies

## Specialization: Information Technology

**Award:** Associate Arts and Science

**Length:** 60-62 credits

### General Education Requirements (21 Credits):

HUM EEE Humanities Elective (3)  
ENG 111-112 College Composition I-II (6)  
HIS 121-122 United States History I-II (6)  
[or HIS 101-102 History of Western Civilization I-II (6)]

Choose one of the following combinations to fulfill the math requirement (choose based on the requirements of the transfer institution):

[a] MTH 163 Precalculus I (3)  
and MTH 271 Applied Calculus I (3)  
OR....

[b] MTH 151 Mathematics for the Liberal Arts I (3)  
and MTH 152 Mathematics for the Liberal Arts II (3)  
OR....

[c] MTH 163 Precalculus I (3)  
[or MTH 166 Precalculus I with Trigonometry]  
and MTH 164 Precalculus II (3)  
OR....

[d] MTH 175 Calculus of One Variable I (3)  
and MTH 176 Calculus of One Variable II (3)  
and MTH 177 Introductory Linear Algebra (2)  
and MTH 178 Topics in Analytic Geometry (2)  
OR....

[e] MTH 163 Precalculus I (3)  
and MTH 241 Statistics I (3)

### Program Requirements (40 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

PED EEE Wellness (1) *See page 163-165*  
SDV 108 College Survival Skills (1)  
SDV 199 Supervised Study in Transfer Programs (1)

**Transfer Laboratory Science (8 Credits).** *See page 16-163*

**Social Science Electives (6 Credits).** *See page 163-165*

**Fine Arts Elective (3 credits).** *See page 163-165*

### Information Systems Requirements (13-14 credits):

Courses may be selected from the following:

CSC 200 Introduction to Computer Science (3)  
CSC 201 Computer Science I (4)  
CSC 202 Computer Science II (4)  
CSC 205 Computer Organization (3)  
ITN 260 Network Security Basics (3)

(ITP 120 (4) and ITP 220 (4) can be substituted for CSC 201 and CSC 202)

**College Transfer Electives (6 Credits).** *See page 163-165*

**Minimum required for degree: 61 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AA&S: Specialization: Information Technology 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no			
<b>Required</b>		MOD5	MOD9
<b>Met</b>			

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
MTH.1EE	Math 100+ Elective	3.0 _____
SDV.108	College Survival Skills	1.0 _____
CSC.200	Introduction to Computer Science	3.0 _____
CSC.201	Computer Science I	4.0 _____
PED.EEE	PE Elective	1.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Discuss eligibility for certificate, career studies certificate or other certifications with your advisor.

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
MTH.1EE	Math 100+ Elective	3.0 _____
CSC.202	Computer Science II	4.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Discuss four-year transfer options with your advisor.

**Fall Semester Courses:**

		<b>Completed</b>
HIS.121	United States History I	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
CSC.205	Computer Organization	3.0 _____
ART.EEE	Arts Elective	3.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Discuss transfer plans with your advisor.
3. Apply for graduation.

**Spring Semester Courses:**

		<b>Completed</b>
HIS.122	United States History II	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
SDV.199	Supervised Study In	1.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>14</b>

## Information Technology

# Information Systems Technology

**Award:** Associate of Applied Science

**Length:** 65-68 credits

## Networking and Cybersecurity

**Award:** Career Studies Certificate

**Length:** 20 Credits

## Computer Service Technician

**Award:** Career Studies Certificate

**Length:** 18 credits

## Cybersecurity

**Award:** Career Studies Certificate

**Length:** 25 credits

## Internet Service Webmaster

**Award:** Career Studies Certificate

**Length:** 18 credits

PROGRAM CONTENT COMPARISON			
	INFORMATION SYSTEMS TECHNOLOGY (AAS)	COMPUTER SERVICE TECHNICIAN (CSC)	INTERNET WEB-MASTER (CSC)
ENG 111 (3)	•		
ENG 112 (3)	•		
MTH 151 (3) or MTH 166 (4)	•		
Science Elective (NAS EEE (3-4))	•		
HUM EEE (3)	•		
Social Science Elective (3)	•		
CSC 200 (3)	•	•	•
ITD 110 (3)	•		•
ITD 130 (3)	•		
ITE 115 (3) or ITE 119 (3) or EGR 216 (3)	•	•	•
ITE 130 (3)	•		•
ITE 140 (3)	•		
ITE 199 (1)	•	•	•
ITE 290 (3)	•		
ITE 299 (1)	•		
ITN 106 (3)	•	•	
ITN 107 (3)	•	•	
ITN 154 (4)	•	•	•
ITN 260 (3)	•		
ITP 110 (3) or CSC 201 or ITP 120 (4)	•		
ITE EEE (3-4)	•		
MKT 260 (3) or ACC 211 (3) or BUS 165 (3)	•		
SDV 108 (1)	•	•	•
Wellness (HLT/PED EEE) (1)	•		

## Information Systems Technology

**Award:** Associate of Applied Science

**Length:** 65-68 credits

**Purpose:** Individuals who are seeking their first employment or

those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will learn to use a wide array of business-oriented computer software and choose specific courses to meet career goals. The program provides a base of general skills in information systems and gives the individual the option to specialize in a particular area or complete the degree with a more generalist tract. The program provides base skills in software applications, basic PC troubleshooting and repair, networking terminology, programming concepts, and Internet resources. Upon completion of the program, the student will be prepared for immediate employment.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as PC support technician, software specialist, helpdesk technician, or PC advisor. Primary tasks and functions graduates will be able to perform include management of tasks, software operations, and basic problem solving.

**Potential Certification:** A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) – Excel.
- CompTIA - A+, Network+.
- Certiport, Inc. - IC3.

**Curriculum Requirements:** Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate proficiency with computer hardware, software, operating systems, and business applications.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.

### General Education Requirements (18-20 Credits):

ENG 111-112 College Composition I-II (6)

HUM EEE Humanities Elective (3)

MTH 151 Mathematics for the Liberal Arts I (3)

[or MTH 166 Precalculus with Trigonometry (4)]

Science Elective (3-4)

*See page 163-165*

Social Science Elective (3)

*See page 163-165*

### Program Requirements (47-49 Credits):

CSC 200 Introduction to Computer Science (3)

ITD 110 Web Page Design I (3)

ITD 130 Database Fundamentals (3)

ITE 115 Intro to Computer Applications & Concepts (3)

[or ITE 119 Information Literacy (3)]

[or EGR 216 Computer Methods in Engineering (3)]

ITE 130 Introduction to Internet Services (3)

ITE 140 Spreadsheet Software (3)

ITE 199 Supervised Study – Certification Study (1)

ITE	290	Coordinated Internship (3) [or ITE 297 Cooperative Education (3)]
ITE	299	Supervised Study in IST (1)
ITN	106	Microcomputer Operating Systems (3)
ITN	107	Personal Computer Hardware & Troubleshooting (3)
ITN	154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)
ITN	260	Network Security Basics (3)
ITP	110	Visual Basic Programming I (3) [or CSC 201 Computer Science I (4) ] [or ITP 120 Java Programming I (4)]
ITE	EEE	(3-4) <i>See page 163-165</i>
MKT	260	Customer Service Management (3) [or ACC 211 Principles of Accounting (3)] [or BUS 100 Introduction to Business (3)]
PED/HLT	EEE	Wellness (1) <i>See page 163-165</i>
SDV	108	College Survival Skills (1)

**Minimum required for degree: 65 - 68 Credits**

## Networking and Cybersecurity

**Award:** Career Studies Certificate

**Length:** 20 credits

**Purpose:** This curriculum is designed to give students the knowledge and skills need to secure servers and Cisco networks. The Cyber Security Career Studies Certificate program is designed to provide students with the skills and knowledge to recognize and prevent threats to information and information systems.

**Employment Objectives:** Graduates may seek employment opportunities as an entry-level Network Analyst/Specialist, Security Analyst/Specialist, or a Security Architect in local businesses, educational institutions, or governmental agencies.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Security +, CCNA

**Program Learning Outcomes:** A student will be able to:

- Demonstrate basic knowledge of intrusion detection, incident handling, firewalls, network security laws, software vulnerability;
- Recognize threats and vulnerabilities to networks and servers;
- Develop a security infrastructure;
- Demonstrate techniques for mitigating security threats.

**Program Requirements (20 Credits):**

CSC	200	Introduction to Computer Science (3)
ITN	154	Network Fundamentals, Router Basics and Configuration - CISCO (3)
ITN	154L	Lab Network Fundamentals, Router Basics and Configuration - CISCO (1)
ITN	155	Switching, Wireless and WAN Technologies – CISCO (3)
ITN	155L	Switching, Wireless and WAN Technologies – CISCO (1)
ITN	260	Network Security Basics (3)
ITN	261	Network Attacks, Computer Crime and Hacking (3)

ITN	262	Network Communica. Security and Authentication (3)
-----	-----	--

**Minimum required for certificate: 20 Credits**

Students must complete the above 20 credit hours to be awarded the Career Studies Certificate in CISCO Networking and Cybersecurity.

## Computer Service Technician

**Award:** Career Studies Certificate

**Length:** 18 credits

**Purpose:** This program is designed to provide skills and knowledge needed for employment as a computer service technician and certification for the CompTIA A+ exam.

**Employment Objectives:** Employment opportunities include repair and maintenance of computers and servers. Responsibilities may also include building or configuring new hardware, installing and updating software packages, and creating and maintaining computer networks.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- CompTIA – A+.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate skills in computer hardware knowledge related to installation, configuration, and upgrading, diagnosing and troubleshooting, preventive maintenance, printers, and basic networking.
- Demonstrate skills in computer operating system knowledge related to operating system fundamentals, installation, configuration, and upgrading, diagnosing and troubleshooting, and networks.

**Program Requirements (18 Credits):**

CSC	200	Introduction to Computer Science (3)
ITE	115	Intro. Computer Applications & Concepts (3)
ITE	199	Supervised Study-Certification Exam Preparation (1)
ITN	106	Microcomputer Operating Systems (3)
ITN	107	Personal Computer Hardware and Troubleshooting (3)
ITN	154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 18 Credits**

Students must complete the above 18 credit hours to be awarded the Career Studies Certificate in Computer Service Technician.

## Cybersecurity

**Award:** Career Studies Certificate

**Length:** 25 credits

**Purpose:** This curriculum is designed to give students the knowledge and skills need to secure servers and Cisco networks.

The Cyber Security Career Studies Certificate program is designed to provide students with the skills and knowledge to recognize and prevent threats to information and information systems.

**Employment Objectives:** Graduates may seek employment opportunities as an entry-level Network Analyst/Specialist, Security Analyst/Specialist, or a Security Architect in local businesses, educational institutions, or governmental agencies.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations: Security +, CCNA

**Program Learning Outcomes:** A student will be able to:

- Demonstrate basic knowledge of intrusion detection, incident handling, firewalls, network security laws, software vulnerability
- Recognize threats and vulnerabilities to networks and servers
- Develop a security infrastructure
- Demonstrate techniques for mitigating security threats

**Program Requirements (20 Credits):**

CSC	200	Introduction to Computer Science (3)
ITN	154	Network Fundamentals, Router Basics and Configuration - CISCO (3)
ITN	154L	Lab Network Fundamentals, Router Basics and Configuration - CISCO (1)
ITN	260	Network Security Basics (3)
ITN	261	Network Attacks, Computer Crime and Hacking (3)
ITN	262	Network Communication, Security and Authentication (3)
ITN	263	Internet/Intranet Firewalls and E-Commerce Security (3)
ITN	266	Network Security Layers (3)
ITN	267	Legal Topics in Network Security (3)

**Minimum required for certificate: 25 Credits**

Students must complete the above 25 credit hours to be awarded the Career Studies Certificate in Cybersecurity.

## Internet Service Webmaster

**Award:** Career Studies Certificate

**Length:** 18 credits

**Purpose:** This program is designed to provide skills and knowledge needed for employment as a webmaster and certification from CIW as a Certified Internet Webmaster Associate.

**Employment Objectives:** Employment opportunities include Web Developer, Web Designer, Webmaster, Web Site Manager, and Web Programmer.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a

student will be academically prepared to take the following examination:

- CIW: Certified Internet Webmaster Associate.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate basic knowledge of Internet fundamentals and technologies.
- Demonstrate web authoring fundamentals using HTML 5.

**Program Requirements (18 Credits):**

CSC	200	Introduction to Computer Science (3)
ITE	115	Intro. Computer Applications & Concepts (3)
ITE	130	Introduction to Internet Services (3)
ITE	199	Supervised Study-Certification Exam Preparation (1)
ITD	110	Web Page Design I (3)
ITN	154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 18 Credits**



**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Information Systems Technology 2017-2018**

Developmental English Pre-requisites met: _____yes _____no								
<b>Required</b>	ENF1	ENF2	ENF3					
<b>Met</b>								
Developmental Math Pre-requisites met: _____yes _____no								
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8
<b>Met</b>								

**NOTE:** Classes that are shaded meet the requirements of the Computer Service Technician Career Studies Certificate

Fall Semester Courses:		Completed
ENG.111	College Composition I	3.0 _____
CSC.200	Introduction to Computer Science	3.0 _____
ITD.110	Web Page Design I	3.0 _____
ITE.115	Introduction to Computer Applications and Concepts	3.0 _____
ITN.154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)	4.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Spring Semester Courses:		Completed
ENG.112	College Composition II	3.0 _____
MTH.151	Mathematics for the Liberal Arts I	3.0 _____
ITE.130	Introduction to Internet Services	3.0 _____
ITN.106	Microcomputer Operating Systems	3.0 _____
ITN.107	Personal Computer Hardware & Troubleshooting	3.0 _____
ITE.199	Supervised Study – Certification Study	1.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – CompTIA A+, Certiport, Inc. IC3
3. Apply for career studies certificate

Fall Semester Courses:		Completed
HUM.EEE	Humanities Elective	3.0 _____
ITE.140	Spreadsheet Software	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
ITE.EEE	Information Technology Elective	3.0 _____
NAS.EEE	Natural Science Electives	3.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – Microsoft Office Specialist (MOS) Excel
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

Spring Semester Courses:		Completed
ITD.130	Database Fundamentals	3.0 _____
ITN.260	Network Security Basics	3.0 _____
MKT.260	Customer Service Management	3.0 _____
ITP.110	Visual Basic Programming	3.0 _____
ITE.290	Coordinated Internship	3.0 _____
ITE.299	Supervised Study	1.0 _____
<b>Total</b>		<b>16</b>

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate Networking and Cybersecurity 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no								
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8
<b>Met</b>								

**Fall Semester Courses:**

			<b>Completed</b>
CSC 200	Introduction to Computer Science	3.0	_____
ITN 154 and 154L	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)	4.0	_____
ITN 260	Network Security Basics	3.0	_____
	<b>Total</b>	<b>10</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for Career Studies Certificate

**Spring Semester Courses:**

			<b>Completed</b>
ITN 155 and 155L	Switching, Wireless and WAN Technologies – CISCO Lab	4.0	_____
ITN 261	Network Attacks, Computer Crime and Hacking	3.0	_____
ITN 262	Network Communication, Security, Authentication	3.0	_____
	<b>Total</b>	<b>10</b>	

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate Cybersecurity 2017-2018**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no								
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8
<b>Met</b>								

**Fall Semester Courses:**

		<b>Completed</b>
CSC.200	Introduction to Computer Science	3.0 _____
ITN.154 and 154L	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)	4.0 _____
ITN.260	Network Security Basics	3.0 _____
ITN.261	Network Attacks, Computer Crime and Hacking	3.0 _____
	<b>Total</b>	<b>13</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for Career Studies Certificate

**Spring Semester Courses:**

		<b>Completed</b>
ITN.262	Network Communication, Security, Authentication	3.0 _____
ITN.263	Internet/Intranet Firewalls and E-Commerce Security	3.0 _____
ITN.266	Network Security Layers	3.0 _____
ITN.267	Legal Topic in Network Security	3.0 _____
	<b>Total</b>	<b>12</b>

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Information Systems Technology 2017-2018**

Developmental English Pre-requisites met: _____yes _____no									
<b>Required</b>	ENF1	ENF2	ENF3						
<b>Met</b>									
Developmental Math Pre-requisites met: _____yes _____no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	
<b>Met</b>									

**NOTE:** Classes that are shaded meet the requirements of the Internet Webmaster Career Studies Certificate.

Fall Semester Courses:			Completed
ENG.111	College Composition I	3.0	_____
CSC.200	Introduction to Computer Science	3.0	_____
ITD.110	Web Page Design I	3.0	_____
ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
ITN.154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)	4.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total</b>			<b>17</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

Spring Semester Courses:			Completed
ENG.112	College Composition II	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
ITE.130	Introduction to Internet Services	3.0	_____
ITN.106	Microcomputer Operating Systems	3.0	_____
ITN.107	Personal Computer Hardware & Troubleshooting	3.0	_____
ITE.199	Supervised Study – Certification Study	1.0	_____
<b>Total</b>			<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – CIW Associate
3. Apply for career studies certificate

Fall Semester Courses:			Completed
CST.110	Introduction to Speech Communication	3.0	_____
ITE.140	Spreadsheet Software	3.0	_____
ITP.110	Visual Basic Programming	3.0	_____
ITE.EEE	Information Technology Elective	3.0	_____
NAS.EEE	Natural Science Elective	3.0	_____
PED/HLT.EEE	Wellness Elective	1.0	_____
<b>Total</b>			<b>16</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – Microsoft Office Specialist (MOS) Excel
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

Spring Semester Courses:			Completed
ITD.130	Database Fundamentals	3.0	_____
ITN.260	Network Security Basics	3.0	_____
MKT.260	Customer Service Management	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
ITE.290	Coordinated Internship	3.0	_____
ITE.299	Supervised Study	1.0	_____
<b>Total</b>			<b>16</b>

# Information Systems Technology

## Specialization: Accounting Information Systems

**Award:** Associate of Applied Science

**Length:** 65-68 credits

**Purpose:** Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided with technical knowledge and skill in various areas of computerized accounting systems and related information technology topics. This program provides skills to analyze financial reports and solve problems to meet functional objectives of the business related to accounting systems. Upon completion of the program, the student will be prepared for immediate employment.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as accounting systems technician, accounts receivable/accounts payable technician, payroll technician, and other positions related to information technology and accounting systems. Primary tasks and functions graduates will be able to perform include the ability to utilize accounting systems in the operation of a business, analyze financial reports, and maintain computerized accounting systems.

**Potential Certification:** A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) – Excel, Access.
- Quickbooks.
- Certiport, Inc. - IC3.

**Curriculum Requirements:** Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate proficiency with computer hardware, software, operating systems, and business applications.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.
- Demonstrate the ability to utilize accounting systems in the operation of a business, analyze financial reports, and maintain computerized accounting systems.

### General Education Requirements (18-20 Credits):

ENG 111-112 College Composition I-II (6)  
 HUM EEE Humanities Elective  
 MTH 151 Mathematics for the Liberal Arts I (3)  
 [or MTH 166 Precalculus with Trigonometry (4)]

Science Elective (3-4)

*See page 163-165*

Social Science Elective (3)

*See page 163-165*

### Program Requirements (47 Credits):

ACC	211	Principles of Accounting I (3)	
ACC	212	Principles of Accounting II (3)	
ACC	215	Computerized Accounting (3)	
ACC	221	Intermediate Accounting I (3)	
ACC	222	Intermediate Accounting II (3)	
CSC	200	Introduction to Computer Science (3)	
ITD	110	Web Page Design I (3)	
ITE	115	Intro to Computer Applications & Concepts (3)	
		[or ITE 119 Information Literacy (3)]	
		[or EGR 216 Computer Methods in Engineering (3)]	
ITE	140	Spreadsheet Software (3)	
ITE	150	Desktop Database Software or ITD 130 Database Fundamentals (3)	
ITE	199	Supervised Study – Certification Study (1)	
		[or ACC 299 (1)]	
ITE	290	Coordinated Internship (3)	
		[or ITE 297 Cooperative Education (3)]	
ITE	299	Supervised Study in IST (1)	
ITN	106	Microcomputer Operating Systems (3)	
ITP	110	Visual Basic Programming I (3)	
MKT	260	Customer Service Management (3)	
		[or ACC 211 Principles of Accounting (3)]	
		[or BUS 100 Introduction to Business (3)]	
PED/HLT EEE	Wellness	(2)	<i>See page 163-165</i>
SDV	108	College Survival Skills (1)	

**Minimum required for degree: 65 - 67 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Information Systems Technology 2017-2018  
Specialization: Accounting Information Systems**

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	
<b>Met</b>									

**Fall Semester Courses:**

			<b>Completed</b>
ACC 211	Principles of Accounting I	3.0	_____
ENG.111	College Composition I	3.0	_____
CSC 200	Introduction to Computer Science	3.0	_____
ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
MTH 151	Mathematics for the Liberal Arts I	3.0	_____
SDV.108	College Survival Skills	1.0	_____

**Next actions which follow or can be accomplished during the First semester** **Total** 16

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
ACC 212	Principles of Accounting II	3.0	_____
ENG.112	College Composition II	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____
ITN.106	Microcomputer Operating Systems	3.0	_____
ITE.140	Spreadsheet Software	3.0	_____
ITE.199	Supervised Study – Certification Study	1.0	_____

**Total 16**

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – MOS Excel

**Fall Semester Courses:**

			<b>Completed</b>
ACC.215	Computerized Accounting	3.0	_____
ACC.221	Intermediate Accounting I	3.0	_____
ITE.150	Desktop Database Software	3.0	_____
ITD.110	Web Page Design I	3.0	_____
NAS.EEE	Natural Science Electives	3.0	_____
PED/HLT.EEE	Wellness Elective	1.0	_____

**Total 16**

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – Microsoft Office Specialist (MOS) Access
3. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
4. Apply for degree graduation.

**Spring Semester Courses:**

			<b>Completed</b>
ACC.222	Intermediate Accounting II	3.0	_____
ITP.110	Visual Basic Programming I	3.0	_____
MKT.260	Customer Service Management	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
PED/HLT.EEE	Wellness Elective	1.0	_____
ITE.290	Coordinated Internship	3.0	_____
ITE.299	Supervised Study	1.0	_____

**Total 17**

# Information Systems Technology

## Specialization: Game Design and Development

**Award:** Associate of Applied Science

**Length:** 65-68 credits

**Purpose:** Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided a broad background in game and simulation development, with practical applications in creative arts, audio/video technology, creative writing, modeling, design, and programming. Upon completion of the program, the student will be prepared for immediate employment.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as such as game and simulation technician, art/animation specialist, game/simulation designer, testers, programmers, and audio/video specialist. Primary tasks and functions graduates will be able to perform include the design and development of programs related to game and simulation in such industries as health care, forensics, education, entertainment, engineering, and government.

**Potential Certification:** A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Certified Solution Developer (MCSD).
- Certiport, Inc. - IC3.

**Curriculum Requirements:** Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate proficiency with computer hardware, software, operating systems, and business applications.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.
- Design and develop a computer game using professional principles and standards.

### General Education Requirements (18-20 Credits):

CST 110 Introduction to Communication (3)

ENG 111-112 College Composition I-II (6)

MTH 151 Mathematics for the Liberal Arts I (3)  
[or MTH 166 Precalculus with Trigonometry (4)]

Science Elective (3-4) *See page 163-165*

Social Science Elective (3) *See page 163-165*

### Program Requirements (47-48 Credits):

ART	121	Drawing (3)
CAD	238	Computer Aided Modeling 1 (3)
CAD	241	Parametric Solid Modeling 1 (3)
CSC	200	Introduction to Computer Science (3)
ITD	110	Web Page Design I (3)
ITD	112	Designing Web Page Graphics (3)
ITE	115	Intro to Computer Applications & Concepts (3) [or
ITE	119	Information Literacy (3)]
		[or EGR 216 Computer Methods in Engineering (3)]
ITE	199	Supervised Study – Certification Study (1)
ITE	290	Coordinated Internship (3)
		[or ITE 297 Cooperative Education (3)]
ITE	299	Supervised Study in IST (1)
ITN	106	Microcomputer Operating Systems (3)
ITP	110	Visual Basic Programming I (3)
ITP	120	Java Programming I (4)
		[or CSC 201 Computer Science I (4)]
ITP	160	Intro to Game Design and Development (3)
ITE	EEE	Elective (3-4) <i>See page 163-165</i>
MKT	260	Customer Service Management (3)
		[or ACC 211 Principles of Accounting (3)
		[or BUS 100 Introduction to Business (3)]
PED/HLT	EEE	Wellness (1) <i>See page 163-165</i>
SDV	108	College Survival Skills (1)

**Minimum required for degree: 65 - 68 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Information Systems Technology 2017-2018  
Specialization: Game Design and Development**

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no								
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8
<b>Met</b>								

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
CSC.200	Introduction to Computer Science	3.0 _____
ITD.110	Web Page Design I	3.0 _____
ITE.115	Introduction to Computer Applications and Concepts	3.0 _____
CAD.238	Computer Aided Modeling I	3.0 _____
SDV.108	College Survival Skills	1.0 _____

**Next actions which follow or can be accomplished during the First semester**

**Total 16**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
MTH.151	Mathematics for the Liberal Arts I	3.0 _____
CAD.241	Parametric Solid Modeling I	3.0 _____
ITP.110	Visual Basic Programming	3.0 _____
ITP.160	Game Design	3.0 _____
ITE.199	Supervised Study – Certification Study	1.0 _____

**Next actions which follow or can be accomplished during the Second semester**

**Total 16**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam –, Certiport, Inc. IC3

**Fall Semester Courses:**

		<b>Completed</b>
CST.110	Introduction to Speech Communication	3.0 _____
ART.121	Drawing I	3.0 _____
ITP.120	Java Programming I	4.0 _____
ITE.EEE	Information Technology Elective	3.0 _____
NAS.EEE	Natural Science Elective	3.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____

**Total 17**

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
3. Apply for degree graduation.

**Spring Semester Courses:**

		<b>Completed</b>
ITD.112	Designing Web Page Graphics	3.0 _____
ITN.106	Microcomputer Operating Systems	3.0 _____
MKT.260	Customer Service Management	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
ITE.290	Coordinated Internship	3.0 _____
ITE.299	Supervised Study	1.0 _____

**Total 16**



## Information Technology

# Information Systems Technology

## Specialization: Internet Services

**Award:** Associate of Applied Science

**Length:** 65-68 credits

## Internet Webmaster

**Award:** Career Studies Certificate

**Length:** 18 credits

	INTERNET SERVICES SPECIALIZATION (AAS)	INTERNET WEBMASTER (CSC)
ENG 111 (3)	•	
ENG 112 (3)	•	
MTH 151 (3) or MTH 166 (4)	•	
Science Elective - NAS EEE (3-4)	•	
HUM EEE (3)	•	
Social Science Elective (3)	•	
CSC 200 (3)	•	•
ITD 110 (3)	•	•
ITD 112 (3)	•	
ITD 130 (3)	•	
ITD 210 (3)	•	
ITE 115 (3) or ITE 119 (3) or EGR 216 (3)	•	•
ITE 130 (3)	•	•
ITE 199 (1)	•	•
ITE 290 (3)	•	
ITE 299 (1)	•	
ITN 106 (3)	•	
ITN 154 (4)	•	•
ITN 260 (3)	•	
Choose 2: CSC 201 (4), CSC 202 (4), ITP 120 (4), ITP 220 (4)	•	
MKT 260 (3) or ACC 211 (3) or BUS 165 (3)	•	
SDV 108 (1)	•	•
Wellness (HLT/PED EEE) (1)	•	

## Information Systems Technology

## Specialization: Internet Services

**Award:** Associate of Applied Science

**Length:** 65-68 credits

**Purpose:** Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided with technical knowledge and

skill in Web page design, Internet programming, Internet database design, and related topics. This program provides skills to develop and design Web pages, use programming languages to develop Web pages, and be familiar with Internet protocols, security, and applications.

**Employment Objectives:** Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as Web page designer, Internet programmer, Web site manager, or Web author. Primary tasks and functions graduates will be able to perform include the ability to analyze and design Web pages using Internet programming languages, test and implement programs on the Web, develop Web pages, develop Internet databases, and manage the technical duties related to Internet services.

**Potential Certification:** A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Certified Internet Webmaster (CIW) – CIW Associate.
- Certiport, Inc. - IC3.

**Program Learning Outcomes:** A student will be able to:

A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate proficiency with computer hardware, software, operating systems, and business applications.
- Demonstrate acceptable workplace skills, attitudes, and behaviors.
- Design and develop a website using professional principles and standards.

### General Education Requirements (18-20 Credits):

ENG 111-112 College Composition I-II (6)

HUM EEE Humanities Elective (3)

MTH 151 Mathematics for the Liberal Arts I (3)  
[or MTH 166 Precalculus with Trigonometry (4)]

Science Elective (3-4)

*See page 163-165*

Social Science Elective (3)

*See page 163-165*

### Program Requirements (49 Credits):

CSC 200 Introduction to Computer Science (3)

Choose 2 from (8 cr):

CSC 201 Computer Science I (4)

CSC 202 Computer Science II (4)

ITP 120 Java Programming I (4)

ITP 220 Java Programming II (4)

ITD 110 Web Page Design I (3)

ITD 112 Designing Web Page Graphics (3)

ITD 210 Web Page Design II (3)

ITD 130 Database Fundamentals (3)

ITE 115 Intro to Computer Applications & Concepts (3)

[or ITE 119 Information Literacy (3)]

[or EGR 216 Computer Methods in Engineering (3)]

ITE	130	Introduction to Internet Services (3)	
ITE	199	Supervised Study – Certification Study (1)	
ITE	290	Coordinated Internship (3) [or ITE 297 Cooperative Education (3)]	
ITE	299	Supervised Study in IST (1)	
ITN	106	Microcomputer Operating Systems (3)	
ITN	154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)	
ITN	260	Network Security Basics (3)	
MKT	260	Customer Service Management (3) [or ACC 211 Principles of Accounting (3)] [or BUS 100 Introduction to Business (3)]	
PED/HLT EEE	Wellness (1)		<i>See page 163-165</i>
SDV	108	College Survival Skills (1)	

**Minimum required for degree: 67 Credits**

## Internet Webmaster

**Award:** Career Studies Certificate

**Length:** 18 credits

**Purpose:** This program is designed to provide skills and knowledge needed for employment as a webmaster and certification from CIW as a Certified Internet Webmaster Associate.

**Employment Objectives:** Employment opportunities include Web Developer, Web Designer, Webmaster, Web Site Manager, and Web Programmer.

**Potential Certification:** A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

- CIW: Certified Internet Webmaster Associate.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate basic knowledge of Internet fundamentals and technologies.
- Demonstrate web authoring fundamentals using HTML 5.

### Program Requirements (18 Credits):

CSC	200	Introduction to Computer Science (3)
ITE	115	Intro. Computer Applications & Concepts (3)
ITE	130	Introduction to Internet Services (3)
ITE	199	Supervised Study-Certification Exam Preparation (1)
ITD	110	Web Page Design I (3)
ITN	154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)
SDV	108	College Survival Skills (1)

**Minimum required for certificate: 18 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment and other factors.

**Advising Sheet for AAS: Information Systems Technology 2017-2018**  
**Specialization: Internet Services**

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

**NOTE:** Classes that are shaded meet the requirements of the Internet Webmaster Career Studies Certificate.

**Fall Semester Courses:**

**Completed**

ENG.111	College Composition I	3.0	_____
CSC.200	Introduction to Computer Science	3.0	_____
ITD.110	Web Page Design I	3.0	_____
ITE.115	Introduction to Computer Applications and Concepts	3.0	_____
ITN.154	Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4)	4.0	_____
SDV.108	College Survival Skills	1.0	_____

**Next actions which follow or can be accomplished during the First semester**

**Total 17**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

**Completed**

ENG.112	College Composition II	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
ITE.130	Introduction to Internet Services	3.0	_____
ITN.106	Microcomputer Operating Systems	3.0	_____
ITD.210	Web Page Design II	3.0	_____
ITE.199	Supervised Study – Certification Study	1.0	_____

**Total 16**

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Take industry exam – CIW Associate
3. Apply for career studies certificate

**Fall Semester Courses:**

**Completed**

HUM.EEE	Humanities Elective	3.0	_____
ITP.120	Java Programming	4.0	_____
SOC.EEE	Social Science Elective	3.0	_____
MKT.260	Customer Service Management	3.0	_____
NAS.EEE	Natural Science Electives	3.0	_____
PED/HLT.EEE	Wellness Elective	1.0	_____

**Next actions which follow or can be accomplished during the Third semester**

**Total 17**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search.
3. Apply for degree graduation.

**Spring Semester Courses:**

**Completed**

ITD.130	Database Fundamentals	3.0	_____
ITN.260	Network Security Basics	3.0	_____
ITP.220	Java Programming II	4.0	_____
ITD.112	Web Page Graphics	3.0	_____
ITE.290	Coordinated Internship	3.0	_____
ITE.299	Supervised Study	1.0	_____

**Total 17**

## Transfer Studies and Education

### Education Assisting

**Award:** Associate of Applied Science

**Length:** 67 credits

### Early Childhood Education

**Award:** Certificate

**Length:** 31 credits

### Early Childhood Instruction

**Award:** Career Studies Certificate

**Length:** 16 credits

PROGRAM CONTENT COMPARISON			
	Education Assisting (AAS)	Early Childhood Instruction (CERT)	Early Childhood Instruction (CSC)
CST 110 (3)	•		
ENG 111 (3)	•	•	
ENG 112 (3)	•		
MTH 151 (3)	•		
PSY 235 (3) or PSY230 (3)	•	•	
Social Science Elective (3)	•		
CHD 118 (3)	•	•	
CHD 119 (3)	•		
CHD 120 (3)	•	•	•
CHD 145 (3)	•	•	•
CHD 146 (3)	•	•	
CHD 165 (3)	•	•	•
CHD 166 (3)	•		
CHD 205 (3)	•	•	•
CHD 210 (3)	•		
CHD 215 (3)	•		
CHD 216 (3)	•		
CHD 265 (3)	•		
CHD 270 (3)	•	•	
EDU 235 (3)	•	•	•
CHD 298 (1)	•		
HLT 100 (2)	•		
HUM EEE (3)	•		
SDV 108 (1)	•	•	•

### Education Assisting

**Award:** Associate of Applied Science

**Length:** 67 credits

**Purpose:** This program is designed to prepare early childhood professionals with the knowledge and skills needed to successfully manage a classroom and teach students from diverse backgrounds with varied academic and developmental needs. Graduates will be prepared to work with students in a variety of educational environments including childcare centers, Head Start, and public school classroom assistants. Students will learn to use an array of teaching methods, approaches to classroom management, and methods for teaching exceptional students. The program does not lead to a teacher's license. Students who know they want to acquire a bachelor's degree and a license to teach should

investigate the PHCC General Studies Teacher Prep Specialization degree.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking.
- Demonstrate knowledge of safe and healthy environments for young children.
- Observe and document a student's developmental and academic levels.
- Identify ethical and professional guidelines when working in the early childhood field.
- Design effective, developmentally appropriate lesson plans that match Virginia learning standards, including Milestones of Child Development, Foundation Blocks for Early Learning, and the Standards of Learning.
- Demonstrate knowledge of physical, cognitive, and social-emotional development from birth to adolescence.
- Design, teach, and reflect on lesson plans that match Virginia standards and the developmental needs of the child.

**Curriculum Requirements:** Students must successfully complete all of the requirements (general education and program requirements) listed under the program information to be awarded the Associate of Applied Science in Education Assisting.

#### General Education Requirements (21 Credits)

CST 110 Introduction to Communication (3)

ENG 111-112 College Composition I-II (6)

MTH 151 Mathematics for the Liberal Arts I (3)

PSY 235 Child Psychology (3)

*or*

PSY 230 Developmental Psychology (3)

HUM EEE Humanities Elective (3) *See page 163-165*

Social Science Elective (3) *See page 163-165*

#### Program Requirements (46 Credits)

CHD 118 Methods and Materials in the Language Arts for Children (3)

CHD 119 Introduction to Reading Methods (3)

CHD 120 Intro to Early Childhood Education (3)

CHD 145 Teaching Art, Music and Movement to Children (3)

CHD 146 Math, Science, and Social Studies for Young Children (3)

CHD 165 Observation and Participation in ECE Settings (3)

CHD 166 Infant and Toddler Programs (3)

CHD 205 Guiding the Behavior of Children (3)

CHD 210 Introduction to Exceptional Children (3)

CHD 215 Models of Early Childhood Education Programs (3)

CHD 216 Early Childhood Programs, Schools, and Social Change (3)

CHD 265 Observation and Participation in Early Childhood/Primary Settings (3)

CHD 270 Administration of Early Childhood Programs (3)

CHD 298 Seminar and Project (1)

EDU 235 Health & Recreation for School Age Child Care (3)

HLT 100 First Aid & Cardiopulmonary Resuscitation (2)

SDV 108 College Survival Skills (1)

**Minimum required for degree: 67 Credits**

## Early Childhood Education

**Award:** Certificate

**Length:** 16 credits

**Purpose:** This program is designed to improve the quality of education provided in early childhood programs. Courses and content covered are based on Virginia's Core Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation. Graduates of the program will be qualified to serve as a director/administrator or a lead teacher in a licensed child care center, early learning center, or family day home in the state of Virginia.

**Program Learning Outcomes:** Students will be able to:

- Demonstrate knowledge of safe and healthy environments for young children.
- Observe and document a student's developmental and academic levels.
- Identify ethical and professional guidelines when working in the early childhood field.
- Design effective, developmentally appropriate lesson plans that match Virginia learning standards, including Milestones of Child Development, Foundation Blocks for Early Learning, and the Standards of Learning.
- Demonstrate knowledge of physical, cognitive, and social-emotional development from birth to adolescence.

### General Education Requirements (6 Credits):

ENG 111 College Composition I (3)

PSY 235 Child Psychology (3)

or

PSY 230 Developmental Psychology (3)

### Program Requirements (25 Credits):

CHD 118 Methods & Materials Language Arts for Children (3)

\*CHD 120 Introduction to Early Childhood Education (3)

CHD 145 Teaching Art, Music, and Movement to Children (3)

CHD 146 Math, Science, and Social Studies for Young Children (3)

CHD 165 Observation and Participation in Early Childhood/Primary Settings (3)

CHD 205 Guiding the Behavior of Children (3)

CHD 270 Administration of Childhood Programs (3)

EDU 235 Health, Safety, and Nutrition Education (3)

SDV 108 College Survival Skills (1)

### Minimum required for certificate: 31 Credits

## Early Childhood Instruction

**Award:** Career Studies Certificate

**Length:** 16 credits

**Purpose:** This program is an introduction to the field, designed to provide entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation. Graduates are qualified to work in Head Start preschool classrooms, childcare centers, family child care homes, and before and after school programs. This program also satisfies the level 2 requirements for Virginia's Quality Rating and Improvement System.

**Program Learning Outcomes:** Students will be able to:

- Demonstrate knowledge of safe and healthy environments for young children.
- Observe and document a student's developmental and academic levels.
- Identify ethical and professional guidelines when working in the early childhood field.

### Program Requirements (16 Credits):

CHD 120 Introduction to Early Childhood Education (3)

CHD 145 Teaching Art, Music, and Movement to Children (3)

CHD 165 Observation and Participation in Early Childhood/Primary Settings (3)

CHD 205 Guiding the Behavior of Children (3)

EDU 235 Health, Safety, and Nutrition Education (3)

SDV 108 College Survival Skills (1)

Students must complete each of the above requirements for a total of 16 credits to be awarded the Career Studies Certificate in Early Childhood Instruction.

## Infant and Toddler Care

**Award:** Career Studies Certificate

**Length:** 16 credits

**Purpose:** Graduates will gain fundamental skills for entry level as preschool assistants and is approved for Early Head Start.

**Program Learning Outcomes:** Demonstrate proficiency in education methods, instructional technology, presentations, and lesson planning for early preschools of infant and toddler aged children.

CHD 120 Introduction to Early Childhood Education (3)

CHD 164 Working with Infants and Toddlers in Inclusive Settings (3)

CHD 165 Observation and Participation in Early Childhood/Primary Settings (3)

CHD 166 Infant and Toddler Programs (3)

EDU 235 Health, Safety, and Nutrition Education (3)

SDV 108 College Survival Skills (1)

### Minimum required for Career Studies Certificate: 16 Credits

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for AAS: Education Assisting 2017-2018**

Developmental English Pre-requisites met: ____yes ____no						
<b>Required</b>	ENF1	ENF2	ENF3			
<b>Met</b>						
Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3	Mod4	Mod 5	
<b>Met</b>						

**NOTE:** Classes that are shaded meet the requirements of the Certificate in Early Childhood Education.  
 Classes marked with an asterisk (\*) meet the requirements of the Career Studies Certificate in Early Childhood Instruction.

<b>First semester Courses:</b>			<b>Completed</b>
ECI CHD.120	Introduction to Early childhood Education	3.0	_____
ECI CHD.145	Teaching Art, Music and Movement to Children	3.0	_____
ECI CHD.165	Observation and Participation in ECE Settings	3.0	_____
CST.110	Introduction to Communication	3.0	_____
ENG.111	English Composition I	3.0	_____
ECI SDV.108	College Survival Skills	1.0	_____
<b>Total</b>			<b>16</b>

**Next actions which follow or can be accomplished during the First semester**  
 1. During Early Bird Registration, meet with academic advisor to enroll in next semester

<b>Second semester Courses:</b>			<b>Completed</b>
CHD.166	Infant and Toddler Programs	3.0	_____
ECI CHD.205	Guiding the Behavior of Children	3.0	_____
ECI EDU.235	Health & Recreation for School Age Child Care	3.0	_____
ENG.112	College Composition II	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
PSY.235	Child Psychology	3.0	_____
<b>Total</b>			<b>18</b>

**Next actions which follow or can be accomplished during the Second semester**  
 1. During Early Bird Registration, meet with academic advisor to enroll in next semester

<b>Third semester Courses:</b>			<b>Completed</b>
CHD.118	Methods and Materials in the Language Arts for Children	3.0	_____
CHD.146	Math, Science, and Social Studies for Young Children	3.0	_____
CHD.210	Introduction to Exceptional Children	3.0	_____
CHD.215	Models of Early Childhood Education Programs	3.0	_____
CHD.270	Administration of Early Childhood Programs	3.0	_____
HUM. EEE	Humanities Electives	3.0	_____
<b>Total</b>			<b>18</b>

**Next actions which follow or can be accomplished during the Third semester**  
 1. During Early Bird Registration, meet with academic advisor to enroll in next semester  
 2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.  
 3. Meet with program faculty to prepare resume, plan internships, and/or receive assistance with job search.  
 4. Apply for degree graduation.

<b>Fourth semester Courses:</b>			<b>Completed</b>
CHD.119	Introduction to Reading Methods	3.0	_____
CHD 216	Early Childhood Programs, Schools, and Social Change	3.0	_____
CHD.265	Observation and Participation in Early Childhood/Primary Settings	3.0	_____
CHD.298	Seminar and Project	3.0	_____
HLT.100	First Aid & Cardiopulmonary Resuscitation	2.0	_____
SOC.EEE	Social Science Elective	3.0	_____
<b>Total</b>			<b>17</b>

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

**Advising Sheet for Career Studies Certificate Infant and Toddler Care 2017-2018**

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3	Mod4	Mod 5	
<b>Met</b>						

**First semester Courses:**

		<b>Completed</b>
CHD.120	Introduction to Early childhood Education	3.0 _____
CHD.164	Working with Infants and Toddlers in Inclusive Settings	3.0 _____
CHD.165	Observation and Participation in ECE Settings	3.0 _____
CHD.166	Infant and Toddler Programs	3.0 _____
EDU.235	Health, Safety, and Nutrition Education	3.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>16</b> _____

## Transfer Studies and Education

# General Studies

**Award:** Associate Arts and Science

**Length:** 60-61 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program. Students often select the general studies program if they intend to transfer to a four-year institution but are uncertain what their major will be. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Outcomes:** A student will be able to:

### General Education:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy; and
- Demonstrate the ability to reason critically and apply logic to solve problems.

### **General Education Requirements (21-22 Credits):**

CST 110 Introduction to Communication (3)  
ENG 111-112 College Composition I-II (6)  
HIS 121-122 United States History I-II (6)  
[or HIS 101-102 History of Western Civilization I-II (6)]

Choose one of the following combinations to fulfill the Math requirement (choose based on the requirements of the transfer institution):

[a] MTH 163 Precalculus I (3)  
[or MTH 166 Precalculus with Trigonometry (4)]  
and MTH 241 Statistics I (3)  
[or MTH 271 Applied Calculus I (3)]

[b] MTH 151 Mathematics for the Liberal Arts I (3)  
and MTH 152 Mathematics for the Liberal Arts II (3)  
[or MTH 241 Statistics I (3)]

### **Program Requirements (39 Credits):**

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

ITE 119 Information Literacy (3)  
PED/HLT EEE Wellness (2) *See page 163-165*  
SDV 108 College Survival Skills (1)  
SDV 199 Supervised Study in Transfer Programs (1)

**English Literature Elective (3 Credits).** *See page 163-165*

**Transfer Laboratory Science (8 Credits).** *See page 163-165*

**Social Science Electives (6 Credits).** *See page 163-165*

**Specified Fine Arts Course (3 Credits).** *See page 163-165*

**Humanities Elective (HUM EEE) (3 Credits).** *See page 163-165*

**College Transfer Electives (9 Credits).** *See page 163-165*

**Minimum required for degree: 60-61 Credits**



**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: General Studies 2016-17

Developmental English Pre-requisites met: _____ yes _____ no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____ yes _____ no					
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5
<b>Met</b>					

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HIS.121	United States History I	3.0 _____
MTH.151	Mathematics for the Liberal Arts I	3.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>14</b>

**Next Actions which follow or can be accomplished during the First Semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.122	United States History II	3.0 _____
MTH.157	Elementary Statistics	3.0 _____
ART.EEE	Arts Elective	3.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>15</b>

**Next Actions which follow or can be accomplished during the Second Semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Discuss eligibility for certificate, career studies certificate, and/or credential completion with academic advisor

**Fall Semester Courses:**

		<b>Completed</b>
ENG.EEE	English Elective	3.0 _____
ITE.119	Information Literacy	3.0 _____
SOC.EEE	Social Science Elective	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
SDV.199	Supervised Study In	1.0 _____
<b>Total</b>		<b>17</b>

**Next Actions which follow or can be accomplished during the Third Semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation.

**Spring Semester Courses:**

		<b>Completed</b>
SOC.EEE	Social Science Elective	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
EEE.EEE	General Elective	3.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>14</b>

## Transfer Studies and Education

# General Studies

## Specialization: Human Services

**Award:** Associate Arts and Science

**Length:** 60 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in human services. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;
- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Comprehend areas of employment within the field of Human Services.

### General Education Requirements (18 Credits):

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
HIS	121-122	United States History I-II (6) [or HIS 101-102 History of Western Civilization I-II (6)]
MTH	157	Elementary Statistics (3)

### Program Requirements (42 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

ITE	119	Information Literacy (3)
PED/HLT	EEE	Wellness (2) <i>See page 163-165</i>
SDV	199	Supervised Study in Transfer Programs (1)
SDV	108	College Survival Skills (1)

**Transfer Laboratory Science (8 Credits).** *See page 163-165*

### Social Sciences (6 Credits):

PSY	200	Principles of Psychology (3)
SOC	200	Principles to Sociology (3)

**Humanities Elective (6 Credits).** *See page 163-165*

### Human Services (15 Credits)

HMS	100	Introduction to Human Services (3)
HMS	162	Communication Skills for Human Services Professionals (3)
HMS	195	Introduction to Developmental Disabilities (3)

### HMS EEE Approved HMS Electives (6 Credits)

**Select from:**

PSY	216	Social Psychology (3)
PSY	230	Developmental Psychology (3)

SOC	215	Sociology of the Family (3)
HMS	251	Substance Abuse I (3)
HMS	290	Coordinated Internship in Human (3)
HMS	236	Gerontology (3)
PSY	215	Abnormal Psychology (3)
PSY	219	Cross Cultural Psychology (3)
SOC	225	Sociology of Gender (3)

**Minimum required for degree: 60 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Human Services 2017-2018

Developmental English Pre-requisites met: _____yes _____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: _____yes _____no					
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5
<b>Met</b>					

**First semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HIS.121	United States History I	3.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
PSY.200	Principles of Psychology	3.0 _____
HMS.100	Introduction to Human Services	3.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Second semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.122	United States History II	3.0 _____
ITE.119	Information Literacy	3.0 _____
MTH.157	Elementary Statistics	3.0 _____
HMS.EEE	Human Services Elective	3.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Third semester Courses:**

		<b>Completed</b>
HMS.195	Topics In	3.0 _____
HMS.EEE	Human Services Elective	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
NAS.EEE	Natural Science Elective	4.0 _____
SDV.199	Supervised Study In	1.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation.

**Fourth semester Courses:**

		<b>Completed</b>
HUM.EEE	Humanities Elective	3.0 _____
HMS.162	Communication Skills for Human Services Professionals	3.0 _____
NAS.EEE	Natural Science Elective	4.0 _____
SOC.200	Principles of Sociology	3.0 _____
PED/HLT.EEE	Wellness Elective	1.0 _____
<b>Total</b>		<b>14</b>

## General Studies

### Specialization: Recreation, Parks, and Leisure Studies

**Award:** Associate Arts and Science

**Length:** 60 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program in the area of recreation, parks, and leisure studies. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

**Program Learning Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;
- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;
- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Create a philosophy of education based on recreation and parks management.

#### General Education Requirements (21 Credits):

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
HIS	121-122	United States History I-II (6)
		[or HIS 101-102 History of Western Civilization I-II (6)]
ITE	119	Information Literacy (3)
MTH	151	Mathematics for Liberal Arts I (3)

#### Program Requirements (39 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

PED/HLT EEE	Wellness (2)	<i>See page 163-165</i>
SDV	108	College Survival Skills (1)
SDV	199	Supervised Study in Transfer Programs (1)

**Laboratory Science Elective (8 Credits)** *See page 163-165*

**Social Science Electives (6 Credits):** *See page 163-165*

**Humanities Electives (6 Credits):** *See page 163-165*

#### Recreation, Parks, and Leisure Studies (15 Credits):

PED	210	Intro. to Physical Edu. and Health (3)
RPK	100	Intro. to Rec., Parks, and Leisure Studies (3)
RPK	201	Recreation and Parks Management (3)
RPK	210	Principles and Psychology of Coaching (3)
RPK	265	Risk Management (3)

**Minimum required for degree: 60 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Parks, Recreation, and Leisure Studies 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no						
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	
<b>Met</b>						

**Fall Semester Courses:**

			<b>Completed</b>
ENG.111	College Composition I	3.0	_____
HIS.121	United States History I	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____
CST.110	Introduction to Speech Communication	3.0	_____
PED.EEE	PE Elective	1.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total</b>		<b>14</b>	

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

			<b>Completed</b>
ENG.112	College Composition II	3.0	_____
HIS.122	United States History II	3.0	_____
RPK.100	Introduction to Recreation, Parks & Leisure Studies	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____
PED.210	Introduction to Physical Education and Health	3.0	_____
<b>Total</b>		<b>15</b>	

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

			<b>Completed</b>
RPK.201	Recreation and Parks Management	3.0	_____
ITE.119	Information Literacy	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
MTH.151	Mathematics for the Liberal Arts I	3.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
SDV.199	Supervised Study In	1.0	_____
<b>Total</b>		<b>17</b>	

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options.
3. Apply for degree graduation.

**Spring Semester Courses:**

			<b>Completed</b>
SOC.EEE	Social Science Elective	3.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
PED.EEE	PE Elective	1.0	_____
RPK.210	Principles and Psychology of Coaching	3.0	_____
RPK.265	Risk Management	3.0	_____
<b>Total</b>		<b>14</b>	

## Transfer Studies and Education

# General Studies

## Specialization: Teacher Education Preparation

**Award:** Associate Arts and Science

**Length:** 61 credits

**Purpose:** This specialization has been developed to facilitate transfer of credits earned by students with the Associate of Arts & Science (AA&S) degree in General Studies by taking a prescribed set of courses at Patrick Henry Community College to the Liberal Studies Elementary Education PreK-6 Initial Licensure Program at Longwood University.

**NOTE:** Students wishing to complete teacher education at institutions other than Longwood University should enroll in the General Studies (no specialization) program. Moreover, students should also contact their transfer institution in order to determine specific degree requirements.

**Admission Requirements:** Longwood will guarantee acceptance of qualified PHCC graduates with an AA&S degree who have earned a minimum grade point average (GPA) of 2.5 on a four point scale at the time of application and graduation. This cumulative GPA includes the GPA as calculated by PHCC and the cumulative GPA of all other colleges attended. The GPA of 2.5 may not include more than five classes retaken with only the higher grade being calculated by the GPA. Students with a GPA below 2.5 at the time of application and/or time of graduation may be considered for admission but without the guaranteed acceptance.

**Other Information:** Students are strongly encouraged to apply by March 1 (for fall term) and November 1 (for spring term).

Credits earned through examination (AP, IB, CLEP, or DANTES) that were awarded credit by PHCC will be treated on an equal basis as other credits earned at PHCC. Official transcripts from each college attended and/or official documentation regarding these examinations must be provided.

Students are required to pass PRAXIS I for entry in the Longwood/NCI Teacher Prep program.

**Transfer Information:** Longwood University agrees that PHCC graduates who are accepted will be granted junior status; all of their credits earned toward their AA&S degree will transfer (including D grades except for ENG 111, PSY 230, and EDU 200); and all of their lower-division general education goals will be met. This assumption is based on the fact that students have completed courses as outlined below.

PHCC students who complete the associate degree through dual enrollment are NOT guaranteed admission under the terms of the transfer agreement. However, such students may apply to Longwood as freshmen. When these students' applications are reviewed, high school performance, test scores (SAT/ACT), and other criteria used in the freshman review process will be considered.

**Program Outcomes:** A student will be able to:

- Demonstrate proficiency in oral communication;
- Demonstrate effective written communication skills;

- Demonstrate proficiency in mathematical skills to solve problems;
- Demonstrate proficiency in scientific reasoning;
- Demonstrate proficiency in information literacy;
- Demonstrate the ability to reason critically and apply logic to solve problems; and
- Complete a supervised field placement of a minimum of 40 hours in a preK-6 environment (Teacher Education Preparation);

### General Education Requirements (21 Credits):

CST	110	Introduction to Communication (3)
ENG	111-112	College Composition I-II (6)
ENG	250	Children's Literature (3)
HIS	121	United States History I (3)
	[or HIS	122 United States History II (3)]
MTH	163	Precalculus (3)
MTH	157	Elementary Statistics (3)

### Program Requirements (41 Credits):

EDU	200	Introduction to Teaching as a Profession (3)
GEO	225	Economic Geography (3)
GOL	110	Earth Science (4)
HLT	100	First Aid/CPR (2)
ITE	119	Information Literacy (3)
PHI	220	Ethics (3)
PHY	101	Physics I (4)
SDV	108	College Survival Skills (1)
SDV	199	Supervised Study in Transfer Programs (1)

### Transfer Laboratory Science (8 Credits)

BIO	101	General Biology I (4)
BIO	102	General Biology II (4)

### Social Science Electives (6 Credits):

PSY	230	Developmental Psychology (3)
PLS	135	American National Politics (3)

### Humanities/Fine Arts Elective (3 Credits):

Courses may be selected from the following:

ART	101	History and Appreciation of Art I (3)
ART	102	History and Appreciation of Art II (3)
CST	130	Introduction to the Theatre (3)
MUS	121	Music Appreciation I (3)

### Minimum required for degree: 62 Credits

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Specialization: Teacher Education Preparation 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

**Fall Semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
BIO.101	General Biology I	4.0 _____
MTH.163	Precalculus with Trigonometry	3.0 _____
CST.110	Introduction to Speech Communication	3.0 _____
HLT.100	First Aid and Cardiopulmonary Resuscitation	2.0 _____
SDV.108	College Survival Skills	1.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Spring Semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.121	United States History I	3.0 _____
MTH.157	Elementary Statistics	3.0 _____
BIO.102	General Biology II	4.0 _____
PLS.135	American National Politics	3.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Fall Semester Courses:**

		<b>Completed</b>
ENG.250	Children's Literature	3.0 _____
ITE.119	Information Literacy	3.0 _____
PSY.230	Developmental Psychology	3.0 _____
PHY.101	Introduction to Physics I	4.0 _____
GEO.225	Economic Geography	3.0 _____
SDV.199	Supervised Study In	1.0 _____
<b>Total</b>		<b>17</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with academic advisor or transfer advisor to discuss four-year transfer options
3. Apply for degree graduation.

**Spring Semester Courses:**

		<b>Completed</b>
EDU.200	Introduction to Teaching as a Profession	3.0 _____
PHI.220	Ethics	3.0 _____
GOL.110	Earth Science	4.0 _____
CST.130	Introduction to the Theatre	3.0 _____
<b>Total</b>		<b>13</b>

## Transfer Studies and Education

# Science

**Award:** Associate Arts and Science

**Length:** 60-62 credits

**Purpose:** The curriculum is designed for the student who plans to complete a baccalaureate degree program. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

**Curriculum Requirements:** Students must successfully complete all of the requirements listed below to be awarded this degree.

**Program Outcomes:** A student will be able to:

- Demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking.
- Demonstrate competency in scientific thinking by designing an appropriate experiment and identifying key components.
- Demonstrate quantitative literacy by using and interpreting tables and graphs.
- Demonstrate scientific literacy by correctly using the terms, hypothesis, law, and theory in their scientific context.

### General Education Requirements (22-23 Credits):

ENG 111-112 College Composition I-II (6)

HIS 121-122 United States History I-II (6)

[or HIS 101-102 History of Western Civilization I-II (6)]

HUM EEE Humanities Elective (3)

Choose **one** of the following combinations to fulfill the Math requirement (choose based on the requirements of the transfer institution):

[a] MTH 166 Precalculus with Trigonometry (4)  
and MTH 271 Applied Calculus I (3)

[b] MTH 166 Precalculus with Trigonometry (4)  
and MTH 273 Calculus I (4)

[c] MTH 273 Calculus I (4)  
and MTH 274 Calculus II (4)

[d] Choose two math courses from Mathematic Electives,  
MTH 166 or higher *See page 163-165*

### Program Requirements (38-39 Credits):

**NOTE:** To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these degree requirements.

ITE 119 Information Literacy (3)

SDV 108 College Survival Skills (1)

SDV 199 Supervised Study in Transfer Programs (1)

PED EEE Wellness (1) *See page 163-165*

### Transfer Laboratory Science Electives (16 Credits).

Must complete 2 two- semester sequences. *See page 163-165*

**Social Science Electives (6 Credits).** *See page 163-165*

**College Transfer Electives (7-8 Credits).** *See page 163-165*  
(Choose based on the requirements of the transfer institution)

**Fine Arts Elective (3 Credits).** *See page 163-165*

**Minimum required for degree: 60-62 Credits**



**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for AA&S: Science 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no									
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5	MOD6	MOD7	MOD8	MOD9
<b>Met</b>									

**First semester Courses:**

		<b>Completed</b>
ENG.111	College Composition I	3.0 _____
HUM.EEE	Humanities Elective	3.0 _____
HIS.121	United States History I	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
SDV.108	College Survival Skills	1.0 _____
PED.EEE	PE Elective	1.0 _____
<b>Total</b>		<b>15</b>

**Next actions which follow or can be accomplished during the First semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Second semester Courses:**

		<b>Completed</b>
ENG.112	College Composition II	3.0 _____
HIS.122	United States History II	3.0 _____
MTH.1EE	Math 100+ Elective	4.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
<b>Total</b>		<b>13</b>

**Next actions which follow or can be accomplished during the Second semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester

**Third semester Courses:**

		<b>Completed</b>
ITE.119	Information Literacy	3.0 _____
MTH.1EE	Math 100+ Elective	4.0 _____
SOC.EEE	Social Science Elective	3.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
ART.EEE	Arts Elective	3.0 _____
<b>Total</b>		<b>16</b>

**Next actions which follow or can be accomplished during the Third semester**

1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Meet with Experiential Learning Coordinator to prepare resume, plan internships, and/or receive assistance with job search
3. Apply for degree graduation

**Fourth semester Courses:**

		<b>Completed</b>
SDV.199	Supervised Study In	1.0 _____
NAS.EEE	Natural Science Electives (3-4 credits)	4.0 _____
SOC.EEE	Social Science Elective	3.0 _____
EEE.EEE	General Elective	3.0 _____
EEE.EEE	General Elective	3.0 _____
<b>Total</b>		<b>14</b>

## General Education

**Award:** Certificate

**Length:** 33 credits

**Purpose:** The Certificate in General Education is designed for students who are preparing to transfer to a four-year institution after one year of study. The program may also be attractive to students who intend to transition into one of PHCC's associate degrees. Course selection should be made in consultation with an academic advisor to ensure that students complete courses required by their transfer institution.

**Program Description:** This program consists of a minimum of 33 credit hours of instruction distributed into general education courses. Only courses which are transfer level college courses may be counted in this degree. This curriculum is the general equivalent of the first year of study in a PHCC transfer degree and it may be tailored to meet the requirements of most transfer degree programs at four-year institutions.

**Admission Requirements:** Entry into this curriculum is obtained by meeting the admission requirements established by the College. You must take developmental coursework as required by placement testing.

**Curriculum Requirements:** Requirements for the certificate are listed in the curriculum below.

### General Education/Program Requirements

ENG 111-112 College Composition I-II (6)

SDV 108 College Survival Skills (1)

### Humanities/Fine Arts Electives (6 credits)

**Selected from:** *See page 163-165*

### Math Elective (3 credits) selected from:

MTH EEE Math Elective *See page 163-165*

### Natural Science Elective (8 credits) selected from:

*See page 163-165*

### Social Science Electives (9 credits) selected from:

*See page 163-165*

**Minimum required for certificate: 33 Credits**

**Advising Sheet Suggested Schedules:** Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

### Advising Sheet for Certificate: General Education 2017-2018

Developmental English Pre-requisites met: ____yes ____no			
<b>Required</b>	ENF1	ENF2	ENF3
<b>Met</b>			

Developmental Math Pre-requisites met: ____yes ____no							
<b>Required</b>	MOD1	MOD2	MOD3	MOD4	MOD5		
<b>Met</b>							

**Fall Semester Courses:**

			<b>Completed</b>
ENG.111	College Composition I	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____
MTH.EEE	Math Elective	3.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
SOC.EEE	Social Science Elective	3.0	_____
SDV.108	College Survival Skills	1.0	_____
<b>Total</b>		<b>17</b>	

**Next actions which follow or can be accomplished during the First semester**

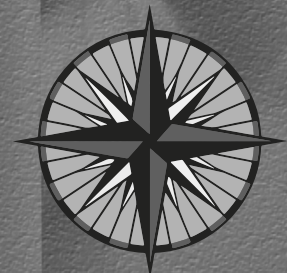
1. During Early Bird Registration, meet with academic advisor to enroll in next semester
2. Apply for certificate graduation.

**Spring Semester Courses:**

			<b>Completed</b>
ENG.112	College Composition II	3.0	_____
HUM.EEE	Humanities Elective	3.0	_____
NAS.EEE	Natural Science Electives	4.0	_____
SOC.EEE	Social Science Elective	3.0	_____
SOC.EEE	Social Science Elective	3.0	_____
<b>Total</b>		<b>16</b>	

# Patrick Henry Community College

## COURSE DESCRIPTIONS



# Developmental Prerequisites

Students may not enroll in the following programs until they have demonstrated proficiency on the placement examination, met certain criteria through the multiple measures placement policy (see information in "Entry Placement Requirements" on page 33) or completed the appropriate developmental coursework.

Course #	Course Name	Developmental Requirement
ACC --	All ACC course	A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3
ADJ --	All ADJ courses	A placement of ENF 2 or above
ART 100, 101-102 ART 201-202	Art Appreciation and History of Art I-II; History of Art I-II	A placement of ENF 3 or ENG 111 co-requisite
AST --	All 3-digit AST courses	A placement of ENF 3 or ENG 111 co-requisite
AST 101	Keyboarding I	A placement of ENF 3 or ENG 111 co-requisite
BIO --	All BIO courses	A placement of ENF 3 or ENG 111 co-requisite. MTE 1-3
BUS --	All BUS courses	A placement of ENF 3 or ENG 111 co-requisite
CHD --	All CHD courses	A placement of ENF 2 or above
CHM 101-102	General Chemistry I-II	MTE 1-9, A placement of ENF 3 or ENG 111 co-requisite
CHM 110	Survey of Chemistry	MTE 1-3, A placement of ENF 2 or above
CHM 111-112	College Chemistry I-II	MTE 1-9, A placement of ENF 3 or ENG 111 co-requisite
CHM 241-242	Organic Chemistry I-II	MTE 1-9, A placement of ENF 3 or ENG 111 co-requisite
CSC --	All CSC courses	A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3
CST 110	Introduction to Speech Communication	A placement of ENF 2 or above
CST 231-232	History of the Theatre	A placement of ENF 3 or ENG 111 co-requisite
ECO --	All ECO courses	A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3
EDU --	All EDU courses	A placement of ENF 3 or ENG 111 co-requisite
ENG --	All ENG courses	A placement of ENF 3 or ENG 111 co-requisite
ENV --	All ENV courses	A placement of ENF 3 or ENG 111 co-requisite
FIN --	All FIN courses	A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3
GEO --	All GEO courses	A placement of ENF 3 or ENG 111 co-requisite
GOL --	All GOL courses	A placement of ENF 3 or ENG 111 co-requisite
HCT 101-102	Health Care Technician I-II	A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3
HCT 110	Therapeutic Communication	A placement of ENF 2 or above
HIS --	All HIS courses	A placement of ENF 3 or ENG 111 co-requisite
HIM --	All HIM courses	A placement of ENF 3 or ENG 111 co-requisite
HLT 100	First Aid and Cardio-Pulmonary Resuscitation	A placement of ENF 3 or ENG 111 co-requisite
HLT 106	First Aid and Safety	A placement of ENF 3 or ENG 111 co-requisite
HLT 116	Introduction to Personal Wellness Concepts	A placement of ENF 3 or ENG 111 co-requisite
HLT 143	Medical Terminology I	A placement of ENF 3 or ENG 111 co-requisite
HLT 180	Therapeutic Massage I	A placement of ENF 3 or ENG 111 co-requisite
HLT 230	Principles of Nutrition and Human Development	A placement of ENF 3 or ENG 111 co-requisite
HLT 261	Basic Pharmacy	A placement of ENF 3 or ENG 111 co-requisite
HRI --	All HRI courses	A placement of ENF 1 or above, MTE 1-3
HMS --	All HMS courses	A placement of ENF 3 or ENG 111 co-requisite
IND --	All IND courses	MTE 1-5
ITD, ITE, ITN, ITP	A placement of ENF 2 or above, MTE 1-3	
LGL 115	Real Estate Law for Legal Assistants	A placement of ENF 3 or ENG 111 co-requisite
MKT --	All MKT courses	A placement of ENF 3 or ENG 111 co-requisite
MTH 120 MTH 103 MTH 126	Introduction to Mathematics Applied Technical Mathematics I Math for Allied Health	MTE 1-3, A placement of ENF 2 or above
MTH 151-152 MTH 157	Mathematics for the Liberal Arts I-II Elementary Statistics	MTE 1-5, A placement of ENF 3 or ENG 111 co-requisite
MTH 163-164 MTH 166 MTH 173-174 MTH 175	Precalculus I-II Precalculus with Trigonometry Calculus with Analytic Geometry, I-II Calculus on One Variable I-II Statistics	MTE 1-9, A placement of ENF 3 or ENG 111 co-requisite
MTS --	All motorsports courses.	A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3
MUS 121-122	Music Appreciation I-II	A placement of ENF 3 or ENG 111 co-requisite
NAS 106	Conservation of Natural Resources	A placement of ENF 3 or ENG 111 co-requisite
NAS 150	Human Biology	A placement of ENF 3 or ENG 111 co-requisite, College Prep
NAS 195	Introduction to Earth Sciences	A placement of ENF 3 or ENG 111 co-requisite

<b>Course #</b>	<b>Course Name</b>	<b>Developmental Requirement</b>
NUR 135	Drug Dosage Calculations	MTE 1-6
NUR 230	Pharmacology	A placement of ENF 3 or ENG 111 co-requisite
PHI --	All PHI courses	A placement of ENF 3 or ENG 111 co-requisite
PHY --	All PHY courses	MTE 1-9, A placement of ENF 3 or ENG 111 co-requisite
PLS --	All PLS courses	A placement of ENF 3 or ENG 111 co-requisite
PSY --	All PSY courses	A placement of ENF 3 or ENG 111 co-requisite
REL --	All REL courses	A placement of ENF 3 or ENG 111 co-requisite
RPK --	All RPK courses	A placement of ENF 3 or ENG 111 co-requisite
SOC --	All SOC courses	A placement of ENF 3 or ENG 111 co-requisite
SPA --	All SPA courses	A placement of ENF 3 or ENG 111 co-requisite
SDV 199	Transitioning to the Senior Institution	A placement of ENF 3 or ENG 111 co-requisite

# Electives

Students should choose from among the following electives to complete their program of study requirements.

## General Transfer Electives (EEE EEE)

Title	Credits	
ACC 211	Accounting I	3.00
ACC 212	Accounting II	3.00
ARA 101	Beginning Arabic I	5.00
ARA 102	Beginning Arabic II	5.00
ART 101	History and Appreciation of Art I	3.00
ART 102	History and Appreciation of Art II	3.00
ART 121	Drawing I	3.00
ART 122	Drawing II	3.00
ART 241	Painting I	3.00
ART 242	Painting II	3.00
ART 283	Computer Graphics I	4.00
ART 284	Computer Graphics II	4.00
ASL 101	American Sign Language I	4.00
ASL 102	American Sign Language II	4.00
BIO 101	General Biology I	4.00
BIO 102	General Biology II	4.00
BIO 110	General Botany	4.00
BIO 120	General Zoology	4.00
BIO 205	General Microbiology	4.00
BIO 141	Human Anatomy & Physiology I	4.00
BIO 142	Human Anatomy & Physiology II	4.00
BIO 256	General Genetics	4.00
CHI 101	Beginning Chinese I	5.00
CHI 102	Beginning Chinese II	5.00
CHM 111	College Chemistry I	4.00
CHM 112	College Chemistry II	4.00
CHM 241	Organic Chemistry I	4.00
CHM 242	Organic Chemistry II	4.00
CSC 200	Introduction to Computing	3.00
CSC 201	Computer Science I	4.00
CSC 202	Computer Science II	4.00
CSC 205	Computer Organization	3.00
CST 130	Introduction to the Theatre	3.00
CST 131	Acting I	3.00
CST 132	Acting II	3.00
CST 136	Theatre Workshop	3.00
CST 227	Business and Professional Communication	3.00
CST 231	History of Theatre I	3.00
ECO 201	Principles of Macroeconomics	3.00
ECO 202	Principles of Microeconomics	3.00
EDU 200	Introduction to Teaching as a Profession	3.00
EDU 225	Audiovisual Materials and Computer Software	3.00
EDU 235	Health, Safety, and Nutritional Education	3.00
ENG 241	Survey of American Literature I	3.00
ENG 242	Survey of American Literature II	3.00
ENG 243	Survey of English Literature I	3.00
ENG 244	Survey of English Literature II	3.00
ENG 250	Children's Literature	3.00
ENG 251	Survey of World Literature I	3.00
ENG 252	Survey of World Literature II	3.00
ENG 253	Survey of African-American Lit I	3.00
ENG 254	Survey of African-American Lit II	3.00
FRE 101	Beginning French I	5.00
FRE 102	Beginning French II	5.00
GEO 210	People and the Land: Intro to Cultural Geography	3.00
GER 101	Beginning German I	5.00
GER 102	Beginning German II	5.00
GOL 105	Physical Geology	4.00
GOL 106	Historical Geology	4.00
HIS 101	History of Western Civilization I	3.00
HIS 102	History of Western Civilization II	3.00
HIS 121	United States History I	3.00
HIS 122	United States History II	3.00
HIS 141	African American History I	3.00
HIS 142	African American History II	3.00

HIS 281	History of Virginia I	3.00
HIS 230	Principles of Nutrition & Human Development	3.00
ITE 119	Information Literacy	3.00
ITN 154	Network Fundamentals, Router Basics, and Configuration (ICND1) – CISCO	4.00
ITN 260	Network Security Basics	3.00
ITP 120	Java Programming I	4.00
ITP 220	Java Programming II	4.00
JPN 101	Beginning Japanese I	5.00
JPN102	Beginning Japanese II	5.00
MUS 111	Music Theory I	4.00
MUS 112	Music Theory II	4.00
MUS 121	Music Appreciation I	3.00
MUS 121	Music Appreciation I	3.00
PHI 101	Introduction to Philosophy I	3.00
PHI 220	Ethics	3.00
PHY 201	General College Physics I	4.00
PHY 202	General College Physics II	4.00
PHY 241	University Physics I	4.00
PHY 242	University Physics II	4.00
PLS 211	U.S. Government I	3.00
PLS 212	U.S. Government II	3.00
PSY 200	Principles of Psychology	3.00
PSY 215	Abnormal Psychology	3.00
PSY 216	Social Psychology	3.00
PSY 219	Cross-Cultural Psychology	3.00
PSY 230	Developmental Psychology	3.00
REL 200	Survey of the Old Testament	3.00
REL 210	Survey of the New Testament	3.00
REL 231	Religions of the World I	3.00
RPK 100	Introduction to Recreation, Parks, & Leisure Studies	3.00
RPK 135	Program Planning	3.00
RPK 141	Leadership and Supervision	3.00
RPK 146	Recreation Facilities Management & Design	3.00
RPK 152	Sports First Aid & Safety	1.00
RPK 201	Recreation & Parks Management	3.00
RPK 210	Principles and Psychology of Coaching	3.00
RPK 265	Risk Management	3.00
RUS 101	Beginning Russian I	5.00
RUS 102	Beginning Russian II	5.00
SOC 200	Principles of Sociology	3.00
SOC 215	Sociology of the Family	3.00
SOC 226	Human Sexuality	3.00
SOC 245	Sociology of Aging	3.00
SOC 268	Social Problems	3.00
SPA 101	Beginning Spanish I	5.00

## English Literature Elective (ENG EEE)

ENG 241	Survey of American Literature	3.00
ENG 242	Survey of American Literature II	3.00
ENG 243	Survey of English Literature I	3.00
ENG 244	Survey of English Literature II	3.00
ENG 250	Children's Literature	3.00
ENG 251	Survey of World Literature I	3.00
ENG 252	Survey of World Literature II	3.00
ENG 253	Survey of African-American Lit I	3.00
ENG 254	Survey of African-American Lit II	3.00

## Fine Arts Electives (ART EEE)

ART 101	History and Appreciation of Art I	3.00
ART 102	History and Appreciation of Art II	3.00
ART 121	Drawing I	3.00
ART 122	Drawing II	3.00
ART 241	Painting I	3.00
ART 242	Painting II	3.00
ART 283	Computer Graphics I	4.00
ART 284	Computer Graphics II	4.00
CST 130	Introduction to the Theatre	3.00
CST131	Acting I	3.00
CST 132	Acting II	3.00
CST 136	Theatre Workshop	3.00
CST 231	History of Theatre I	3.00
ENG 241	Survey of American Literature I	3.00
ENG 242	Survey of American Literature II	3.00
ENG 243	Survey of English Literature I	3.00
ENG 244	Survey of English Literature II	3.00
ENG 250	Children's Literature	3.00
ENG 251	Survey of World Literature I	3.00

ENG 252	Survey of World Literature II	3.00
ENG 253	Survey African-American Lit I	3.00
ENG 254	Survey African-American Lit II	3.00
MUS 111	Music Theory I	4.00
MUS 112	Music Theory II	4.00
MUS 121	Music Appreciation I	3.00

### Humanities Electives (HUM EEE)

ART 101	History and Appreciation of Art I	3.00
ART 101	History and Appreciation of Art II	3.00
ART 121	Drawing I	3.00
ART 122	Drawing II	3.00
ART 241	Painting I	3.00
ART 242	Painting II	3.00
ART 283	Computer Graphics I	4.00
ART 284	Computer Graphics II	4.00
CST 130	Introduction to the Theatre	3.00
CST 131	Acting I	3.00
CST 132	Acting II	3.00
CST 136	Theatre Workshop	3.00
CST 227	Business and Professional Communication	3.00
CST 231	History of Theatre I	3.00
ENG 241	Survey of American Literature I	3.00
ENG 242	Survey of American Literature II	3.00
ENG 243	Survey of English Literature I	3.00
ENG 244	Survey English Literature II	3.00
ENG 250	Children's Literature	3.00
ENG 251	Survey of World Literature I	3.00
ENG 252	Survey of World Literature II	3.00
ENG 253	Survey African-American Lit I	3.00
ENG 254	Survey African-American Lit II	3.00
MUS 111	Music Theory I	4.00
MUS 112	Music Theory II	4.00
MUS 121	Music Appreciation I	3.00
PHI 101	Introduction to Philosophy I	3.00
PHI 220	Ethics	3.00
REL 200	Survey of the Old Testament	3.00
REL 210	Survey of the New Testament	3.00
REL 231	Religions of the World I	3.00

### Information Technology Electives (ITE EEE)

CSC 201	Computer Science I	4.00
CSC 202	Computer Science II	4.00
CSC 205	Computer Organization	3.00
ITD 112	Web Page Graphics	3.00
ITD 210	Web Page Design II	3.00
ITN 155	Switching, Wireless, and WAN Technologies (ICND2) – Cisco	4.00
ITN 260	Network Security Basics	3.00
ITP 110	Visual Basic Programming	3.00
ITP 120	Java Programming I	4.00
ITP 220	Java Programming II	4.00

### Lab Science Electives (NAS EEE)

BIO 101	General Biology I	4.00
BIO 102	General Biology II	4.00
BIO 110	General Botany	4.00
BIO 120	General Zoology	4.00
BIO 141	Human Anatomy & Physiology I	4.00
BIO 142	Human Anatomy & Physiology II	4.00
BIO 205	General Microbiology	4.00
BIO 256	General Genetics	4.00
CHM 111	College Chemistry I	4.00
HLT 143	Medical Terminology	3.00
HLT 220	Concepts of Disease	3.00
HLT 230	Principles of Nutrition and Human Development	3.00
PED 101	Fundamentals of Physical Activity I	1.00
PED 102	Fundamentals of Physical Activity II	1.00
PED 103	Aerobic Fitness I	1.00
PED 104	Aerobic Fitness II	1.00
PED 105	Aerobic Dance I	1.00
PED 107	Exercise and Nutrition I	1.00

CHM 112	College Chemistry II	4.00
CHM 241	Organic Chemistry I	4.00
CHM 242	Organic Chemistry II	4.00
ENV 100	Basic Environmental Science	3.00
GOL 105	Physical Geology	4.00
GOL 106	Historical Geology	4.00
NAS 150	Human Biology	3.00
PHY 201	General College Physics I	4.00
PHY 202	General College Physics II	4.00
PHY 241	University Physics I	4.00
PHY 242	University Physics II	4.00

### Mathematics Electives (MTH EEE)

MTH 151	Mathematics for the Liberal Arts I	3.00
MTH 152	Mathematics for the Liberal Arts II	3.00
MTH 157	Elementary Statistics	3.00
MTH 163	Precalculus	3.00
MTH 166	Precalculus with Trigonometry	4.00
MTH 173	Calculus with Analytic Geometry I	4.00
MTH 174	Calculus with Analytic Geometry II	4.00
MTH 175	Calculus of One Variable I	3.00
MTH 176	Calculus of One Variable II	3.00
MTH 177	Introductory Linear Algebra	2.00
MTH 178	Topics in Analytical Geometry	2.00
MTH 241	Statistics I	3.00
MTH 271	Applied Calculus I	3.00
MTH 273	Calculus I	4.00
MTH 274	Calculus II	4.00

### Social Science Electives (SOC EEE)

ECO 201	Principles of Macroeconomics	3.00
ECO 202	Principles of Microeconomics	3.00
GEO 210	People and the Land: Intro to Cultural Geography	3.00
HIS 101	History of Western Civilization I	3.00
HIS 102	History of Western Civilization II	3.00
HIS 121	United States History I	3.00
HIS 122	United States History II	3.00
HIS 141	African American History I	3.00
HIS 142	African American History II	3.00
HIS 281	History of Virginia I	3.00
PLS 211	U.S. Government I	3.00
PLS 212	U.S. Government II	3.00
PSY 200	Principles of Psychology	3.00
PSY 215	Abnormal Psychology	3.00
PSY 216	Social Psychology	3.00
PSY 219	Cross-Cultural Psychology	3.00
PSY 230	Developmental Psychology	3.00
SOC 200	Principles of Sociology	3.00
SOC 210	Survey of Physical and Cultural Anthropology	3.00
SOC 211	Principles of Anthropology I	3.00
SOC 212	Principles of Anthropology II	3.00
SOC 215	Sociology of the Family	3.00
SOC 226	Human Sexuality	3.00
SOC 245	Sociology of Aging	3.00
SOC 268	Social Problems	3.00

### Physical Education/Wellness Electives (PED EEE)

HLT 100	First Aid and Cardiopulmonary Resuscitation	2.00
HLT 105	Cardiopulmonary Resuscitation	1.00
HLT 106	First Aid and Safety	2.00
HLT 109	CPR Certification	1.00
HLT 110	Concepts of Personal and Community Health	3.00
HLT 116	Introduction to Personal Wellness Concepts	3.00
HLT 138	Principles of Nutrition and Human Development	1.00
HLT 141	Introduction to Medical Terminology	1.00



PED 108	Exercise and Nutrition II	1.00
PED 110	Zumba	1.00
PED 111	Weight Training I	1.00
PED 112	Weight Training II	1.00
PED 118	Baseball Fundamentals I	1.00
PED 119	Baseball Fundamentals II	1.00
PED 120	Yoga II	1.00
PED 123	Tennis I	1.00
PED 124	Tennis II	1.00
PED 129	Self-Defense	1.00
PED 133	Golf I	1.00
PED 134	Golf II	1.00
PED 135	Bowling I	1.00
PED 138	Martial Arts II	1.00
PED 150	Soccer	1.00
PED 152	Basketball	1.00
PED 156	Softball	1.00
PED 127	Soccer	1.00
PED 163	Jazz I	1.00
PED 260	Sports Appreciation	2.00
PED 210	Introduction to Physical Education and Health	3.00
PED 220	Adult Health and Development	3.00

## Course Descriptions

This section of the catalog describes each of the courses listed in college programs or which may be offered as electives. Not all of the courses will be offered during an academic year. Those provided as a service to business and industry will be offered as needed and when sufficient numbers of students enroll. Other courses may be offered which are not included in this section but are included in the VCCS Curriculum Guide.

### Course Numbers

Courses numbered 01-09 are courses for developmental education. Students may re-register for these courses in two subsequent semesters to complete course objectives. Students need administrative approval to re-enroll in developmental courses for a third time. Courses numbered 10-99 are freshman level courses for certificate programs. Credits earned in these courses are not applicable toward associate degree programs; however, upon approval of the vice president of academic and student development services, some courses may provide credit applicable to certificate programs. Courses numbered 100-199 are freshman level courses applicable toward the associate degree, diploma and certificate programs. Courses numbered 200-299 are sophomore level courses applicable toward the associate degree, diploma and certificate programs.

### Course Co-requisites

Co-requisites are two courses that must be taken during the same semester or period of enrollment. If any co-requisites are required, these co-requisites will be identified in the course description and are usually noted in the printed class schedule.

### Course Prerequisites

If any prerequisites are required before enrolling in a course, these prerequisites will be identified in the course description. Prerequisites or their equivalent must be completed satisfactorily before enrolling in a course unless special permission to enroll is obtained from the division chair and the instructor.

## General Usage Courses

**XXX 90, 190, 290 COORDINATED INTERNSHIP - (1-5 cr.)** Supervises on-the- job training in selected business, industrial or service firms coordinated by the college. Credit/Practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

**XXX 95, 195, 295 TOPICS IN --- (1-5 cr.)** Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

**XXX 96, 196, 296 ON-SITE TRAINING--- (1-5 cr.)** Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/Practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

**XXX 97, 197, 297 COOPERATIVE EDUCATION --- (1-5 cr.)** Supervised on-the- job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education

office. Applicable to all occupational/ technical curricula at the discretion of the college. Credit/ Work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**XXX 98, 198, 298 SEMINAR AND PROJECT --(1-5 cr.)** Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**XXX 99, 199, 299 SUPERVISED STUDY --- (1-5 cr.)** Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours. Prerequisite for ACC 299, ADJ 299, AST 299, BUS 299, EMS 299, ITE 299, and MTS 299 is completion of 45 semester hours in program of study.

### ACCOUNTING (ACC)

**ACC 124 PAYROLL ACCOUNTING (3 cr.)** Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-2.

**ACC 134 SMALL BUSINESS TAXES (3 cr.)** Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Lecture 3 hours per week.

**ACC 211 PRINCIPLES OF ACCOUNTING I (3 cr.)** Presents accounting principles/application to various businesses. Covers the accounting cycle, income determination, and financial reporting. A laboratory co-requisite (ACC 213) may be required as identified by the college. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-2.

**ACC 212 PRINCIPLES OF ACCOUNTING II (3 cr.)** Emphasizes partnerships, corporations and the study of financial analysis. Includes and introduces cost/managerial accounting concepts. Co- requisite (ACC 214) may be required. Prerequisite: ACC 211. Lecture 3 hours per week.

**ACC 215 COMPUTERIZED ACCOUNTING (3 cr.)** Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or co-requisite ACC 211 or equivalent. Lecture 3 hours per week.

**ACC 221 INTERMEDIATE ACCOUNTING I (3 cr.)** Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Prerequisite ACC 212 or equivalent. Lecture 3 hours per week.

**ACC 222 INTERMEDIATE ACCOUNTING II (3 cr.)** Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Prerequisite ACC 212 or equivalent. Lecture 3 hours per week.

**ACC 231 COST ACCOUNTING I (3 cr.)** Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control and other topics. Prerequisite ACC 212 or equivalent. Lecture 3 hours per week.

**ACC 261 PRINCIPLES OF FEDERAL TAXATION I (3 cr.)** Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite, MTE 1-2.

### ADMINISTRATION OF JUSTICE (ADJ)

**ADJ 100 SURVEY OF CRIMINAL JUSTICE (3 cr.)** Presents an overview of the United States criminal justice system; introduces the major system components--law enforcement, judiciary, and corrections. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above.

**ADJ 105 THE JUVENILE JUSTICE SYSTEM (3 cr.)** Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above.

**ADJ 111 LAW ENFORCEMENT ORGANIZATION & ADMINISTRATION I (3 cr.)** Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Part I of II. Lecture 3 hours per week.

**ADJ 112 LAW ENFORCEMENT ORGANIZATION & ADMINISTRATION II (3 cr.)** Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Part II of II. Lecture 3 hours per week. Prerequisite: divisional approval or ADJ 111.

**ADJ 130 INTRODUCTION TO CRIMINAL LAW (3 cr.)** Surveys the general principals of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Lecture 3 hours per week. Prerequisites: All Developmental English requirements met, and ADJ 131.

**ADJ 131 LEGAL EVIDENCE (3 cr.)** Surveys the identification, degrees, and admissibility of evidence for criminal prosecution; examines pre-trial and trial

procedures as they pertain to the rules of evidence. Lecture 3 hours per week. Prerequisites: All Developmental English requirements met, ADJ 100, ADJ 105, ADJ 107, ADJ 111, ADJ 146, ADJ 228, and MTE 1-3.

**ADJ 140 INTRODUCTION TO CORRECTIONS (3 cr.)**

Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above.

**ADJ 145 CORRECTIONS AND THE COMMUNITY (3 cr.)** Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and corrections agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above.

**ADJ 146 ADULT CORRECTIONAL INSTITUTIONS (3 cr.)** Describes the structures, function, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above.

**ADJ 201 CRIMINOLOGY (3 cr.)** Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above.

**ADJ 228 NARCOTICS AND DANGEROUS DRUGS (3 cr.)** Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Lecture 3 hours per week.

**ADJ 234 TERRORISM AND COUNTER- TERRORISM (3 cr.)** Surveys the historical and current practices of terrorism that are national, transnational, or domestic in origin. Includes biological, chemical, nuclear, and cyber-terrorism. Teaches the identification and classification of terrorist organizations, violent political groups and issue- oriented militant movements. Examines investigative methods and procedures utilized in counter terrorist efforts domestically and internationally. Prerequisites: ADJ 100, ADJ 107. (May be used as an elective). Lecture 3 hours per week.

**ADJ 236 PRINCIPLES OF CRIMINAL INVESTIGATION (3 cr.)** Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture 3 hours per week. Prerequisite: ADJ 130.

**ADJ 237 ADVANCED CRIMINAL INVESTIGATION (3 cr.)** Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite ADJ 236 or division approval. Lecture 3 hours per week. Prerequisite: ADJ 236.

**ADJ 280 CAPSTONE PROJECT (1 cr.)**

Provides a capstone research project for the final semester of the program, focusing inquiry upon an area of interest to the student or area relevant to the student's prospective career field. May include problem based research topics, internships, or other focused projects. Lecture 1 hour per week. Co-requisite: ADJ 236 or equivalent.

**AGRICULTURE (AGR)**

**AGR 141 INTRODUCTION TO ANIMAL SCIENCE AND TECHNOLOGY (4 cr.)** Introduction to the science and technology involved in sustainable animal production and management practices. Beef, sheep, horses, dairy, swine, goats, and poultry included with emphasis on practical experiences in laboratory and farm settings. Lecture 3 hours. Laboratory 2 hours per week. Total 5 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 142 INTRODUCTION TO PLANT SCIENCE AND TECHNOLOGY (3 cr.)** To introduce students to plant science, ecology, plant morphology, plant and soil relations and energy conversions. Students will survey agricultural crops and their importance to the economy. Lecture 2 hours. Laboratory 2 hours per week. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 143 INTRODUCTION TO AGRIBUSINESS AND FINANCIAL MANAGEMENT (3 cr.)** Introduction to agriculture's importance to society and ways to start a farm or agribusiness. Evaluate forms of business including cooperatives and create financial statements and reports necessary for routine accounting and tax preparation. Decision making using financial tools including budgets and time value of money. Explore retirement, transition planning, personal financial management, and capital acquisition techniques. Lecture 2 hours. Laboratory 2 hours per week. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 144 AGRICULTURE HUMAN RESOURCE MANAGEMENT (3 cr.)** Principles and management practices utilized to attract, retain and motivate agricultural employees. Emphasis will be placed on interviewing techniques, employer/ employee relationships, motivation theory, legal issues, safety, and environmental concerns. Team building and interpersonal skills are developed through activities and cases. Diversity and cultural differences are explored as they apply to human resource compliance and performance issues. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 205 SOIL FERTILITY AND MANAGEMENT (3 cr.)** Studies the factors influencing soil productivity with emphasis upon fertilizer materials from production to application. Discusses time, sources, and soil acidity. Presents soil testing techniques, interpretation of soil tests, and the addition of nutrients to correct or prevent deficiencies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 231 AGRIBUSINESS MARKETING, RISK MANAGEMENT, AND ENTREPRENEURSHIP (3 cr.)** Marketing techniques required to create an effective

marketing plan addressing product, price, place, promotion, and people considerations of an agribusiness. Emphasis on unique aspects of agricultural products and risk management including price fluctuations and biosecurity. Student projects explore entrepreneurship and create marketing plans for a proposed farm or agribusiness. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 232 PROFESSIONAL SELLING FOR AGRIBUSINESS (3 cr.)** Explore sales and marketing careers in the agricultural industry. Analyze customer's personality profile and needs to formulate an effective value-based sales presentation. Psychology of personality styles, buyer motivation, and conflict resolution is considered. Students research agricultural customer and product to make a realistic sales call with actual sales professionals. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 233 FOOD PRODUCTION, SAFETY, BIOSECURITY, AND QUALITY CONTROL (3 cr.)** Explore food production practices and their influence on food product quality, nutrition, and safety. Develop biosecurity and quality control practices including analytical methods for tracking and reporting. Included agricultural topics of equipment, packaging, laws, regulations, standards, and financial sources for on-farm and small-scale processing. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 234 CHEMICAL APPLICATION AND PEST MANAGEMENT (3 cr.)** Proper application of pesticides and other agricultural chemicals used in landscape and turf management and in production agriculture; including application methods, equipment calibration and configuration, occupational health and safety, and pesticide laws and regulations. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 241 AGRICULTURAL POLICY, LEADERSHIP, & PROFESSIONAL SERVICE (3 cr.)** Enhance personal and professional leadership skills to build consensus and collaboratively solve agricultural issues. Track agricultural issues impacted by the Virginia legislative process. Explore membership, professional service, and leadership opportunities in agricultural organizations and ways to influence the legislative process. Reinforce written and oral communications skills. . Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 242 ANIMAL PRODUCTION, PRODUCTS AND EMERGING TECHNOLOGIES (3 cr.)** Manage production and marketing of livestock enterprises including cattle, swine, sheep, poultry, goats, fish and other specialty animal enterprises. Principles of nutrition, reproduction, economics, and breeding and selection as well as opportunities for diversifying income on small to medium size operations are emphasized. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AGR 244 AGRICULTURAL ALTERNATIVE ENERGY SOLUTIONS (3 cr.)** Explore agricultural and other renewable energy solutions capable of reducing farm and agribusiness reliance on external energy production and increase profitability by

diversifying income through energy production enterprises. Basic electrical and chemical concepts are introduced as well as energy conservation techniques. Lecture 3 hours. Total 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **AIR CONDITIONING, HEATING, VENTILATION, & REFRIGERATION (AIR)**

**AIR 117 METAL LAYOUT I (3 cr.)** Presents measuring and gauging of sheet metal, types of metal, handling sheet metal, cutting and bending, and layout. Teaches fundamentals of drafting, basic drawing instruments, lettering practices. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AIR 121 AIR CONDITIONING AND REFRIGERATION I (4 cr.)** Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and trouble-shooting of small commercial systems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AIR 134 CIRCUITS AND CONTROLS I (4 cr.)** Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AIR 154 HEATING SYSTEMS I (3 cr.)** Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AIR 190 COORDINATED INTERNSHIP (1 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisites: AIR 121, AIR 134, AIR 235.

**AIR 235 HEAT PUMPS (3 cr.)** Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AIR 238 ADVANCED TROUBLESHOOTING AND SERVICE (3 cr.)** Presents advanced service techniques on wide variety of equipment used in refrigeration, air conditioning, and phases of heating and

ventilation and controls. Lecture 2 hours. Laboratory 2 hours. Total 4-6 hours per week. Prerequisite AIR 121, AIR 134, AIR 154 & AIR 235.

**AIR 253 AIR CONDITIONING SYSTEMS III (3 cr.)** Presents air balancing including taking duct pressure readings, finding register and grille CFM's, fans, laws and their applications. Explores instruments used for air balancing and proper procedures. Studies water-cooled and air-cooled condensers, refrigerant piping design, capacity control, air washers, water and steam piping arrangements. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **ARABIC (ARA)**

**ARA 101 BEGINNING ARABIC (5 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part I of II. Lecture 4-5 hours per week.

**ARA 102 BEGINNING ARABIC II (5 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part II of II. Lecture 4-5 hours per week.

#### **ARTS (ART)**

**ART 101 HISTORY AND APPRECIATION OF ART I (3 cr.)** Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**ART 102 HISTORY AND APPRECIATION OF ART II (3 cr.)** Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Part II of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**ART 121 DRAWING I (3 cr.)** Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Part I of II. Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

**ART 122 DRAWING II (3 cr.)** Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Part II of II. Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

**ART 241 PAINTING I (3 cr.)** Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisites ART 122 or divisional approval. Part I

of II. Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

**ART 242 PAINTING II (3 cr.)** Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisites: ART 241 or divisional approval. Part II of II. Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

**ART 283 COMPUTER GRAPHICS I (4 cr.)** Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. Prerequisites: ITE 115 or ITE 119. Part I of II. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 284 COMPUTER GRAPHICS II (4 cr.)** Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. Prerequisites: ITE 115 or ITE 119. Part II of II. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

#### **AMERICAN SIGN LANGUAGE (ASL)**

**ASL 101 AMERICAN SIGN LANGUAGE I (4 cr.)** Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger-spelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of The Deaf Community. Part I of II. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week.

**ASL 102 AMERICAN SIGN LANGUAGE II (4 cr.)** Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part II of II. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week.

#### **ADMINISTRATIVE SUPPORT TECHNOLOGY (AST)**

**AST 101 KEYBOARDING I (3 cr.)** Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. A laboratory co-requisite (AST 103) may be required. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**AST 102 KEYBOARDING II (3 cr.)** Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite AST 101. A laboratory co-requisite (AST 104) may be required. Lecture 3 hours per week.

**AST 117 KEYBOARDING FOR COMPUTER USAGE (1 cr.)** Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week.

**AST 141 WORD PROCESSING (SPECIFY SOFTWARE) (3 cr.)** Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite AST 101 or equivalent. A laboratory co-requisite (AST 144) may be required. Lecture 3 hours per week. Prerequisite: ITE 115.

**AST 154 VOICE RECOGNITION APPLICATIONS (SPECIFY SOFTWARE) (1 cr.)** Teaches the computer user to use the voice as an input device to compose documents and to give commands directly to the computer. Lecture 1 hour per week.

**AST 171 INTRODUCTION TO CALL CENTER SERVICES (3 cr.)** Introduces concepts and skills needed to be an effective customer service representative for a telephone service operation. Covers call center theory and technology, interpersonal communication skills, customer relations attitudes, telecommunications techniques, and professional procedures to handle a variety of customer service sales requests. Lecture 3 hours per week.

**AST 238 WORD PROCESSING ADVANCED OPERATIONS (3 cr.)** Teaches advanced word processing features including working with merge files, macros, and graphics; develops competence in the production of complex documents. A laboratory co-requisite (AST 239) may be required. Lecture 3 hours per week. Prerequisite: AST 102, AST 141, ITE 115.

**AST 243 - OFFICE ADMINISTRATION I (3 cr.)**

Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. Prerequisite AST 101. Lecture 3 hours per week.

**AST 244 OFFICE ADMINISTRATION II (3 cr.)**

Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues, and career development. Prerequisite AST 243 or equivalent. Lecture 3 hours per week.

**AST 245 MEDICAL MACHINE TRANSCRIPTION (3 cr.)**

Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats. Prerequisite AST 102 or equivalent. A laboratory co-requisite (AST 246) may be required. Lecture 3 hours per week. Prerequisite: HLT 143.

**AST 260 PRESENTATION SOFTWARE (SPECIFY SOFTWARE) (3 cr.)**

Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and hand-outs. Incorporates use of sound and video clips. A laboratory co-requisite (AST 261) may be required. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite; ITE 115.

**AST 271 MEDICAL OFFICE PROCEDURES I (3 cr.)**

Covers medical office procedures, records management, preparation of medical reports, and other medical documents. Co-requisite AST 102 or equivalent. Lecture 3 hours per week.

**AUTO BODY (AUB)**

**AUB 106 BASIC SHEET METAL OPERATIONS (4 cr.)**

Teaches the use of metal straightening tools, basic straightening operations, shrinking, filling, and sheet metal damage and repair procedures. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 116 AUTO BODY REPAIR (4 cr.)** Teaches collision straightening procedures and use of equipment, planning repair procedures, disassembly techniques, body fastening systems, glass removal and replacement and panel repair and alignment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 118 AUTOMOTIVE PAINT PREPARATION (4 cr.)**

Teaches auto body preparation for painting, using the materials, processes, and equipment required to prepare metal and old finishes. Includes sanding, cleaning, solvents, special materials, fillers and primers. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 119 AUTOMOTIVE PAINTING (4 cr.)**

Teaches theory and application of painting and the use of painting equipment and materials including paints, thinners, primers, rubbing compounds and cleaners. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 290 COORDINATED INTERNSHIP (3 cr.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

**AUTOMOTIVE (AUT)**

**AUT 109 APPLIED MATHEMATICS FOR AUTOMOTIVE TECHNICIANS (3 cr.)**

Introduces arithmetic skills, conversion of units, consumer mathematics, solution of linear algebraic expression, and the solving of applied problems in torque, horsepower, and piston displacement. Lecture 3 hours per week.

**AUT 111 AUTOMOTIVE ENGINES I (3 cr.)**

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AUT 112 AUTOMOTIVE ENGINES II (3 cr.)**

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AUT 113 CYLINDER BLOCK SERVICE I (3 cr.)**

Studies basic cylinder block reconditioning, including boring, re-sleeving, line-boring and deck resurfacing. Includes repair techniques for damaged block and cylinder head castings to include cold welding, brazing, welding and epoxy. Lecture 2 hours. Laboratory 3

hours. Total 5 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AUT 114 CYLINDER HEAD SERVICE II (3 cr.)**

Studies cylinder head reconditioning, including valve seat grinding, re-facing valves, servicing valve guides, valve seat inserts, cutting for valve seals and spring, thread repair and resurfacing mating surfaces. Prerequisite AUT 113. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 120 INTRODUCTION TO AUTOMOTIVE MACHINE SHOP (3 cr.)**

Introduces automotive machining operations emphasizing shop safety and the safe use of machine shop tools. Surveys basic machining operations and specialized auto machining techniques necessary for reconditioning engine and chassis components. Requires basic set of machinist's hand tools. Prerequisite or co-requisite for all other machinist courses. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AUT 121 AUTOMOTIVE FUEL SYSTEMS I (3 cr.)**

Analyses major domestic and foreign automotive fuel systems to include carburetors and fuel injection systems. Includes detailed inspection and discussion of fuel tanks, connecting lines, instruments, filters, fuel pumps, superchargers, and turbo charger. Also includes complete diagnosis, troubleshooting, overhaul and factory adjustment procedures of all major carbureted and fuel injection systems. Lecture 2 hours. Lab 2 hours. Total 4 hours per week.

**AUT 125 ANTI-POLLUTION SYSTEMS (3 cr.)**

Studies various anti-pollution systems used on modern automobiles, installation, inspection, repair and service. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 161 AUTOMOTIVE DIAGNOSIS I (3 cr.)**

Introduces principles of automotive maintenance using modern diagnostic methods. Uses theory and laboratory experiments designed to explain and illustrate scientific basis of modern electronic and mechanical diagnostic procedures. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite. MTE 1-3.

**AUT 162 AUTOMOTIVE DIAGNOSIS II (3 cr.)**

Introduces principles of automotive maintenance using modern diagnostic methods. Uses theory and laboratory experiments designed to explain and illustrate scientific basis of modern electronic and mechanical diagnostic procedures. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**AUT 165 AUTO DIAGNOSIS AND TUNE-UP (2 cr.)**

Presents the techniques for diagnosis of malfunctions in systems of the automobile. Uses dynamometers, oscilloscopes and other specialized diagnostic and testing equipment. Demonstrates tune-up of conventional and rotary engines. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AUT 190 COORDINATED INTERNSHIP (1 cr.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

**AUT 215 EMISSIONS SYSTEMS DIAGNOSIS AND REPAIR (2 cr.)**

Presents logical diagnostic paths to identify vehicle HC-CO, O<sub>2</sub>, and NO<sub>x</sub> failure areas, teaches a progression of failure detection from most likely to more complex causes. Emphasizes use of infrared analyzer and manufacturer's specified adjustments. Lecture 2 hours per week.

**AUT 236 AUTOMOTIVE CLIMATE CONTROL (4 cr.)**

Introduces principles of refrigeration, air conditioning controls, and adjustment and general servicing of automotive air conditioning systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 241 AUTOMOTIVE ELECTRICITY I (3 cr.)**

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AUT 242 AUTOMOTIVE ELECTRICITY II (3 cr.)**

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4-6 hours per week.

**AUT 245 AUTOMOTIVE ELECTRONICS (3 cr.)**

Introduces field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis and repair of digital indicator and warning systems. Lecture 3 hours. Total 3 hours per week.

**AUT 265 AUTOMOTIVE BRAKING SYSTEMS (3 cr.)**

Presents operation, design, construction, repair, and servicing of braking system, including Anti-Lock Brake Systems (ABS). Explains uses of tools and test equipment, evaluation of test results, estimation of repair cost for power, standard and disc brakes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 266 AUTO ALIGNMENT, SUSPENSION AND STEERING (3 cr.)**

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**AUT 275 SHOP MANAGEMENT (2 cr.)** Studies shop layout, personnel management, cost analysis record keeping and quality control. Discusses shop manager, service salesman, and service writer's roles in customer relations. Lecture 2 hours per week.

**BROADCASTING (BCS)**

**BCS 110 FUNDAMENTALS IN VIDEO PRODUCTION (4 cr.)** Studies the use of video equipment and the application of production techniques and aesthetics in electronic media, and develops fundamental production skills through hands on experience with cameras, video tape records, video switcher, graphic computers, and lighting instruments. Lecture 3

hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**BCS 299 SUPERVISED STUDY (1 cr.)** Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours. 1-5 credits.

**BIOLOGY (BIO)**

**BIO 101 GENERAL BIOLOGY I (4 cr.)** Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Part I of II. Lecture 3 hours. Recitation and lab 3 hours. Total 6 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite. MTE 1-3.

**BIO 102 GENERAL BIOLOGY II (4 cr.)** Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Part II of II. Lecture 3 hours. Recitation and lab 3 hours. Total 6 hours per week. Prerequisite: BIO 101.

**BIO 107 BIOLOGY OF THE ENVIRONMENT (4 cr.)** Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth and migration, use of natural resources and waste management, ecosystem simplification recovery, evolution, biogeochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate, and ozone depletion and acid deposition. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 110 GENERAL BOTANY (4 cr.)** Emphasizes plant life cycles, anatomy, morphology, taxonomy, and evolution. Considers the principles of genetics, ecology, and physiology. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 120 GENERAL ZOOLOGY (4 cr.)** Presents basic biological principles, and emphasizes structure, physiology and evolutionary relationships of invertebrates and vertebrates. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 141 HUMAN ANATOMY AND PHYSIOLOGY I (4 cr.)** Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 142 HUMAN ANATOMY AND PHYSIOLOGY II (4 cr.)** Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 151 HUMAN GROSS ANATOMY (1 cr.)** Introduces students to human anatomy through dissection of a cadaver. Human Gross Anatomy I includes dissection of back, chest and abdominal muscles, spinal cord structures and upper and lower limb structures. Human Gross Anatomy II includes dissection of thoracic, abdominal-pelvic and cranial

cavities. Part I of II. Laboratory 3 hours per week. Prerequisite: BIO 231.

**BIO 152 HUMAN GROSS ANATOMY II (1 cr.)** Introduces students to human anatomy through dissection of a cadaver. Human Gross Anatomy I includes dissection of back, chest and abdominal muscles, spinal cord structures and upper and lower limb structures. Human Gross Anatomy II includes dissection of thoracic, abdominal-pelvic and cranial cavities. Part II of II. Laboratory 3 hours per week. Prerequisite: BIO 231.

**BIO 205 GENERAL MICROBIOLOGY (4 cr.)** Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites one year of college biology and one year of college chemistry or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite.

**BIO 256 GENERAL GENETICS (4cr.)** Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. Prerequisite BIO 101-102 or equivalent. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 270 GENERAL ECOLOGY (4 cr.)** Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Prerequisite BIO 101-102 or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 4 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite.

**BUILDING (BLD)**

**BLD 105 SHOP PRACTICES AND PROCEDURES (3 cr.)** Introduces basic hand and power tools with emphasis on proper care and safety practices. Introduces materials used in building trades including metals, plastics, and woods with stress placed on the processing techniques of each. Emphasizes fasteners such as screws, rivets, and glues as well as brazed, soldered and welded joints. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BLD 111 BLUEPRINT READING AND THE BUILDING CODE (3 cr.)** Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state, and national building codes. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BLD 135 BUILDING CONSTRUCTION CARPENTRY (3 cr.)** Presents woodworking technologies in carpentry. Introduces types of framing and building materials and equipment used in residential and light commercial construction. Emphasizes the development of skills in the safe use of hand and machine woodworking tools and development of construction terminology. Includes laboratory involvement in wall framing and carpentry practices. Lecture 2 hours. Laboratory 2 hours. Total 4-hours per week.

**BLD 140 PRINCIPLES OF PLUMBING TRADE I (3 cr.)** Studies the plumbing trade, the structure of the plumbing trade, apprenticeship standards, job

safety, tools of the trade, the approved installation of plumbing materials, types of sanitary drainage pipe and piping layout of sanitary plumbing. Lecture 3 hours per week.

**BLD 147 PRINCIPLES OF BLOCK AND BRICKLAYING I (3 cr.)** Presents fundamentals of masonry practices. Includes foundations, block laying skills, mortar mixing, measuring, and introduction to bricklaying techniques. Emphasizes hands-on applications of block and brick techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BLD 148 PRINCIPLES OF BLOCK AND BRICKLAYING I (3 cr.)** Studies skills involved in block and bricklaying, including corners, windows, arches, and decorative work. Emphasizes developing speed and accuracy with materials. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **BUSINESS MANAGEMENT AND ADMINISTRATION (BUS)**

**BUS 100 INTRODUCTION TO BUSINESS (3 cr.)** Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, and human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**BUS 110 BUSINESS PROTOCOL (3 cr.)** Presents basic business etiquette, customs and protocol for individuals desiring to succeed in the global business environment. Presents information on new manners relating to diversity, plurality, family values, sexual freedom, substance abuse, and hiring and firing practices. Discusses dress, language, communication traditions, socializing, traveling and meeting protocol. Lecture 3 hours per week.

**BUS 111 PRINCIPLES OF SUPERVISION I (3 cr.)** Teaches fundamentals of supervision, including primary responsibilities of the supervisor. Introduces factors relating to work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**BUS 112 PRINCIPLES OF SUPERVISION II (3 cr.)** Develops skills in carrying out the responsibilities of a supervisor including interviewing, evaluating and disciplining, and problem-solving techniques. Prerequisite BUS 111. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**BUS 116 ENTREPRENEURSHIP (3 cr.)** Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**BUS 125 APPLIED BUSINESS MATHEMATICS (3 cr.)** Applies mathematical operations to business process

and problems such as wages and payroll, sales and property taxes, check-book records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTH 120 or division approval.

**BUS 149 WORKPLACE ETHICS (1 cr.)** Provides a broad overview of ethics in the modern day business world including workforce skill building and self-awareness through group discussions. Discusses workplace topics such as diversity, substance abuse, hiring and firing and workplace practices, appropriate dress, communication, business ethics, and interviewing. Lecture 1 hour per week.

**BUS 160 LEGAL ASPECTS OF SMALL BUSINESS OPERATIONS (1 cr.)** Covers the functional areas of business law, specifically as it applies to small business. Provides the students with a working knowledge of business contracts, agency relationships, and product liability. Provides a knowledge base for small business owners to overcome problems that are individually within their abilities. Covers selection of professional assistance for problems of a more serious nature. Lecture 1 hour per week.

**BUS 165 SMALL BUSINESS MANAGEMENT (3 cr.)** Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**BUS 190 COORDINATED INTERNSHIP (3 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. HOPE would require 75 contact hours in the internship.

**BUS 200 PRINCIPLES OF MANAGEMENT (3 cr.)** Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**BUS 205 HUMAN RESOURCE MANAGEMENT (3 cr.)** Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**BUS 234 SUPPLY CHAIN MANAGEMENT (3 cr.)** Examines the process of planning, organizing, and controlling the flow of materials and services from supplier to end users/ customers. Focuses on coordinating supply management, operations and integrated logistics into a seamless pipeline

to maintain a continual flow of products and services. Lecture 3 hours per week.

**BUS 241 BUSINESS LAW I (3 cr.)** Develops a basic understanding of the US business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**BUS 255 INVENTORY AND WAREHOUSE MANAGEMENT (3 cr.)** Emphasizes the relationships of inventory and warehouse management to customer service and profitability of the wholesale distributor. Focuses on the role of computerized systems and resulting information for effective management of inventory and the warehouse under various conditions. Lecture 3 hours per week.

**BUS 280 INTRODUCTION TO INTERNATIONAL BUSINESS I (3 cr.)** Studies the problems, challenges, and opportunities which arise when business operations or organizations transcend national boundaries. Examines the functions of international business in the economy, international and transnational marketing, production, and financial operations. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**BUS 290 COORDINATED INTERNSHIP (3 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Lecture 3 hours per week.

## **CHILDHOOD DEVELOPMENT (CHD)**

**CHD 109 METHODS IN MOVEMENT AND MUSIC EDUCATION FOR CHILDREN (3 cr.)** Emphasizes theory and practice in movement and music education and the integration of these skills in a curriculum. Designed for teachers and aides in childcare, preschool, nursery, or primary schools. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: ENF 2.

**CHD 118 LANGUAGE ARTS FOR YOUNG CHILDREN (3 cr.)** Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality storytelling and story reading, and stresses the use of audio-visual materials. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: A placement of ENF 2 or above.

**CHD 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 cr.)** Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

**CHD 121 CHILDHOOD EDUCATIONAL**

**DEVELOPMENT I (3cr.)** Focuses attention on the observable characteristics of children from birth through adolescence. Concentrates on cognitive, physical, social, and emotional changes that occur. Emphasizes the relationship between development and child's interactions with parents, siblings, peers, and teachers. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 2 or above.

**CHD 125 CREATIVE ACTIVITIES FOR CHILDREN (3 cr.)**

Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective group experiences and open-ended activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHD 126 SCIENCE AND MATH CONCEPTS FOR**

**CHILDREN (3 cr.)** Covers the selection of appropriate developmental learning materials for developing activities to stimulate the logical thinking skills in children. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**CHD 145 TEACHING ART, MUSIC AND MOVEMENT TO CHILDREN (3 cr.)**

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: A placement of ENF 2 or above.

**CHD 165 OBSERVATION AND PARTICIPATION IN EARLY CHILDHOOD/PRIMARY SETTING (3 cr.)**

Observes and participates in early childhood settings such as child care centers, pre-schools, Montessori schools or public schools in Kindergarten through 3rd grade levels. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

**CHD 205 GUIDING THE BEHAVIOR OF CHILDREN**

**(3cr.)** Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for encouraging pro-social behavior in children and emphasizes basic skills and techniques in-group management. Lecture 3 hours per week.

**CHD 210 INTRODUCTION TO EXCEPTIONAL**

**CHILDREN (3 cr.)** Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

**CHD 220 INTRODUCTION TO SCHOOL-AGE CHILD**

**CARE (3 cr.)** Examines the purposes of school-age child care in today's society, the role of adults within school-age child care, and the state of the profession of school-age child care. Lecture 3 hours per week.

**CHD 225 CURRICULUM DEVELOPMENT FOR**

**SCHOOL-AGE CHILD CARE (3 cr.)** Explores the creative activities, techniques, interactions, and program development that promote positive social and emotional growth in school-age children. Emphasizes positive development through everyday

programming and experiences. Lecture 3 hours per week.

**CHD 230 BEHAVIOR MANAGEMENT FOR SCHOOL-**

**AGE CHILD CARE (3 cr.)** Discusses the development of social skills that school-age children need for self-management, including self-discipline, self-esteem, and coping with stress and anger. Explores ways to effectively guide and discipline school-age children, focusing on how adults can facilitate positive pro-social and self-management skills. Lecture 3 hours per week.

**CHD 235 HEALTH & RECREATION FOR SCHOOL-AGE**

**CHILD CARE (3 cr.)** Examines the physical growth of school-age children and the role of health and recreation in school-age child development. Explores the use of medication, misuse of drugs, health issues of children, and the availability of community resources. Lecture 3 hours per week.

**CHD 265 OBSER. AND PART, IN EARLY**

**CH/PRIMARY SETTINGS (3 cr.)** Observes and participates in early childhood settings such as child care centers, pre-school, Montessori schools, or public school settings (kindergarten through third grade). Emphasizes planning and implementation of appropriate activities and materials for children. Students will spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

**CHD 270 ADMINISTRATION OF EARLY CHILDCARE**

**PROGRAMS (3 cr.)** Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for record keeping. Lecture 3 hours per week.

**CHD 298 SEMINAR AND PROJECT (1 CR.)**

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Lecture 1 hour per week.

**CHEMISTRY (CHM)****CHM 110 SURVEY OF CHEMISTRY (3 cr.)**

Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required. Lecture 3 hours per week. Prerequisites: ENF 2 or above, MTE 1-3.

**CHM 111 COLLEGE CHEMISTRY I (4 cr.)**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, Co-requisite: MTH 163.

**CHM 112 COLLEGE CHEMISTRY II (4 cr.)**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: CHM 111.

**CHM 241 ORGANIC CHEMISTRY I (3 cr.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction Mechanisms. Co-requisite CHM 243, Part I of II. Lecture 3 hours per week. Prerequisite: CHM 112.

**CHM 242 ORGANIC CHEMISTRY II (3 cr.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Co-requisite CHM 244. Part II of II. Lecture 3 hours per week. Prerequisite: CHM 241.

**CHM 243 ORGANIC CHEMISTRY LABORATORY I**

**(1cr.)** Is taken concurrently with CHM 241 and CHM 242. Part I of II Laboratory 3 hours per week.

**CHM 244 ORGANIC CHEMISTRY LABORATORY II (1**

**cr.)** Is taken concurrently with CHM 241 and CHM 242. Part II of II Laboratory 3 hours per week.

**CHINESE (CHI)****CHI 101 BEGINNING CHINESE I (5 cr.)**

Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Prerequisite: Part I of II. Lecture 5 hours per week.

**CHI 102 BEGINNING CHINESE II (5 cr.)**

Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Prerequisite: CHI 101 Part II of II. Lecture 5 hours per week.

**COMMUNICATION STUDIES AND THEATRE****(CST) CST 110 INTRODUCTION TO**

**COMMUNICATION (2-3 cr.)** Examines the elements affecting speech communication at the individual, small group and public communication levels with emphasis on practice of communication at each level. Lecture 2- 3 hours per week. Prerequisites: ENF 2.

**CST 130 INTRODUCTION TO THE THEATRE (3 cr.)**

Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

**CST 131 ACTING I (3 cr.)**

Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units, and performance of scenes. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CST 132 ACTING II (3 cr.)**

Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units, and performance of scenes. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CST 136 THEATRE WORKSHOP (3 cr.)**

Enables students to work in various activities of play production. The student participates in performance, set design, stage carpentry, sound, costuming, lighting, stage-managing, props, promotion, or stage crew. May be repeated for credit. Variable hours per week.



**CST 227 BUSINESS AND PROFESSIONAL COMMUNICATION (3 cr.)** Emphasizes principles and practical application to effective professional oral communication behaviors to include speaking, listening, and relating, and rhetorical sensitivity within professional, business, and organizational contexts. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**CST 231 HISTORY OF THEATRE I (3 cr.)** Analyzes and studies theatre history to include architecture, performers and performance, playwrights, stage, production methods, and audience from the Greeks through modern drama. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

## COMPUTER SCIENCE (CSC)

**CSC 200 INTRODUCTION TO COMPUTER SCIENCE (3 cr.)** Provides broad introduction to computer science. Discusses architecture and function of computer hardware, including networks and operating systems, data and instruction representation and data organization. Covers software, algorithms, programming languages and software engineering. Discusses artificial intelligence and theory of computation. Includes a hand-on component. Lecture 3 hours per week.

**CSC 201 COMPUTER SCIENCE I (4cr.)** Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Co-requisite CSC 200 or equivalent or divisional approval. Lecture 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite, MTE 1-5.

**CSC 202 - COMPUTER SCIENCE II (4 cr.)** Examines data structures and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (including searching and sorting methods), and file structures. Prerequisite CSC 201, ENF 3 or ENG 111 co-requisite, MTE 1-5. Lecture 4 hours per week.

**CSC 205 COMPUTER ORGANIZATION (3 cr.)** Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. Uses a simple assembler language to complete programming projects. Includes processors, instruction, execution, addressing techniques, data representation and digital logic. Prerequisite: ENF 3 or ENG 111 co-requisite, MTE 1-5. Lecture 3 hours per week.

## COMPUTER AIDED DRAFTING & DESIGN (CAD)

**CAD 201 COMPUTER AIDED DRAFTING AND DESIGN I (3 cr.)** Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 202 COMPUTER AIDED DRAFTING AND DESIGN II (3 cr.)** Teaches production drawings and advanced operations in computer aided drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-6.

**CAD 203 COMPUTER AIDED DRAFTING AND DESIGN III (3 cr.)** Teaches advanced CAD applications. Includes customization and/or use of advanced software. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-6.

**CAD 232 COMPUTER AIDED DRAFTING II (3 cr.)** Teaches advanced operation in computer-aided drafting. Prerequisite: CAD 231. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 233 COMPUTER AIDED DRAFTING III (3 cr.)** Exposes student to 3-D and modeling. Focuses on proficiency in Production drawing using a CAD system. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 238 COMPUTER-AIDED MODELING AND RENDERING I (3 cr.)** Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 239 COMPUTER-AIDED MODELING AND RENDERING II (3 cr.)** Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 241 PARAMETRIC SOLID MODELING I (3 cr.)** Focuses on teaching students the design of parts by parametric solid modeling. Topics covered will include, but not be limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 242 PARAMETRIC SOLID MODELING II (3 cr.)** Focuses on teaching students the design of parts by parametric solid modeling. Topics covered will include, but not be limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 243 PARAMETRIC SOLID MODELING III (3 cr.)** Focuses on teaching students the software for the design of parts and assemblies by means of advanced parametric solid modeling to include advanced mechanical drafting techniques and building mechanical assemblies. Prerequisites: CAD 241, CAD 242 Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CAD 293 STUDIES IN COMPUTER-AIDED DRAFTING (1-5 cr.)** Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours per week.

## ECONOMICS (ECO)

**ECO 201 PRINCIPLES OF MACROECONOMICS (3 cr.)** Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-3.

**ECO 202 PRINCIPLES OF MICRO-ECONOMICS (3 cr.)** Introduces the basic concepts of micro-economics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-3.

## EDUCATION (EDU)

**EDU 200 INTRODUCTION TO TEACHING AS A PROFESSION (3 cr.)** Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: All Developmental English requirements met.

**EDU 225 AUDIOVISUAL MATERIALS AND COMPUTER SOFTWARE (3 cr.)** Prepares students to construct graphic teaching aids, to select and develop materials for instructional support, to operate, maintain and use audiovisual equipment used in the classroom. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: All Developmental English requirements met.

**EDU 235 HEALTH, SAFETY, AND NUTRITIONAL EDUCATION (3 cr.)** Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical wellbeing of children, as well as procedures for reporting child abuse. Lecture 3 hours per week. Prerequisites: A placement of ENF 3 or ENG 111 co-requisite.

## ENGINEERING (EGR)

**EGR 110 ENGINEERING GRAPHICS (3 cr.)** Presents theories and principles of orthographic projection. Studies multiview, pictorial drawings and sketches, geometric construction, sectioning,

lettering, tolerancing, dimensioning and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements; points, lines, planes and solids. Includes instruction in Computer Aided Drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EGR 123 INTRODUCTION TO ENGINEERING DESIGN (2 cr.)** Introduces the fundamental knowledge and experience needed to understand the engineering design process through the basics of electrical, computer, and mechanical systems. Includes the completion of a project in which a specific electro- mechanical robot kit will be analyzed, assembled, and operated. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**EGR 135 STATICS FOR ENGINEERING TECHNOLOGY (3 cr.)** Introduces Newton's Laws, resultants and equilibrium of force systems, analysis of trusses and frames. Teaches determination of centroids, distributed loads and moments of inertia. Covers dry friction and force systems in space. Lecture 3 hours per week. 3 credits. Prerequisites MTH 103 or MTH 163 or MTH 166.

**EGR 136 STRENGTH OF MATERIALS FOR ENGINEERING TECHNOLOGY (3 cr.)** Presents concepts of stress and strain. Focuses on analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns and combined stress. Lecture 3 hours per week.

**EGR 216 COMPUTER METHODS IN ENGINEERING AND TECHNOLOGY (3 CR.)** Provides advanced level experience in using a computer as a tool for solving technical problems and performing office functions. Includes computer hardware and operating system usage, structured programming in a selected high level language, use of word processing software, computer graphics and spreadsheets. Focuses on the analysis and solution of problems in engineering and technology. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EGR 277 DIGITAL LOGIC (3 cr.)** Presents an introduction to digital logic, including such topics as number systems, Boolean algebra, minimization techniques, implementation of digital functions, sequential machines, state diagrams, state tables, and programmable logic devices. Lecture 3 hours per week.

**EGR 285 CAPSTONE PROJECT (1 cr.)** Provides a capstone research project for the final semester of the program, focusing inquiry upon an area of interest to the student or area relevant to their prospective career field. May include problem based research topics, internships, or other focused projects. Prerequisite: IND 290. Lecture 1 hour per week.

#### ELECTRICAL TECHNOLOGY (ELE)

**ELE 110 HOME ELECTRIC POWER (3 cr.)** Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, and transformers. Includes study of the national electrical code, purpose and interpretation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ELE 113 ELECTRICITY I (3 cr.)** Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part I of II. Lecture 3 hours per week.

**ELE 115 BASIC ELECTRICITY (3 cr.)** Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices. Prerequisite: MTH 02 or equivalent. Lecture 3 hours per week. Prerequisites: A placement of ENF 2 or above and MTE 1-3.

**ELE 138 NATIONAL ELECTRIC CODE REVIEW I (3 cr.)** Covers purpose and interpretation of the National Electrical Code as well as various charts, code rulings and wiring methods. Prepares the student to take the journeyman-level exam. Lecture 2 hours per week. Prerequisite: ELE 110.

**ELE 156 ELECTRICAL CONTROL SYSTEMS (3 cr.)** Includes troubleshooting and servicing electrical controls, electronic motors, motor controls, motor starters, relays, overloads, instruments and control circuits. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ELE 233 PROGRAMMABLE LOGIC CONTROLLER SYSTEMS I (3 cr.)** Teaches operating and programming of programmable logic controllers. Covers analog and digital interfacing and communication schemes as they apply to system. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite EGR 277 or ETR 168.

#### EMERGENCY MEDICAL SERVICES (EMS)

**EMS 111 EMERGENCY MEDICAL TECHNICIAN - BASIC (7 cr.)** Prepares student for certification as a Virginia and National Registry EMT. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medical Technician. Co-requisite: EMS-120. Prerequisite: CPR certification at the Health Care Provider level. Lecture 5 hours. Laboratory 4 hours. Total 9 hours per week.

**EMS 120 EMERGENCY MEDICAL TECHNICIAN-BASIC CLINICAL (1 cr.)** Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependent upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Lab 2 hours per week.

**EMS 151 INTRODUCTION TO ADVANCED LIFE SUPPORT (4 cr.)** Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment based management. Conforms to the Virginia Office of Emergency Medical Services curriculum. Prerequisites: ENF 1 or 2, MTE 1 and MTE 2, EMT Certification. Co-requisite: EMS-170 ALS Internship I. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**EMS 153 BASIC ECG RECOGNITION (2 cr.)** Focuses on the interpretation of basic electrocardiograms

(ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Lecture 2 hours per week.

**EMS 155 ALS MEDICAL CARE (4 cr.)** Continues the Virginia Office of Emergency Medical Services Intermediate and /or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. These include, but are not limited to conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Prerequisites: Current EMT certification, EMS-151 and EMS-153. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**EMS 157 ALS TRAUMA CARE (3 cr.)** Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT certification and EMS 151. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EMS 159 ALS SPECIAL POPULATIONS (3 cr.)** Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric, and geriatrics. Prerequisites: EMS-151 and EMS-153. Pre or co-requisite: EMS-155. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EMS 170 ALS INTERNSHIP I (2 cr.)** Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Co-requisite: EMS 151. Laboratory 6 hours per week.

**EMS 172 ALS CLINICAL INTERNSHIP II (2 cr.)** Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. Pre-requisite: EMS-151. Laboratory 6 hours per week.

**EMS 173 ALS FIELD INTERNSHIP II (1 cr.)** Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

**EMS 201 EMS PROFESSIONAL DEVELOPMENT (3 cr.)** Prepares students for Paramedic certification at the National Registry level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture 3 hours per week.

**EMS 205 ADVANCED PATHOPHYSIOLOGY (4 cr.)** Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Pre or co- requisite: NAS 150. Lecture 4 hours per week.

**EMS 207 ADVANCED PATIENT ASSESSMENT (3 cr.)** Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EMS 209 ADVANCED PHARMACOLOGY (4 cr.)** Focuses on the principles of pharmacokinetics, pharmacodynamics and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte and endocrine disorders and includes classification, mechanism of action, indications, contra-indications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Pre-requisite: NAS 150. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**EMS 211 OPERATIONS (2 cr.)** Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for paramedics.) Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**EMS 213 ALS SKILLS DEVELOPMENT (1 cr.)** Utilizes reinforcement and remediation of additional advanced life support skills, as needed. Laboratory 2 hours per week.

**EMS 216 PARAMEDIC REVIEW (1 cr.)** Provides the student with intensive review for the practical and written portions of the National Registry Paramedic exam. May be repeated once, for credit. Lecture 1 hour per week.

**EMS 242 ALS CLINICAL INTERNSHIP III (1 cr.)** Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3 hours per week.

**EMS 243 ALS FIELD INTERNSHIP III (1 cr.)** Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

**EMS 244 ALS CLINICAL INTERNSHIP IV (1 cr.)** The fourth in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. May be repeated as necessary. Laboratory 3 hours per week.

**EMS 245 ALS FIELD INTERNSHIP IV (1 cr.)** Continues with the fourth in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. May be repeated as necessary. Laboratory 3 hours per week.

**EMS 270 ALS INTERNSHIP I (2 cr.)** Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 6 hours per week.

**EMS 299 SUPERVISED STUDY (1 cr.)** Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit.

#### **ENERGY TECHNOLOGY (ENE)**

**ENE 105 SOLAR THERMAL ACTIVE AND PASSIVE TECHNOLOGY (4 cr.)** Provides a comprehensive study of thermal technology as it applies to collector types and ratings, open-loop versus closed-loop and system sizing. Introduces hydronics, hot water, and pool heating applications. Provides an introduction to fluid dynamics and chemistry as it applies to system installation and maintenance. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ENE 230 GEOTHERMAL APPLICATIONS (4 cr.)** Studies the use of geothermal energy for large and small scale production. Covers the feasibility of heat pump applications for local use on an individual basis. Lecture 3 hours. Lab 3 hours. Total 6 hours per week.

#### **ENGLISH FUNDAMENTALS (ENF)**

**ENF 1 PREPARING FOR COLLEGE ENGLISH I (8 cr.)** Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week. Credits 8, Lecture 8, Contact Hours 8. Qualifying placement test score. 8 credits

**ENF 2 PREPARING FOR COLLEGE ENGLISH II (4 cr.)** Provides integrated reading and writing instruction for students who require inter-mediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students

will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. 4 Credits, 4 Lecture, 4 Contact Hours. Qualifying placement test score. 4 credits

**ENF 3 PREPARING FOR COLLEGE ENGLISH III (2 cr.)** Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Credits 2, Lecture 2, Contact Hours 2. Qualifying placement score. Co-Enrollment in a college-level English course.

#### **ENGLISH (ENG)**

**ENG 111 COLLEGE COMPOSITION I (3 cr.)** Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, satisfactory score on appropriate English proficiency examination and four units of high school English or equivalent.

**ENG 112 COLLEGE COMPOSITION II (3 cr.)** Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, satisfactory score on appropriate English proficiency examination and four units of high school English or equivalent. CANNOT be taken out of sequence.

**ENG 131 TECHNICAL REPORT WRITING I (3 cr.)** Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**ENG 210 ADVANCED COMPOSITION (3 cr.)** Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

**ENG 241 SURVEY OF AMERICAN LITERATURE I (3 cr.)** Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week. May be taken out of sequence.

**ENG 242 SURVEY OF AMERICAN LITERATURE II (3 cr.)** Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week. May be taken out of sequence.

**ENG 243 SURVEY OF ENGLISH LITERATURE I (3 cr.)** Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week. May be taken out of sequence.

**ENG 244 SURVEY OF ENGLISH LITERATURE II (3 cr.)** Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week. May be taken out of sequence.

**ENG 250 CHILDREN'S LITERATURE (3 cr.)** Surveys the history, development and genres of children's literature, focusing on analysis of texts for literary qualities and in terms of audience. Prerequisite(s) ENG 112 or 125 (or divisional approval).

**ENG 251 SURVEY OF WORLD LITERATURE I (3 cr.)** Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week. May be taken out of sequence.

**ENG 252 SURVEY OF WORLD LITERATURE II (3 cr.)** Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week. May be taken out of sequence.

#### **ENVIRONMENTAL SCIENCE (ENV)**

**ENV 100 BASIC ENVIRONMENTAL SCIENCE (3 cr.)** Presents and discusses basic scientific, health-related, ethical, economic, social and political aspects of environmental activities, policies/decisions. Emphasizes the multidisciplinary nature of environmental problems and their potential solutions. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **ELECTRONICS TECHNOLOGY (ETR)**

**ETR 141 ELECTRONICS I (3 cr.)** Introduces electronic devices as applied to basic electronic circuits and systems. Part I of II. Lecture 3 hours per week.

**ETR 142 ELECTRONICS II (3 cr.)** Introduces electronic devices as applied to basic electronic circuits and systems. Part II of II. Lecture 3 hours per week.

**ETR 150 MACHINE CONTROL USING RELAY & PROGRAMMABLE LOGIC (3 cr.)** Provides an introduction to hardwired relay logic and the programmable logic controller (PLC) as utilized in a variety of different control tasks. Covers different types of inputs and outputs in control system. Teaches practical troubleshooting strategies. Prerequisites: ELE 156 and EGR 277. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ETR 168 DIGITAL CIRCUIT FUNDAMENTALS (3 cr.)** Covers the fundamentals of digital logic and the study of digital circuits and their applications. Lecture 3 hours per week.

**ETR 230 MECHATRONIC PROCESS CONTROL (3 cr.)** Studies systems integrating mechanical components with electrical components and logic devices used to control manufacturing operations. Surveys electromechanical actuators, sensors, digital to analog conversion, and methods of computer control as related to the managing and monitoring of manufacturing processes. Prerequisite: ELE 156 and EGR 277. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ETR 246 ELECTRONIC MOTOR DRIVES SYSTEMS (3 cr.)** Introduces advanced operations, setup, programming and troubleshooting of electronic motor drives that are used for the control of industrial AC motors. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite ETR 141.

**ETR 266 MICROPROCESSOR APPLICATIONS (3 cr.)** Teaches fundamentals of micro-processors including architecture, internal operations, memory, I/O devices, machine level programming and interfacing. Prerequisite: ETR 281. Lecture 3 hours per week.

**ETR 281 DIGITAL SYSTEMS (3 cr.)** Includes basic numbering systems, Boolean algebra, logic circuits and systems, pulse circuits and pulse logic systems as applied to computer and micro-processor technology. Lecture 2 hours. Laboratory 2 hours. Total 4-hours per week.

**ETR 298 SEMINAR AND PROJECT (1 cr.)** Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

#### **FINANCIAL SERVICES (FIN)**

**FIN 215 FINANCIAL MANAGEMENT (3 cr.)** Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision making. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite, MTH 120 or above.

**FIN 260 FINANCIAL MANAGEMENT FOR SMALL BUSEINSS (2 cr.)** Provides the tools of financial planning for the small business owner. Includes areas such as financial statements, ratio analysis, forecasting profit, cash flow, pricing, and obtaining capital. Prerequisite: ACC 220 or ACC 211 and Small Business Management. Lecture 2 hours per week.

#### **FRENCH (FRE)**

**FRE 101 BEGINNING FRENCH I (5 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Part I of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**FRE 102 BEGINNING FRENCH II (5 cr.)** Introduces understanding, speaking, reading, and writing skills

and emphasizes basic French sentence structure. Part II of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

#### **GEOGRAPHY (GEO)**

**GEO 210 PEOPLE AND THE LAND: INTRO TO CULTURAL GEOGRAPHY (3 cr.)** Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activity. Introduces the student to types and uses of maps. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**GEO 225 ECONOMIC GEOGRAPHY (3 cr.)** Familiarizes the student with the various economic, geographic, political and demographic factors that affect international target markets and trade activity. Lecture 3 hours per week.

#### **GERMAN (GER)**

**GER 101 BEGINNING GERMAN I (5 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part I of II. Lecture 5 hours per week. May include one additional hour oral practice per week.

**GER 102 BEGINNING GERMAN II (5 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. Lecture 4-5 hours per week. May include one additional hour oral practice per week.

#### **GEOLOGY (GOL)**

**GOL 105 PHYSICAL GEOLOGY (4 cr.)** Introduces the composition and structure of the earth and modifying agents and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes, and crustal deformation. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Co-requisite: ENF 3 or ENG 111 co-requisite, and MTE 1-3.

**GOL 106 HISTORICAL GEOLOGY (4 cr.)** Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Co-requisite: ENF 3 or ENG 111 co-requisite and MTE 1-3.

#### **HEALTH CARE (HCT)**

**HCT 110 THERAPEUTIC COMMUNICATION IN THE HEALTH CARE SETTING (3 cr.)** Develops therapeutic relationship, communication and culture, problem solving, electronic communication, techniques in therapeutic communication and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict. Lecture 3 hours per week. Prerequisite: ENF 1.

#### **HISTORY (HIS)**

**HIS 101 HISTORY OF WESTERN CIVILIZATION I (3 cr.)** Examines the development of western civilization from ancient times to the present. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**HIS 102 HISTORY OF WESTERN CIVILIZATION II (3 cr.)**

Examines the development of western civilization from ancient times to the present. Part II of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**HIS 121 UNITED STATES HISTORY I (3 cr.)**

Surveys United States history from its beginning to the present. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**HIS 122 UNITED STATES HISTORY II (3 cr.)**

Surveys United States history from its beginning to the present. Part II of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**HIS 281 HISTORY OF VIRGINIA I (3 cr.)**

Examines the cultural, political, and economic history of the Commonwealth from its beginning to the present. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**HIS 282 HISTORY OF VIRGINIA II (3 cr.)**

Examines the cultural, political, and economic history of the Commonwealth from its beginning to the present. Part II of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**HEALTH INFORMATION MANAGEMENT (HIM)****HIM 143 MANAGING ELECTRONIC BILLING IN A MEDICAL PRACTICE (3 cr.)**

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HEALTH (HLT)****HLT 100 FIRST AID AND CARDIO- PULMONARY RESUSCITATION (2 cr.)**

Focuses on principles and techniques of safety, first aid, and cardio-pulmonary resuscitation. Lecture 2 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HLT 105 CARDIOPULMONARY RESUSCITATION (1 cr.)**

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week. Equivalent to EMS 100.

**HLT 106 FIRST AID AND SAFETY (2 cr.)**

Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**HLT 109 CPR RECERTIFICATION (1 cr.)**

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week.

**HLT 115 INTRODUCTION TO PERSONAL AND COMMUNITY HEALTH (1 cr.)**

Introduces and focuses on the principles of personal and community health. Lecture 1 hour per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HLT 116 INTRODUCTION TO PERSONAL WELLNESS CONCEPTS (3 cr.)**

Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HLT 138 – PRINCIPLES OF NUTRITION (1-2 cr.)**

Studies nutrient components of food, including carbohydrates, fats, proteins, vitamins, minerals and water. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. Lecture 1-2 hours per week.

**HLT 141 INTRODUCTION TO MEDICAL TERMINOLOGY (1 cr.)**

Focuses on medical terminology for students preparing for careers in the health professions. Lecture 1 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HLT 143 MEDICAL TERMINOLOGY I (3 cr.)**

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HLT 170 INTRODUCTION TO MASSAGE (1 cr.)**

Introduces the student to the field of massage therapy. Student practices basic Swedish massage strokes, aromatherapy, effleurage, petrissage and friction, as well as indications and contra-indication for massage. Lecture 1 hour per week. Co-requisite: NAS 150

**HLT 180 THERAPEUTIC MASSAGE I (3 cr.)**

Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety, and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interview, client-therapist relationship, draping, good body mechanics, and anatomical landmarks. Basic massage techniques are blended into a relaxing, health enhancing full-body session preparing the students for their student clinical experience. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-2. Co-requisite HLT 170, NAS 150.

**HLT 220 CONCEPTS OF DISEASE (3 cr.)**

Emphasizes general principles, classifications, causes, and treatments of selected disease processes. Intended primarily for students enrolled in health technology programs. Lecture 3 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite; co-requisite HLT281.

**HLT 230 PRINCIPLES OF NUTRITION AND HUMAN DEVELOPMENT (3 cr.)**

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HLT 250 GENERAL PHARMACOLOGY (3 CR.)**

Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes,

specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 3 hours per week.

**HLT 261 BASIC PHARMACY I (3 cr.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part I of II. Lecture 3 hours per week. Prerequisites: A placement of ENF 3 or ENG 111 co-requisite and MTE 1-3; Co-requisites: MTH 126, HLT 263.

**HLT 262 BASIC PHARMACY II (3 cr.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part II of II. Lecture 3 hours per week. Prerequisites: A placement of ENF 3 or ENG 111 co-requisite and MTH 126, HLT 264.

**HLT 263 BASIC PHARMACY 1 LAB (1 cr.)**

Provides practical experience to supplement instruction in HLT 261. Should be taken concurrently with HLT 261- 262, in appropriate curricula, as identified by the college. Part I of II. Laboratory 3 hours per week. Co-requisite with HLT 261.

**HLT 264 BASIC PHARMACY 2 LAB (1 cr.)**

Provides practical experience to supplement instruction in HLT261-262. Should be taken concurrently with HLT 261-262, in appropriate curricula, as identified by the college. Part II of II. Laboratory 3 hours per week. Co-requisite: HLT 262.

**HLT 280 THERAPEUTIC MASSAGE II (3 cr.)**

Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety, and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interview, client-therapist relationship, draping, good body mechanics, and anatomical landmarks. Basic massage techniques are blended into a relaxing, health enhancing full-body session preparing the student for their student clinical experience. Prerequisite: HLT 180/HLT 170. Co-requisite PTH 151. Lecture 1 hr. Laboratory 6 hours Total 7 hours per week.

**HLT 281 THERAPEUTIC MASSAGE III (3 cr.)**

Introduces the concept of consultation, client management, session design, and integration of specific therapeutic approaches into a full-body session. Students learn to give specific therapeutic attention to the regions of the back, neck and torso. Using knowledge of muscle anatomy, students perform more advanced massage techniques to address hypertonicity, chronic ischemia, trigger points, fibrotic tissue, adhesions and scar tissue. Includes common clinical applications in the body regions covered and the integration of specific techniques into a full-body session. Prerequisite: HLT 280, PTH 151. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**HOTEL-RESTAURANT-INSTITUTIONAL MANAGEMENT (HRI)****HRI 106 PRINCIPLES OF CULINARY ARTS I-II (3 cr.)**

Introduces the fundamental principles of food preparation and basic culinary procedures. Stresses the use of proper culinary procedures combined with food science, proper sanitation,

standards of quality for food items that are made, and proper use and care of kitchen equipment. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 119 APPLIED NUTRITION FOR FOOD SERVICE (3 cr.)** Studies food composition, nutrition science, and application of nutrition principles taught by the food service professional. Provides the student with a basic understanding of human nutrition and application of nutrition in the service of commercially prepared meals. Lecture 3 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 126 THE ART OF GARNISHING (1 cr.)** Focuses on the relationship between colors and shapes and how they pertain to garnishes. Provides student with knowledge to create impressive presentations. Lecture 1 hour per week.

**HRI 128 PRINCIPLES OF BAKING (3 cr.)** Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections, and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries and confections. Prerequisite: HRI 120 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 134 FOOD AND BEVERAGE SERVICE MANAGEMENT (3 cr.)** Provides a conceptual and technical framework for managing the service of meals in a variety of commercial settings. Studies the integration of production and service delivery, guest contact dynamics, reservations management and point-of-sale systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 145 GARDE MANGER (3 cr.)** Studies garde manger, the art of decorative cold food preparation and presentation. Provides a detailed practical study of cold food preparation and artistic combination and display of cold foods. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 154 PRINCIPLES OF HOSPITALITY MANAGEMENT (3 cr.)** Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations, and focusing on industry opportunities and future trends. Lecture 3 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 158 SANITATION AND SAFETY (3 cr.)** Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of food borne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 190 COORDINATED INTERNSHIP (3 cr.)** Supervises on-the-job training in selected business,

industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 206 INTERNATIONAL CUISINE (3 cr.)** Introduces the concepts of cultural differences and similarities and the preparation of the food specialties of the major geographical areas of the world. Focuses on emerging cuisines as they become popular. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 207 AMERICAN REGIONAL CUISINE (3 cr.)** Studies the distinct regional cooking styles of America and its neighbors. Emphasizes the indigenous ingredients as well as the cultural aspect of each region's cooking style. Includes the preparation of the various regional foods. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 218 FRUIT, VEGETABLE, AND STARCH PREPARATION (3 cr.)** Instructs the student in the preparation of fruits, vegetables, grains, cereals, legumes and farinaceous products. Promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables, and their byproducts, and to select appropriate uses as meal components. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 219 STOCK, SOUP, AND SAUCE PREPARATION (3 cr.)** Instructs the student in the preparation of stocks, soups, and sauces. Promotes the knowledge/ skills to prepare stocks, soups, and sauces, and to select appropriate uses as meal components. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 220 MEAT, SEAFOOD, AND POULTRY PREPARATION (3 cr.)** Provides the study and preparation of meat, poultry, shellfish, fish, and game. Promotes the knowledge/skills required to select appropriate use of these foods as meal components. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 251 FOOD AND BEVERAGE COST CONTROL I (3 cr.)** Presents methods of pre- cost and pre- control as applied to the menu, purchasing, receiving, storing, issuing, production, sales and service which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. Part I of II. Lecture 3 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 252 FOOD AND BEVERAGE COST CONTROL II (3 cr.)** Presents methods of pre- cost and pre- control as applied to the menu, purchasing, receiving, storing, issuing, production, sales and service which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. Part II of II. Lecture 3 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 256 PRINCIPLES AND APPLICATIONS OF CATERING (3 cr.)** Analyzes and compares the principles of on-premise and off- premise catering.

Includes student presentations in a series of catered functions where they assume typical managerial/ employee positions emphasizing planning, organizing, operating, managing and evaluating. Prerequisite divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

**HRI 290 COORDINATED INTERNSHIP (2 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisite: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-3.

## HORTICULTURE (HRT)

**HRT 100 INTRODUCTION TO HORTICULTURE (3cr.)** Introduces commercial horticulture industry with emphasis on career opportunities. Examines equipment, facilities, and physical arrangements of production, wholesale and retail establishments. Surveys individual areas within horticulture industry. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 110 PRINCIPLES OF HORTICULTURE (3 cr.)** Introduces concepts of plant growth and development. Covers horticultural practices, crops and environmental factors affecting plant growth. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 115 PLANT PROPAGATION (3 cr.)** Teaches principles and practices of plant propagation. Examines commercial and home practices. Provides experience in techniques using seed-spores, cuttings, grafting, budding, layering and division. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 190 COORDINATED INTERNSHIP (2 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 201 LANDSCAPE PLANTS I (3 cr.)** Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 226 GREENHOUSE MANAGEMENT (3 cr.)** Discusses the theoretical and applied practices of managing a greenhouse facility. Emphasizes greenhouse construction and design, environmental control, energy conservation, and related topics. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 259 ARBORICULTURE (3 cr.)** Studies the techniques of tree care. Covers surgery, pruning, insect and disease recognition and control, fertilization, cabling, and lightning rod installation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**HRT 275 LANDSCAPE CONSTRUCTION AND MAINTENANCE (3 cr.)** Examines practical applications of commercial landscape construction techniques, and materials used. Covers construction, planting, and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **HUMAN SERVICES (HMS)**

**HMS 100 INTRODUCTION TO HUMAN SERVICES (3 cr.)** Introduces human service agencies, roles and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**HMS 162 COMMUNICATION SKILLS FOR HUMAN SERVICES PROFESSIONALS (3 cr.)** Covers basic written and verbal communication skills, including, listening skills, interviewing techniques, and completing written documentation to professional standards. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**HMS 195 INTRODUCTION TO DEVELOPMENTAL DISABILITIES (3 cr.)** Presents an overview, history, and current philosophy of developmental disabilities programs. Provides descriptions and examines causes of developmental disabilities, identifies intervention strategies, promotes social and legal advocacy, explores employment and career opportunities. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**HMS 236 GERONTOLOGY (3 cr.)** Examines the process of aging; its implications in relation to health, recreation, education, transportation, meaningful work or activity, and to community resources. Emphasizes experiencing the aging process, facilitating retirement, and application of the helping relationship to work with older adults. Lecture 3 hours per week.

**HMS 251 SUBSTANCE ABUSE I (3 cr.)** Provides knowledge, skills, and insight for working in drug and alcohol abuse programs. Emphasizes personal growth and client growth measures in helping relationships. Stresses various methods of individual and group techniques for helping the substance abuser. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**HMS 290 COORDINATED INTERNSHIP (3 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

#### **INDUSTRIAL ENGINEERING TECHNOLOGY (IND)**

**IND 101 QUALITY ASSURANCE TECHNOLOGY I (3 cr.)** Studies principles and techniques of quality engineering for the management, design engineering economics, production, and assurance of quality. Emphasizes fundamentals of total quality assurance for product and process control. May include design review, fundamentals of statistics procurement control, sampling and control chart systems, quality reporting, process capability analysis, tool and gauge control, document control, or troubleshooting quality control. Part I of II. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-3.

**IND 125 INSTALLATION AND PREVENTIVE MAINTENANCE (3 cr.)** Studies practices in the installation of machinery, including mounting, grouting, leveling, and alignment. Examines methods of preventive maintenance including inspection, scheduled maintenance, controls, record keeping, repair parts stocking, and safety considerations. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 181 WORLD CLASS MANUFACTURING (3 cr.)** Studies the principles and applications of the globalization of industry. Emphasizes the fundamentals of interpersonal/team, process, organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning and just-in-time.

**IND 195 INTRODUCTION TO MANUFACTURING AND ADVANCED FILMS TECHNOLOGY (3 cr.)** Introduces basic concepts and skills of the Advanced Manufacturing and Advanced Films Technology fields. Presents discussion of manufacturing career opportunities and industry practices with specific emphasis on the history, purpose, practice and organization of the advanced films industry. Introduces the foundation mathematics for industrial measurements, English/SI system conversions and statistical process control. Covers concepts of automated system integration, quality assurance, teamwork and positive work ethics. Lecture 3 hours per week.

**IND 243 PRINCIPLES AND APPLICATIONS OF MECHATRONICS (3 cr.)** Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes. Prerequisite: EGR 277, MEC 165 and MEC 140 or MEC 155. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 290 COORDINATED INTERNSHIP (3 cr.)** Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

**IND 295 TOPICS IN ADVANCED FILMS TECHNOLOGY (3 cr.)** Introduces the web coating process, including formulating product and raw materials, mixing and solution handling, feed systems, coating application process, coating equipment, substrates, and drying. Covers dyeing and instrumentation concepts, process measurements and monitoring, and web winding. Presents basic concepts of lean manufacturing and Six Sigma as relates to troubleshooting and problem solving. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week

#### **INFORMATION TECHNOLOGY-DESIGN & DATABASE (ITD)**

**ITD 110 WEB PAGE DESIGN I (3 cr.)** Stresses a working knowledge of web site designs, construction, and management using HTML, or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. Lecture 3 hours per week.

**ITD 112 DESIGNING WEB PAGE GRAPHICS (3 cr.)** Explores the creation of digital graphics for web design. Include basic design elements such as color and layout will be explored utilizing a computer graphics program(s). Lecture 3 hours per week.

**ITD 130 DATABASE FUNDAMENTALS (3 cr.)** Introduces the student to Relational Database and Relational Database theory. Includes planning, defining and using a database; table design, linking, and normalization; types of databases, database description and definition. Lecture 3 hours per week.

**ITD 210 WEB PAGE DESIGN II (3 cr.)** Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3 hours per week.

#### **INFORMATION TECHNOLOGY-ESSENTIALS (ITE)**

**ITE 101 INTRODUCTION TO MICROCOMPUTERS (2 cr.)** Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers. Lecture 2 hours per week.

**ITE 115 INTRO. TO COMPUTER APPLICATIONS & CONCEPTS (3 cr.)** Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 3 hours per week. Prerequisites: ENF 2 or above, MTE 1-3.

**ITE 119 INFORMATION LITERACY (3 cr.)** Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**ITE 130 INTRODUCTION TO INTERNET SERVICES (3 cr.)** Provides students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engines, ftp, file compression, and other services using a variety of software packages. Provides instruction for basic web page construction. Lecture 3 hours per week.

**ITE 140 SPREADSHEET SOFTWARE (3 cr.)** Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. Covers MOS Excel objectives. Lecture 3 hours per week. Prerequisite: ITE 115.

**ITE 150 DESKTOP DATABASE SOFTWARE (3 cr.)** Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, and creating mailing labels. Covers MOS Access certification objectives. Lecture 3 hours per week. Prerequisite: ITE 115.

**ITE 199 CERTIFICATION PREPARATION (1 cr.)** Serves as a review of objectives for a specific Certification. Uses certification test preparation software, when available, in conjunction with a faculty resource person. May be repeated for credit. Lecture 1 hour per week.

**ITE 290 COORDINATED INTERNSHIP (3 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

**ITE 299 SUPERVISED STUDY (1 cr.)** Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit.

#### **INFORMATION TECHNOLOGY- NETWORKING (ITN)**

**ITN 106 MICROCOMPUTER OPERATING SYSTEMS (3 cr.)** Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ Software Certification. Lecture 3 hours per week.

**ITN 107 PERSONAL COMPUTER HARDWARE AND TROUBLESHOOTING (3 cr.)** Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components. Maps to A+ Hardware Certification. Lecture 3 hours per week.

**ITN 154 NETWORK FUNDAMENTALS, ROUTER BASICS, AND CONFIGURATION (ICND1) – CISCO (3 cr.)** Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configuration. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**ITN 154L NETWORK FUNDAMENTALS, ROUTER BASICS, AND CONFIGURATION (ICND1) - LABORATORY (1 cr.)** Provides problem solving experience to supplement instruction in Networking Fundamentals - Cisco. Co-requisite: ITN 154. Laboratory 2 hours per week.

**ITN 155 SWITCHING, WIRELESS, AND WAN TECHNOLOGIES (ICND2) - CISCO (3 cr.)** Provides the skills and knowledge to install, operate, and troubleshoot a small- to-medium sized branch office enterprise network, including configuring several switches and routers, configuring wireless devices, configuring VLANs, connecting to a WAN, and implementing network security. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**ITN 155L SWITCHING, WIRELESS, AND WAN TECHNOLOGIES (ICND2) - CISCO LABORATORY (1 cr.)** Provides problem solving experience to supplement instruction in Introductory Routing- Cisco. Co-requisite: ITN 155. Laboratory 2 hours per week.

**ITN 260 NETWORK SECURITY BASICS (3 cr.)** Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Lecture 3 hours per week.

**ITN 261 NETWORK ATTACKS, COMPUTER CRIME AND HACKING (3 cr.)** Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage. Lecture 3 hours per week.

**ITN 262 NETWORK COMMUNICATION, SECURITY AND AUTHENTICATION (3 cr.)** Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP. Lecture 3 hours per week.

**ITN 263 INTERNET/INTRANET FIREWALLS AND E-COMMERCE SECURITY (3 cr.)** Gives an in-depth exploration of firewall, Web security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI). Lecture 3 hours per week.

**ITN 266 NETWORK SECURITY LAYERS (3 cr.)** Provides an in-depth exploration of various security layers needed to protect the network. Explores Network Security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security and database security. Lecture 3 hours per week.

**ITN 267 LEGAL TOPICS IN NETWORK SECURITY (3 cr.)** Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age. Lecture 3 hours per week.

#### **INFORMATION TECHNOLOGY- PROGRAMMING**

**(ITP) ITP 110 VISUAL BASIC PROGRAMMING I (3 cr.)** Involves instruction in fundamentals of event-driven programming using Visual Basic. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications. Lecture 3 hours per week.

**ITP 120 JAVA PROGRAMMING I (4-cr.)** Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 4 hours per week.

**ITP 160 INTRODUCTION TO GAME DESIGN AND DEVELOPMENT (3 cr.)** Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical context, content creation strategies, game careers, and

future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrate 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds. Lecture 3 hours per week.

**ITP 220 JAVA PROGRAMMING II (4-cr.)** Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads. Lecture 4 hours per week. Prerequisite: ITP 120.

#### **INSTRUMENTATION (INS)**

**INS 230 INSTRUMENTATION I (3 CR.)** Presents the fundamental scientific principles of process control including temperature, pressure, level, and flow measurements. Topics include transducers, thermometers, and gauges are introduced along with calibration. Prerequisites: ETR 140. Lecture 2 hours. Laboratory 2 hours per week. Total 4 hours per week.

#### **JAPANESE (JPN)**

**JPN 101 BEGINNING JAPANESE I (5 cr.)** Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part I of II. Lecture 5 hours per week. May include one additional hour of oral practice per week.

**JPN 102 BEGINNING JAPANESE II (5 cr.)** Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part II of II. Lecture 5 hours per week. May include one additional hour of oral practice per week.

#### **LEGAL ADMINISTRATION (LGL)**

**LGL 110 INTRODUCTION TO LAW AND THE LEGAL ASSISTANT (3 cr.)** Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant and other areas of interest. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**LGL 115 REAL ESTATE LAW FOR LEGAL ASSISTANTS (3 cr.)** Studies law of real property, and gives in-depth survey of more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**LGL 117 FAMILY LAW (3 cr.)** Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.



**LGL 125 LEGAL RESEARCH (3 cr.)** Provides an understanding of various components of a law library, and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepard's Citations, ALR, and other research tools. May include overview of computer applications and writing projects. Prerequisite or co-requisite: LGL 110. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, MTE 1-3.

**LGL 126 LEGAL WRITING (3 cr.)** Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Lecture 3 hours per week. Prerequisite: LGL 125. English 111 or permission from instructor.

**LGL 200 ETHICS FOR THE LEGAL ASSISTANT (1 cr.)** Examines general principles of ethical conduct applicable to legal assistants. Includes the application of rules of ethics to the practicing legal assistant. Lecture 1 hour per week.

**LGL 215 TORTS (3 cr.)** Studies fundamental principles of the law of torts. May include preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes personal injury, products liability, and malpractice cases. Lecture 3 hours per week.

**LGL 219 BASICS OF LITIGATION SUPPORT (3 cr.)** Provides a practical understanding and knowledge of litigation support services, including docket control, case management, document production and organization. Examines the use of privileged documents and various court clerks' offices. Focuses on multiple party case management. Lecture 3 hours per week.

**LGL 225 ESTATE PLANNING AND PROBATE (3 cr.)** Introduces various devices used to plan an estate, including wills, trust, joint ownership and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate including taxes and preparation of forms. Lecture 3 hours per week.

**LGL 226 REAL ESTATE ABSTRACTING (3 cr.)** Reviews aspects of abstracting title to real estate, recordation of land transactions, liens, grantor-grantee indices, warranties, covenants, restrictions, and easements. Prerequisite: LGL 115. Lecture 3 hours per week.

**LGL 230 LEGAL TRANSACTIONS (3 cr.)** Presents an in-depth study of general contract law, including formation, breach, enforcement, and remedies. May include an overview of UCC sales, commercial paper, and collections. Lecture 3 hours per week.

#### **MARKETING (MKT)**

**MKT 100 PRINCIPLES OF MARKETING (3 cr.)** Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MKT 160 MARKETING FOR SMALL BUSINESS (3 cr.)** Presents the development of the marketing mix for small business. Includes areas such as product development, pricing, promotion, salesmanship, customer relations, and consumer behavior. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MKT 170 CUSTOMER SERVICE (2 cr.)** Introduces students to the concepts of marketing as they relate to customer service. Teaches development of customer service training and implementation of strategies to improve customer relations and service. Includes lecture, role-playing, and case studies. Lecture 2 hours per week.

**MKT 200 CONSUMERS, MARKETING, AND SOCIETY (3 cr.)** Presents an overview of the marketing system as it applies to the needs and wants of consumers and the purchasing process, along with consideration of the role of government in consumer affairs. Assists the individual in becoming an informed consumer and better business manager through an understanding of rights and obligations in consumer transactions. Lecture 3 hours per week.

**MKT 260 CUSTOMER SERVICE MANAGEMENT (3 cr.)** Examines the role of customer service in achieving a firm's long-term goals; discusses the basic principles of effective customer service; explores the tasks and responsibilities of a customer service manager. Includes such topics as purpose of customer service; establishment of customer service goals and policies; recruitment, selection and training of customer service employees; motivation techniques; empowering employees for better decision making; and evaluation of customer service employees and program. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **MATH ESSENTIALS (MTE)**

**MTE 1 OPERATIONS WITH POSITIVE FRACTIONS (1cr.)** Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite(s): Qualifying placement score.

**MTE 2 OPERATIONS WITH POSITIVE DECIMALS AND PERCENTS (1 cr.)** Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U.S. customary and metric units of measure. Credit is not applicable toward graduation. Prerequisite(s): MTE 1 or qualifying placement score. Lecture 1 hour per week.

**MTE 3 ALGEBRA BASICS (1 cr.)** Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 2 or qualifying placement score

**MTE 4 FIRST DEGREE EQUATIONS AND INEQUALITIES IN ONE VARIABLE (1 cr.)** Includes solving first degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is not applicable

toward graduation. Lecture 1 hour per week. Prerequisite(s): MTE 3 or qualifying placement score.

**MTE 5 LINEAR EQUATIONS, INEQUALITIES AND SYSTEMS OF LINEAR EQUATIONS IN TWO VARIABLES (1 cr.)** Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite(s): MTE 4 or qualifying placement score.

**MTE 6 EXPONENTS, FACTORING AND POLYNOMIAL EQUATIONS (1 cr.)** The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite(s): MTE 5 or qualifying placement score.

**MTE 7 RATIONAL EXPRESSIONS AND EQUATIONS (1 cr.)** Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite(s): MTE 6 or qualifying placement score.

**MTE 8 RATIONAL EXPONENTS AND RADICALS (1 cr.)** Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite(s): MTE 7 or qualifying placement score.

**MTE 9 FUNCTIONS, QUADRATIC EQUATIONS AND PARABOLAS (1 cr.)** Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite(s): MTE 8 or qualifying placement score.

#### **DEVELOPMENTAL MATHEMATICS - TECHNOLOGY BASED (MTT)**

**MTT 1 DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED) I (1 cr.)** Covers mathematics topics in a technology-based setting to prepare students for the study of college level mathematics courses and curricula. Designed for the study of one developmental math unit prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete one developmental math unit.

#### **MATHEMATICS (MTH)**

**MTH 103 APPLIED TECHNICAL MATHEMATICS 1 (3cr.)** Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Lecture 3 hours per

week. Prerequisites: MTE 1-3, Placement of ENF 3 or ENG 111 co-requisite.

**MTH 120 INTRODUCTION TO MATHEMATICS (3 cr.)**

Introduces number systems, logic, basic algebra, and descriptive statistics. Prerequisites: a placement recommendation for MTH 120 and one unit of high school mathematics or equivalent. (Intended for occupational/ technical programs.) Lecture 3 hours per week. Prerequisites: MTE 1-3, Placement of ENF 3 or ENG 111 co-requisite.

**MTH 126 MATH FOR ALLIED HEALTH (3 cr.)**

Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system. Prerequisites: a placement recommendation for MTH 126 and one unit of high school mathematics or equivalent. Lecture 2-3 hours per week. 2-3 credits. Prerequisites: MTE 1-3, Placement of ENF 2 or above.

**MTH 150 TOPICS IN GEOMETRY (3 cr.)**

Presents the fundamentals of plane and solid geometry and introduces non- Euclidean geometries and current topics. Prerequisites: a placement recommendation for MTH 150 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week. Prerequisites: A placement of ENF 3 or ENG 111 co-requisite, MTE 1-5.

**MTH 151 MATHEMATICS FOR THE LIBERAL ARTS I (3 cr.)**

Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Lecture 3 hours per week. Prerequisites: MTE 1-5, a placement of ENF 3 or ENG 111 co-requisite. MTH 151 and MTH 152 may be taken out of sequence.

**MTH 152 MATHEMATICS FOR THE LIBERAL ARTS II (3 cr.)**

Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Lecture 3 hours per week. Prerequisites: MTE 1-5, a placement of ENF 3 or ENG 111 co-requisite. MTH 151 and MTH 152 may be taken out of sequence.

**MTH 157 ELEMENTARY STATISTICS (3 cr.)**

Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157, MTH 240, and MTH 241.) Prerequisites: MTE 1-5, a placement of ENF 3 or ENG 111 co-requisite. Lecture 3 hours per week.

**MTH 163 PRECALCULUS I (3 cr.)**

Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Prerequisites: a placement recommendation for MTH 163 and Algebra I, Algebra II, and Geometry or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week. Prerequisites: MTE 1-9, a placement of ENF 3 or ENG 111 co-requisite.

**MTH 166 PRECALCULUS WITH TRIGONOMETRY (4cr.)**

Presents college algebra, analytic geometry, trigonometry, and algebraic exponential, and logarithmic functions. Prerequisite: MTE 1-9 and placement of ENF 3 or ENG 111 co-requisite. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 4-hours per week.

**MTH 173 CALCULUS WITH ANALYTIC GEOMETRY I (4 cr.)**

Presents analytic geometry and the calculus

of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: MTE 1-9 and placement recommendation for MTH 173 and placement of ENF 3 or ENG 111 co-requisite. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 4 hours per week.

**MTH 174 CALCULUS WITH ANALYTIC GEOMETRY II (4 cr.)**

Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 173 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.) Lecture 4 hours per week.

**MTH 175 CALCULUS OF ONE VARIABLE I (3 cr.)**

Presents differential calculus of one variable including the theory of limits, derivatives, differentials, anti-derivatives and applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Prerequisites: Prerequisite: a placement of ENF 3 or ENG 111 co-requisite, MTE 1-9, a placement recommendation for MTH 175 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175 or MTH 273.) Lecture 3 hours per week.

**MTH 176 CALCULUS OF ONE VARIABLE II (3 cr.)**

Continues the study of integral calculus of one variable including indefinite integral, definite integral and methods of integration with applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 175 or equivalent and placement of ENF 3 or ENG 111 co-requisite. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.) Lecture 3 hours per week.

**MTH 177 INTRODUCTORY LINEAR ALGEBRA (2 cr.)**

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, and eigen values. Designed for mathematical, physical, and engineering science programs. Co-requisite: MTH 175 and placement of ENF 3 or ENG 111 co-requisite. Lecture 2 hours per week.

**MTH 178 TOPICS IN ANALYTIC GEOMETRY (2 cr.)**

Covers conic sections, polar and parametric graphing. Designed for mathematical, physical, and engineering science programs. Co-requisite: MTH 176. Prerequisite: placement of ENF 3 or ENG 111 co-requisite. Lecture 2 hours per week.

**MTH 241 STATISTICS I (3 cr.)**

Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. Prerequisites: ENF 3 or ENG 111 co-requisite, a placement recommendation for MTH 241 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 157, MTH 240 and MTH 241.) Lecture 3 hours per week.

**MTH 242 STATISTICS II (3 cr.)**

Continues the study of estimation and hypothesis testing with emphasis on

correlation and regression, analysis of variance, chi-square tests, and non-parametric methods.

Prerequisites: MTH 241 or equivalent and placement of ENF 3 or ENG 111 co-requisite. Lecture 3 hours per week.

**MTH 271 APPLIED CALCULUS I (3 cr.)**

Presents limits, continuity, differentiation of algebraic and transcendental functions with applications, and an introduction to integration. Prerequisite: MTH 163 or MTH 166 or equivalent and placement of ENF 3 or ENG 111 co-requisite. (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture 3 hours per week.

**MTH 273 - CALCULUS I (4 cr.)**

Presents topics in differential calculus of one variable including the theory of limits, derivatives, differentials, definite and indefinite integrals and applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Prerequisites: a placement recommendation for MTH 273 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent and placement of ENF 3 or ENG 111 co-requisite. (Credit will not be awarded for more than one of MTH 173, MTH 175, MTH 273.) Lecture 4 hours per week.

**MTH 274 CALCULUS II (4 cr.)**

Covers vectors in three dimensions, definite integrals, methods of integration, indeterminate forms, partial differentiation, and multiple integrals. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 273 or equivalent, or MTE 1-9 and placement of ENF 3 or ENG 111 co-requisite. (Credit will not be awarded for more than one of MTH 176 or MTH 274.) Lecture 4 hours per week.

**MECHANICAL ENGINEERING TECHNOLOGY (MEC)**

**MEC 112 PROCESSES OF INDUSTRY (3 cr.)**

Analyzes the processes of manufacturing products from materials for industry/ engineering. Includes machining, casting, forming, molding, hot/cold working, chipless machining, and welding. Addresses quality assurance and inspection procedures. Lecture 3 hours per week.

**MEC 119 INTRODUCTION TO BASIC CNC AND CAM (3 cr.)**

Teaches the basic concepts of Computer Numerical Control (CNC) programming of Numerical Control Machinery with emphasis on Computer Aided Manufacturing (CAM)/ Computer Aided Drafting (CAD). Program writing procedures will be based on using the following: basic G-code programming language for CNC machinery, CAD/CAM programming systems to produce correct code for CNC Machinery, basic computer usage, CAD/CAM integration, and Code-to-machine transfer via Distributive Numeric Control (DNC). Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MEC 140 INTRODUCTION TO MECHATRONICS (3 cr.)**

Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electro-mechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits. Prerequisite: divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MEC 155 MECHANISMS (3 cr.)** Studies the purpose and actions of cams, gear trains, levers, and other mechanical devices used to transmit control. Focuses on motions, linkages, velocities, and acceleration of points within a link mechanism; layout method for designing cams and gear grain. Requires preparation of weekly laboratory reports. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MEC 165 APPLIED HYDRAULICS, PNEUMATICS AND HYDROSTATICS (3 cr.)** Teaches fluid power system design, operation, testing, maintenance and repair. Includes reservoirs, pump connecting valves, cylinders, pressure regulating valves, flow control valves, hydraulic motors, and introduction to basic hydrostatic hydraulic systems. Prerequisite: MEC 140 or ETR 140. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

#### **MEDIA TECHNOLOGY (MET)**

**MET 293 STUDIES IN (3 cr.)** Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours per week. 1-5 credits. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MET 295 TOPICS IN (3 cr.)** Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours per week. 1-5 credits. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **MENTAL HEALTH (MEN)**

**MEN 135 HUMAN SERVICES AND THE LAW (3 cr.)** Examines current issues in mental health and impact of federal and state laws on delivery of services. Considers issues of civil commitment of the mentally ill and confidentiality and rights of clients. Add a focus on MR clients. Lecture 3 hours per week.

#### **MOTORSPORTS MANAGEMENT AND TECHNOLOGY (MTS)**

**MTS 95 TOPICS IN MOTORSPORTS (3 cr.)** Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit.

**MTS 100 INTRODUCTION TO MOTORSPORTS MANAGEMENT (3 cr.)** Provides a survey of the motorsports industry. Includes history, growth, and economic impact of motorsports. Includes sanctioning organizations, classification and characteristics of vehicles, related to businesses and industries, financial issues, career opportunities, and other motorsports-related topics. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. Co-requisite: MTS 95.

**MTS 110 INTRODUCTION TO MOTORSPORTS MARKETING (3 cr.)** Provides an overview of the principles of marketing goods and services related to the motorsports industry. Includes motorsports promotion, motorsports products, media impact, use of technology in motorsports marketing, motorsports sponsors, hospitality management, public relations, and other topics related to motorsports marketing. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite. Co-requisite: MTS 95.

**MTS 126 MOTORSPORTS TECHNOLOGY II (3 cr.)** Introduces the student to charging, ignition systems and fuel systems of Stock car racing. Provides hands-on experience with specialized ignition systems, charging systems, fuel cells, fuel delivery, carburetion, and backup systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: All developmental English requirements met, MTE 1-3, MTH 103, and MTS 125. Co-requisite: MTS 95 and PHY 131.

**MTS 130 MOTORSPORTS STRUCTURAL TECHNOLOGY I (3 cr.)** Introduces the student to the basic design and fabrication of a racecar. Develops skills for use of the tools, equipment, and materials in the production of a racecar. Emphasizes safety, accuracy, and aesthetics of the racecar and the work environment. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: All Developmental English requirements met, MTE 1-3, MTS 125 and WEL 130. Co-requisite: MTS 95.

**MTS 131 MOTORSPORTS STRUCTURAL TECHNOLOGY II (3 cr.)** Introduces the student to the design and fabrication of a roll cage. Develops skills in the use of tools, equipment, and materials selection to bend, form, and fabricate the primary structural safety component. Emphasizes NASCAR and other sanctioning bodies' specifications. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. Prerequisite: MTS 130. Co-requisite: MTS 95.

**MTS 132 MOTORSPORTS STRUCTURAL TECHNOLOGY III (3 cr.)** Introduces the student to the design and fabrication of body parts. Develops skills in the use of tools, equipment, and materials selection to bend, form, and fabricate the primary structural safety component. Emphasizes NASCAR and other sanctioning bodies' specifications. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. Prerequisite: MTS 130 and MTS 131. Co-requisite: MTS 95.

**MTS 135 SHEET METAL FABRICATION (3 cr.)** Introduces sheet metal terminology, fabrication, and installation for covering structural framework of race cars. Provides project oriented, problem-based experiences with equipment and machinery used in the Motorsports Industry. Lecture 2 hour, Laboratory 2 hours. Total 4 hours per week. Co-requisite: MTS 95 and MTS 295.

**MTS 140 STOCK CAR ENGINES I (3 cr.)** Provides a comprehensive study concerning all areas of race engines including cylinder block configuration and classification. Covers principles of race engine operation and subsystems. Included are lubrication systems (both wet and dry sump) and specialized cooling systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: All developmental English requirements met, and MTH 103 or MTH 163. Co-requisite: MTS 95 and PHY 131.

**MTS 150 ENGINE MACHINING PROCESSES I (4 cr.)** Introduces general machining techniques and practices relating to engines and fabrication of Stock Car engine parts. Includes applied mathematics operations found in machining race engines. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week. Prerequisites: All developmental English requirements met, and MTH 103 or MTH 163. Co-requisite: MTS 95 and PHY 131.

**MTS 195 HIGH PERFORMANCE ENGINE INDUCTION SYSTEMS (3 cr.)** Introduces the concepts and practices of modification in the upper engine systems. Includes carburetion, cylinder heads, intake manifold, valves, and components that supply gas and air to the engine. Hands on experiences will reinforce the research and development stages of the high performance engine horsepower output development. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Co-requisite: MTS 95 and PHY 131. Prerequisites: All developmental English requirements met, and MTH 103 or MTH 163.

**MTS 205 MOTORSPORTS SAFETY, ENVIRONMENTAL, AND TRANSPORT ISSUES (3 cr.)** Provides an overview of the safety, environmental, and transportation issues related to the motorsports industry. Includes workplace regulations; materials handling; transport of vehicles and other equipment; moving complex operations; housing of personnel; DOT regulations; and other issues related to the safety, environment, and transport in the motorsports industry. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite. Co-requisite: MTS 95.

**MTS 210 RACE CAR SETUP I (3 cr.)** Introduces the student to basic chassis geometry. Develops skills to square the wheelbase, set ride heights, and establish proper weight distribution. Emphasizes teamwork, communication of settings, and accuracy in set up. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: All Developmental English requirements met, MTE 1-3, MTS 131. Co-requisite: MTS 95.

**MTS 211 RACE CAR SETUP II (3 cr.)** Exposes the student to advanced racecar geometry. Develops skills to engage in on-track adjustments for top performance of the vehicle. Emphasizes application of skills on-site and under race conditions. Lecture 1 hours. Laboratory 4 hours. Total 5 hours per week. Prerequisite: MTS 210. Co-requisite: MTS 95.

**MTS 240 STOCK CAR ENGINES II (3 cr.)** Introduces the student to the engine short block assembly and proper machining of the cylinder block. Employs various machining techniques needed to bore final size, relieve pressure, and lighten the cylinder block for assembly. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. Prerequisites: MTS 140 and MTS 150. Co-requisite: MTS 95.

**MTS 241 STOCK CAR ENGINES III (3 cr.)** Introduces the student to cylinder head machining and processes related to applications of racecar set-up and repair. Review processes performed in aluminum and cast iron head repair. Introduces stock car valve train flow characteristics and combustion chamber measurements. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. Prerequisite: MTS 240. Co-requisite: MTS 95.

**MTS 250 ENGINE MACHINING PROCESSES II (3 cr.)** Introduces the student to comprehensive machining techniques related to engine and fabrication processes of race engine parts. Demonstrates and performs modern CNC machining operations for race engines. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. Prerequisites: MTS 140 and MTS 150. Co-requisite: MTS 95.

**MTS 290 COORDINATED INTERNSHIP (2 cr.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**MTS 295 MACHINING AND WELDING (3 cr.)**

Introduction to safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, milling machines and lathes. Lecture 3 hours per week. Prerequisites: All Developmental English requirements met, and MTE 1-3. Co-requisite: MTS 95.

**MTS 295 INTRODUCTION TO PIT STOP (2 cr.)**

Introduces the student to the importance of health, wellness and safety procedures for increased performance and reliability in Pit Stop times. Focuses on the basics and speed of chassis adjustments, tire changing, jacking, and gas can process. Lecture 3 hours per week. Co-requisite MTS 95.

**MTS 298 PROJECT IN MOTORSPORTS MARKETING (3 cr.)**

Builds on basic marketing and management principles by applying them to real world Motorsports projects. Students will apply marketing techniques to market Motorsports products and services. Co-requisite: MTS 95.

**MTS 298 DYNO ENGINE PERFORMANCE (3 cr.)**

Introduces the comprehensive use of the Engine Dynamometer within the high performance environment. Includes advanced theory and applications for engine performance factors. Provides hands on experiences with working engines. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Co-requisite: MTS 95, MTS 240 and MTS 250.

**MUSIC (MUS)****MUS 112 MUSIC THEORY II (4 cr.)**

Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part II of II. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 121 MUSIC APPRECIATION I (3 cr.)**

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Part I of II. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 135 JAZZ ENSEMBLE (1 cr.)**

Consists of performance from Standard Jazz and American Songbook Repertoires, including study of ensemble techniques, interpretation, and improvisation. Divisional approval required. May be repeated for credit. (1-2 Cr.) Lecture 0, Lab 3-6 hours. Total 3-6 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 136 APPLIED MUSIC-VOICE (1 cr.)**

Teaches singing, proper breath control, diction, and development of tone. Studies the standard vocal repertoire. Laboratory 4-8 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 137 CHORUS ENSEMBLE (1 cr.)**

Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 145 APPLIED MUSIC - KEYBOARD (1 cr.)**

Teaches piano, organ, harpsichord, or synthesizer. Studies the standard repertoire. Laboratory 4-8 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 149 BAND ENSEMBLE (1 cr.)**

Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. Divisional approval required. May be repeated for credit. Laboratory 3-6 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 155 APPLIED MUSIC - WOODWINDS (1 cr.)**

Teaches fundamentals of the woodwind instruments. Studies the standard repertoire. Laboratory 4-8 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 175 APPLIED MUSIC - BRASS (1 cr.)**

Teaches fundamentals of brass instruments. Studies the standard repertoire. Laboratory 4-8 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 185 APPLIED MUSIC - PERCUSSION (1 cr.)**

Teaches fundamentals of percussion instruments. Studies the standard repertoire. Laboratory 4-8 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**MUS 236 ADVANCED APPLIED MUSIC - VOICE (1 cr.)**

Continues MUS 136. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be 1/2 hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. Laboratory 1-2 hours per week. Divisional approval required.

**NATURAL SCIENCE (NAS)****NAS 150 HUMAN BIOLOGY (4 cr.)**

Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Lecture 4 hours per week. Prerequisite ENF 3 or ENG 111 co-requisite and one high school college prep level science class with no grade below C.

**NURSING (NUR)****NUR 21 NURSE AIDE CLINICAL EXPERIENCE (1 CR.)**

Provides guided nurse aide experiences for practicing skills in the clinical setting. Applies fundamental principles of basic nurse aide care. Laboratory 3 hours per week. 1 credit. Pre-requisite ENF 1, NUR 27

**NUR 27 NURSE AIDE I (5 CR.)**

Teaches care of older patients with emphasis on the social, emotional, and spiritual needs. Covers procedures; communication and interpersonal relations;

observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. May include laboratory or clinical hours. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week. 5 credits Pre-requisite ENF 1

**NUR 111 NURSING I (7 cr.)**

Introduces nursing principles including concepts of health and wellness and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals across the lifespan. Includes math computational skills, basic computer instruction related to the delivery of nursing care, communication skills, introduction to nursing, health, the health care system, legal aspects of nursing care, diagnostic testing, assessment, teaching and learning, asepsis, body mechanics and safety, personal care, activity/rest, wound care, nutrition, elimination, oxygenation, fluid and electrolytes, pain control, medication administration, aging populations and pre/post-operative care. Provides supervised learning experiences. Lecture 5 hours. Laboratory 7 hours. Total 12 hours per week. Prerequisite: Must be accepted in the ADN Nursing program. Co-requisite: BIO 231, PSY 230, NUR 135, SDV 101.

**NUR 115 LPN TRANSITION (2 cr.)**

Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. (THIS COURSE HAS BEEN APPROVED BY THE VICE CHANCELLOR AS AN EXCEPTION TO THE VARIABLE CREDIT POLICY.) Lecture 1 hour. Laboratory 3 hours. Total 4-hours per week. Prerequisite: ENG 111, PSY 230, BIO 231, and SDV 108 and have been accepted into the ADN program. Co-requisites: NUR 118, NUR 247, and BIO 232.

**NUR 118 FIRST LEVEL NURSING II (8 cr.)**

Focuses on the nursing care of individuals and/or families throughout the lifespan experiencing changes along the health/illness continuum that are common, well-defined, and have predictable outcomes. Content includes math computational skills, basic computer instruction related to the delivery of nursing care; assessment and nursing care of the child; nursing care of productive health/disorders, pre/intra/postnatal child bearing family and musculoskeletal and neurological disorders. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 5-hours. Laboratory 9 hours. Total 14 hours per week. Prerequisites: NUR 111, BIO 231 & PSY 230. Co-requisite: BIO 232, NUR 247.

**NUR 135 DRUG DOSAGE CALCULATIONS (2 cr.)**

Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. Lecture 2 hours per week. Prerequisite: MTE 1-6.

**NUR 221 SECOND LEVEL NURSING PRINCIPLES AND CONCEPTS I (9 cr.)**

Focuses on nursing care of individuals, families, and/or groups with multi-dimensional needs in a variety of settings. Uses all

components of the nursing process with increasing degrees of skill. Includes math computational skills, basic computer instruction related to the delivery of nursing care and nursing care related to infectious, immunological, oncological, hematological, gastro- intestinal, vascular, sensory, genitourinary musculoskeletal, regulatory, endocrine, and women's health disorders and pre/intra/post-operative care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies.

Lecture 6 hours. Laboratory 9 hours. Total 15 hours per week. Prerequisites: NUR 118, NUR 247, PSY 230 and BIO 231,232.

#### **NUR 222 SECOND LEVEL NURSING PRINCIPLES AND CONCEPTS II (10 cr.)**

Focuses on nursing care of individuals, families, and/or groups with multi-dimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care and nursing care related to cardiac, respiratory, neurological disorders; emergency care, and leadership principles. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 6 hours. Laboratory 14 hours. Total 20 hours per week. Co-requisite: NUR 254. Prerequisite: NUR 221.

#### **NUR 247 PSYCHIATRIC/MENTALHEALTH NURSING (3 cr.)**

Develops nursing skills in caring for individuals, families, and/or groups with mental health needs. Explores various treatment models, diagnostic categories, and rehabilitative measures. Lecture 3 hours per week. Prerequisite: NUR 111. Co-requisites: NUR 118.

#### **NUR 254 DIMENSIONS OF PROFESSIONAL NURSING (2 cr.)**

Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles. Lecture 2 hours per week. Prerequisite NUR 221. Co-requisite: NUR222.

#### **PHYSICAL EDUCATION AND RECREATION (PED)**

##### **PED 101 FUNDAMENTALS OF PHYSICAL ACTIVITY I (1 cr.)**

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 102 FUNDAMENTALS OF PHYSICAL ACTIVITY II (1 cr.)**

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week. Prerequisite: PED 101.

##### **PED 103 AEROBIC FITNESS I (1 cr.)**

Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

**PED 104 AEROBIC FITNESS II (1cr.)** Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 105 AEROBIC DANCE I (1cr.)**

Focuses on physical fitness through dance exercises. Emphasizes the development of cardiovascular endurance, muscular endurance, and flexibility. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 107 EXERCISE AND NUTRITION I (1 cr.)**

Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 108 EXERCISE AND NUTRITION II (1 cr.)**

Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/ wellness plan is required for the 2 credit course. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 109 YOGA (1 cr.)**

Focuses on the forms of yoga training emphasizing flexibility. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 110 ZUMBA (1cr.)**

Focuses on Latin rhythms, dance moves and techniques in Zumba. Utilizes physical activity, cardiovascular endurance, balance, coordination and flexibility as related to dance. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 111 WEIGHT TRAINING I (1 cr.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 112 WEIGHT TRAINING II (1-2 cr.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 118 BASEBALL FUNDAMENTALS I (1 cr.)**

Enhances the mental and physical ability of students for playing the sport of baseball. Consists of units related to weight training, flexibility, fielding, throwing, hitting, pitching, and position play. Students will gain knowledge about the history of the sport and gain an understanding and respect for the game and its role in society. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 119 BASEBALL FUNDAMENTALS II (1 cr.)**

Continues to enhance the mental and physical ability of students for playing the sport of baseball. Continues to teach the skills necessary to play the sport. Provides students with the opportunity to

evaluate, train, and coach players in order to enhance others' playing abilities. Provides an understanding of the multiple processes involved in forming a baseball team. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 120 YOGA II (1 cr.)**

Focuses on the forms of yoga training emphasizing flexibility. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week. Prerequisite: PED 109.

##### **PED 123 TENNIS I (1 cr.)**

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 124 TENNIS II (1 cr.)**

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 129 SELF-DEFENSE (1 cr.)**

Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 133 GOLF I (1 cr.)**

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 134 GOLF II (1 cr.)**

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 137 MARTIAL ARTS I (1 cr.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 138 MARTIAL ARTS II (1 cr.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part II of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 150 SOCCER (1 cr.)**

Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 152 BASKETBALL (1cr.)**

Introduces basketball skills, techniques, rules, and strategies. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 154 VOLLEYBALL (1 cr.)**

Introduces skills, techniques, strategies, rules, and scoring. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 156 SOFTBALL (1 cr.)**

Emphasizes softball skills, techniques, strategies, and rules. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

##### **PED 157 SOCCER II (1cr.)**

Emphasizes advanced soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0

hours. Laboratory 2 hours. Total 2 hours per week.  
Prerequisite: PED 150.

**PED 163 JAZZ I (1 cr.)** Introduces dance through contemporary jazz movements. Includes floor stretches, isolations, dance patterns and locomotor movements. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

**PED 206 SPORTS APPRECIATION (2 cr.)** Focuses on the history, trends, rules, methods, strategy, and terminology of selected sports activities. Provides student awareness as a spectator and/or participant. Lecture 2 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**PED 210 INTRODUCTION TO PHYSICAL EDUCATION AND HEALTH (3 cr.)** Provides an overview of the historical, philosophical, psychological, physiological, and sociological principles of health, physical education, and recreation. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**PED 220 ADULT HEALTH AND DEVELOPMENT (3 cr.)** Provides direct application of the theories of aging and physical activity. Teaches techniques for developing appropriate individualized fitness and activity programs for older adults. Focuses on physical, social, and mental well-being. Includes assessment and evaluation of physical fitness principles, role of exercise in disease prevention, leadership skills and communication strategies. (Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### PHILOSOPHY (PHI)

**PHI 101 INTRODUCTION TO PHILOSOPHY I (3 cr.)** Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Part I of II. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**PHI 111 LOGIC I (3 cr.)** Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**PHI 220 ETHICS (3 cr.)** Provides a systematic study of representative ethical systems. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

#### PHYSICS (PHY)

**PHY 101 - INTRODUCTION TO PHYSICS I (4 cr.)** Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 131 APPLIED PHYSICS I (3 cr.)** Emphasizes applications of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, electricity and magnetism. Prerequisites high school algebra, geometry and trigonometry, or equivalent or divisional approval. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: MTE 1-9, ENF 3 or ENG 111 co-requisite.

**PHY 132 APPLIED PHYSICS II (3 cr.)** Emphasizes applications of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, electricity and magnetism. Prerequisites: PHY 131, high school algebra, geometry and trigonometry, or equivalent or divisional approval. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**PHY 201 GENERAL COLLEGE PHYSICS I (4 cr.)** Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: MTH 163, ENF 3 or ENG 111 co-requisite.

**PHY 202 GENERAL COLLEGE PHYSICS II (4 cr.)** Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: PHY 201, MTH 163.

**PHY 241 UNIVERSITY PHYSICS I (4 cr.)** Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite for PHY 241--MTH 173 or MTH 273 or divisional approval and ENF 3 or ENG 111 co-requisite. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 242 UNIVERSITY PHYSICS II (4 cr.)** Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite for PHY 241-- MTH 173 or MTH 273 or divisional approval.

#### POLITICAL SCIENCE (PLS)

**PLS 135 AMERICAN NATIONAL POLITICS (3 cr.)** Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**PLS 211 U.S. GOVERNMENT I (3 cr.)** Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part I of II. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

**PLS 212 U.S. GOVERNMENT I (3 cr.)** Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part II of II. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite. May be taken out of sequence.

#### PRACTICAL NURSING (PNE)

**PNE 141 NURSING SKILLS I (2 cr.)** Studies principles and procedures essential to the basic nursing care

of patients. Lecture 1 hour per week. Part I of II. Laboratory 3 hours per week. Total 4 hours per week. Co-requisites: NAS 150, NUR 135, & PNE 161. Must be accepted to the PN Program.

**PNE 142 NURSING SKILLS II (2 cr.)** Studies principles and procedures essential to the basic nursing care of patients. Lecture 0-2 hour per week. Part II of II. Lab 3-6 hours per week. Total 4 hours per week. Co-requisites: NAS 150, NUR 135, & PNE 161, HLT 141. Must be accepted to the PN Program.

**PNE 145 TRENDS IN PRACTICAL NURSING (1 cr.)** Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1 hour per week. Prerequisite: PNE 163. Co-requisite: PNE 164, PNE 158.

**PNE 158 MENTAL HEALTH AND PSYCHIATRIC NURSING (2 cr.)** Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 2 hours per week. Co-requisite: PNE 164, PNE 145.

**PNE 161 NURSING IN HEALTH CHANGES I (6 cr.)** Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week. Co-requisite: HLT 141; PNE 141; PNE 142, NAS 150. Must be accepted to the PN Program.

**PNE 163 NURSING IN HEALTH CHANGES III (8 cr.)** Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week. Prerequisite: PNE 161. PNE 141, PNE 142, NAS 150. Co-requisite: PSY 230, PNE 173. Must be accepted to the PN Program.

**PNE 164 NURSING IN HEALTH CHANGES IV (11 cr.)** Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 6 hours. Laboratory 15 hours. Total 21 hours per week. Co-requisite: PNE 158, PNE 145

**PNE 173 PHARMACOLOGY FOR PRACTICAL NURSES (2 cr.)** Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 2 hours per week. Co-requisites: PNE 163.

#### PSYCHOLOGY (PSY)

**PSY 126 PSYCHOLOGY FOR BUSINESS AND INDUSTRY (3 cr.)** Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, and interpersonal communications. May include techniques for selection and supervision of personnel. Lecture 3 hours per week.

**PSY 135 CHILD CARE PSYCHOLOGY (3 cr.)** Analyzes the development of the child from conception to adolescence with concentration on physical,

cognitive, emotional, and social growth patterns. Includes theory, research, and practical applications. Provides background for careers involving continuous work with children. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

### **PSY 200 PRINCIPLES OF PSYCHOLOGY (3 cr.)**

Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psycho-pathology, therapy, and social psychology. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, ITE 95. **NOTE:** Credit will not be awarded for both PSY 200 and PSY 201.

### **PSY 215 ABNORMAL PSYCHOLOGY (3 cr.)**

Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Lecture 3 hours per week. Prerequisite: PSY 200, 201, or 202.

### **PSY 216 SOCIAL PSYCHOLOGY (3 cr.)**

Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Lecture 3 hours per week. Prerequisite: PSY 200, 201, or 202.

### **PSY 219 - CROSS-CULTURAL PSYCHOLOGY (3 cr.)**

Investigates psychological principles from a cross-cultural perspective. Examines cultural basics for views of reality. Describes topics such as time, space, values, sex-roles, and human development in relation to culture. Prerequisites: PSY 200, 201 or 202. Lecture 3 hours per week.

### **PSY 230 DEVELOPMENTAL PSYCHOLOGY (3 cr.)**

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive, and psychosocial growth. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

### **PHYSICAL THERAPY ASSISTANT (PTH)**

#### **PTH 151 MUSCULOSKELETAL STRUCTURE AND FUNCTION (4 cr.)**

Studies the human musculoskeletal system. Covers terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation, and emphasizes types of contraction. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. For Therapeutic Massage students. CONSENT required.

### **RELIGION (REL)**

#### **REL 200 SURVEY OF THE OLD TESTAMENT (3 cr.)**

Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week. Prerequisite: ENG 111 or division approval.

#### **REL 210 SURVEY OF THE NEW TESTAMENT (3 cr.)**

Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week. Prerequisite: ENG 111 or division approval.

#### **REL 231 RELIGIONS OF THE WORLD I (3 cr.)**

Studies religions of the world with attention to origin, history, and doctrine. Part I of II. Lecture 3 hours per week. Prerequisite: ENG 111 or division approval.

#### **REL 232 RELIGIONS OF THE WORLD II (3 cr.)**

Studies religions of the world with attention to origin, history, and doctrine. Part II of II. Lecture 3 hours per week. Prerequisite: ENG 111 or division approval.

### **RECREATION AND PARKS (RPK)**

#### **RPK 100 INTRODUCTION TO RECREATION, PARKS & LEISURE STUDIES (3 cr.)**

Includes history and philosophy of the Recreation and Parks movement. Discusses the theory of leisure and play. Analyzes leisure service delivery systems and career opportunities. Emphasizes the commercial, non-profit and public sectors, Armed Forces, therapeutic recreation as well as volunteer service. Prerequisite: ENG 111. Lecture 3 hours per week.

#### **RPK 141 LEADERSHIP AND SUPERVISION (3 cr.)**

Introduces leadership and supervision in the leisure services industry. Assesses leadership styles, traits and leadership theories and provides the opportunity for students to assess their own individual styles. Addresses group dynamics, conflict, and issue relating specifically to leadership of volunteers. Includes a leadership practicum. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **RPK 146 RECREATION FACILITIES MANAGEMENT & DESIGN (3 cr.)**

Introduces concepts of facilities planning, site analysis, planning and zoning strategies, and landscape design. Emphasizes the creation and maintenance of "people-space." Presents issues regarding community development, needs assessment, facility planning and design, geographic use patterns and demographics. Includes field experience. Prerequisite: Advanced standing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **RPK 152 SPORTS FIRST AID & SAFETY (1 cr.)**

Focuses on the introduction to first aid protocols causes, signs and symptoms of injury for coaches, injury prevention, preseason physicals, fitness screenings, and conditioning programs and return to play guidelines, injury prevention and risk management, as well as the design and implementation of a medical emergency plan. Laboratory 2 hours per week.

#### **RPK 180 YOUTH SPORTS ADMINISTRATION (3 cr.)**

Prepares coaching professionals to develop and implement emotionally and physically healthful youth sports programs. Includes an analysis of the youth sports program planning process including: philosophy development, learning styles and outcomes, managing parents and players, skills development, risk management, financial planning and strategic partnerships and sports event management. Lecture 3 hours per week.

#### **RPK 201 RECREATION AND PARKS MANAGEMENT (3 cr.)**

Examines organization and management of recreation and park agencies. Discusses theories and principles of management, organizational behavior, budget preparation, hiring preparation, hiring practices and personnel management, documentation and presentation. Examines software specific to recreation facility and program management. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

#### **RPK 210 PRINCIPLES AND PSYCHOLOGY OF COACHING (3 cr.)**

Provides and analysis of volunteer coaching and the coaching profession planning process including; philosophy development, learning styles and outcomes, managing parents and players, skills development, risk management, financial planning, drugs and eating disorders in sport and physical training. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

#### **RPK 265 RISK MANAGEMENT (3 cr.)**

Discusses the law and liability as they relate to the delivery of leisure services. Teaches practitioners legal principles necessary to analyze programs and facilities with respect to safety, emergency preparedness, and accident reporting protocols. Review hiring procedures, ADA compliance, national (CPSC, ASTM, OSHA) and professional standards (NRPA, ACA), certification and training standards (CPRP, CTRS), supervision and the role of maintenance and insurance. Uses case law and national compliance standards to illustrate legal principles. Prerequisite: Advanced standing. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

### **RUSSIAN (RUS)**

#### **RUS 101 BEGINNING RUSSIAN I (5 cr.)**

Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part I of II. Lecture 5 hours per week. May include one additional hour of oral practice per week.

#### **RUS 102 BEGINNING RUSSIAN II (5 cr.)**

Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part II of II. Lecture 5 hours per week. May include one additional hour of oral practice per week.

### **SAFETY (SAF)**

#### **SAF 126 PRINCIPLES OF INDUSTRIAL SAFETY (3 cr.)**

Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 3 hours per week.

#### **SAF 130 INDUSTRIAL SAFETY - OSHA 10 (1 cr.)**

Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture 1 hour per week.

### **SOCIOLOGY (SOC)**

#### **SOC 200 PRINCIPLES OF SOCIOLOGY (3 cr.)**

Introduces fundamentals of social life. Presents

significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite. **NOTE:** Credit will not be awarded for both SOC 200 and SOC 201.

**SOC 207 MEDICAL SOCIOLOGY (3 cr.)** Surveys the social, economic, cultural, and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics and policy. Lecture 3 hours per week.

**SOC 210 SURVEY OF PHYSICAL AND CULTURAL ANTHROPOLOGY (3 cr.)** Examines physical characteristics and lifestyles of human ancestors and present populations. Explores cultures from around the world to study diverse adaptations made by humans. Lecture 3 hours per week.

**SOC 211 PRINCIPLES OF ANTHROPOLOGY I (3 cr.)** Inquiries into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Part I of II. Lecture 3 hours per week.

**SOC 212 - PRINCIPLES OF ANTHROPOLOGY II (3 cr.)** Inquiries into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Part II of II. Lecture 3 hours per week.

**SOC 215 SOCIOLOGY OF THE FAMILY (3 cr.)** Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child rearing, husband and wife interaction, single parent families, alternative lifestyles. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**SOC 226 HUMAN SEXUALITY (3 cr.)** Studies sociological research and theory on sexuality. Includes anatomy and physiology, birth control, sexually transmitted diseases and sexual behavior. Also approved for offering as HLT 136. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite.

**SOC 245 SOCIOLOGY OF AGING (3 cr.)** Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. Lecture 3 hours per week.

**SOC 268 SOCIAL PROBLEMS (3 cr.)** Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Lecture 3 hours per week. Prerequisites: ENF 3 or ENG 111 co-requisite, and instructor approval.

#### **SPANISH (SPA)**

**SPA 101 BEGINNING SPANISH I (4 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure.

May include an additional hour of oral drill and practice per week. Lecture 4 hours per week. May include one additional hour of oral practice per week. Part I of II. Prerequisite: ENF 3 or ENG 111 co-requisite.

**SPA 102 BEGINNING SPANISH II (4 cr.)** Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week. May include one additional hour of oral practice per week. Part II of II. Prerequisite: ENF 3 or ENG 111 co-requisite.

**SPA 103 BASIC SPOKEN SPANISH I (3 cr.)** Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Part I of II. Lecture 3 hours per week.

**SPA 104 BASIC SPOKEN SPANISH II (3 cr.)** Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Part II of II. Lecture 3 hours per week.

**SPA 163 SPANISH FOR HEALTH PROFESSIONALS I (3 cr.)** Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Part I of II. Lecture 3 hours per week.

**SPA 164 SPANISH FOR HEALTH PROFESSIONALS II (3 cr.)** Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Part II of II. Lecture 3 hours per week.

**SPA 201 INTERMEDIATE SPANISH (4 cr.)** Continues to develop understanding, speaking, reading, and writing skills. Prerequisite: SPA 102 or equivalent. May include oral drill and practice. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

**SPA 202 INTERMEDIATE SPANISH (4 cr.)** Continues to develop understanding, speaking, reading, and writing skills. Prerequisite: SPA 102 or equivalent. May include oral drill and practice. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

#### **STUDENT DEVELOPMENT (SDV)**

**SDV 100 COLLEGE SUCCESS SKILLS (1 cr.)** Assists students in transition to colleges. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. Strongly recommended for beginning students. Lecture 1 hour per week. Co-requisite: ENF 1.

**SDV 101 ORIENTATION TO (Specify the discipline.) (1 cr.)** Introduces students to the skills which are necessary to achieve their academic goals, to the services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week. Co-requisite: ENF 1.

**SDV 104 STUDY SKILLS (1 cr.)** Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 1 hour per week.

**SDV 106 Preparation for Employment (1 cr.)** Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 1 hour per week.

**SDV 107 CAREER EDUCATION (1 cr.)** Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision-making to career choice. Lecture 1 hour per week.

**SDV 108 COLLEGE SURVIVAL SKILLS (1 cr.)** Provides an orientation to the college. Introduces study skills, career and life planning. Offers an opportunity to engage in activities aimed at self-discovery. Emphasizes development of "coping skills" such as listening, interpersonal relations, competence, and improved self-concept. Lecture 1 hour per week. Co-requisite: ENF 1.

**SDV 199 SUPERVISED STUDY IN TRANSFER PROGRAMS (1 cr.)** Provides experience in preparation of application of admission to senior institutions, exploring degrees and programs of study at the senior institutions, assessment of core competencies, and assistance with other needs such as housing, study habits, and financial aid when transitioning from the community college to the senior institution. Assists students in understanding differences in community college life and academics and the senior institution. Lecture 1 hour per week. Prerequisites: ENG 111, and completion of 33 semester hours or more in a transfer program of study.

#### **VITICULTURE (VEN)**

**VEN 100 INTRODUCTION TO VITICULTURE (3 cr.)** Introduces grapes, their history, distribution, classification and areas of production. Provides an overview of grape uses and products made from them. Includes site selection and environmental factors that affect grapes and their quality. Lecture 3 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**VEN 110 VINEYARD ESTABLISHMENT (3 cr.)** Reviews sites, soils, and other factors that affect the planting of grapes. Covers vineyard designs, varieties, and the training of newly planted vines. Includes weed control and pest management of new vines. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**VEN 120 VITICULTURE I (3 cr.)** Studies grape vine training, pruning, trellising, shoot positioning, leaf pulling, and other cultural practices used in a successful vineyard. Examines canopy management as related to disease control. Researches sites and develops skills in disease abatement. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.



**VEN 121 VITICULTURE II (3 cr.)** Explores late season canopy management as it relates to fruit maturity and fruit ripening. Emphasizes field experience with diseases and their effect on fruit quality as fruit matures and becomes ready for harvest. Prerequisite: VEN 120. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**VEN 125 VINEYARD MANAGEMENT (3 cr.)** Studies the overall practices involved in vineyard management with emphasis on diseases and insects as they affect overall quality of grapes. Surveys grape harvest and grape maturity as it affects wine quality. Provides hands-on experience in the harvest process. Prerequisite: VEN 121. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**VEN 130 INTRODUCTION TO WINE MAKING (3 cr.)** Introduces the process of wine making – both home and commercial wines. Describes the science involved in the production of wine and its various types. Delivers hands-on projects. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**VEN 135 WINE PRODUCTION (3 cr.)** Describes the production of commercial wine production from the grape to the bottle – including crush, fermenting and aging. Provides experience in the production of sample units of various wines. Prerequisite: VEN 130. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**VEN 140 VITICULTURE PEST AND DISEASE MANAGEMENT (3 cr.)** Investigates grape diseases, grape insects and grape pests. Studies and evaluates methods of disease and pest control with an investigation of natural and chemical measures. Provides field experience in pest and disease management. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: ENF 3 or ENG 111 co-requisite.

**VEN 190 COORDINATED INTERNSHIP (3 cr.)** Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisite: Prerequisite: ENF 3 or ENG 111 co-requisite, VEN 121, VEN 125.

## **WELDING (WEL)**

**WEL 117 OXYFUEL WELDING AND CUTTING (3 cr.)** Introduces history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, development of the puddle, running flat beads, butt-welding in different positions. Also explains brazing, silver and soft soldering, and heat-treating of small tools, safety procedures in the use of tools and equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 123 SHIELDED METAL ARC WELDING (BASIC) (4 CR.)** Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**WEL 124 SHIELDED METAL ARC WELDING (ADVANCED) (4 cr.)** Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**WEL 126 PIPE WELDING I (3 cr.)** Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 130 INERT GAS WELDING (3 cr.)** Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various positions process applications, and manual and semi-automatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 141 WELDER QUALIFICATION TESTS I (3 cr.)** Studies techniques and practices of testing welded joints through destructive and non-destructive tests. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 145 WELDING METALLURGY (3 cr.)** Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/ nondestructive, visual magnetic and fluorescent testing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**WEL 150 WELDING DRAWING AND INTERPRETATION (2 cr.)** Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 2 hours per week.

**WEL 198 SEMINAR AND PROJECT (2 cr.)** Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit.

**WEL 298 - SEMINAR AND PROJECT (2 CR.)** Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Lecture 1 hour per week

# Patrick Henry Community College

## WORKFORCE DEVELOPMENT



Cover page

# Workforce, Economic and Community Development (WECD)

WECD aligns education and economic development to extend workforce development courses, training and programs into the community, including custom designed programs for employers. Programs are offered to serve business and industry; individuals seeking employment, skills development, credentialing or career training; and lifelong learners looking for engaging ways to enrich their lives. Continuing education may be in the form of credit or career credit courses, online courses, or other formats such as workshops, assessments or on-the-job training.

The division offers programs and courses that are requested within the college's service region. View our schedule of classes and register online at [www.ph.augusoft.net](http://www.ph.augusoft.net). Anyone interested in a course listed in this catalog, or who has a request, should contact us at [wecd@patrickhenry.edu](mailto:wecd@patrickhenry.edu) or (276) 656-0260.

## Our Mission

WECD is committed to plan, promote, and provide quality custom designed training and alternate learning opportunities for anyone, at any place, at any time to support improved quality of life and a vibrant community.

## Career Credit Programs

Career credit programs are specialized offerings designed to provide the educational needs of the lifelong learners in the community. Although no college credit will be awarded for these programs, students may earn continuing education units (CEU's) or Continuing Professional Education (CPE). Certificates of completion are awarded for each course listing for continuing education documentation purposes.

## Thomas P. Dalton IDEA Center

WECD provides oversight of operations off-campus at the new Thomas P. Dalton IDEA Center in Uptown Martinsville. The IDEA Center is a hub for innovation and entrepreneurship. Citing a desire to see the college maintain a presence in Uptown Martinsville, the family of Mr. Dalton through its generous donation made it possible for the Patrick Henry Community College Real Estate Foundation to purchase the building which bears his name. IDEA Center stands for Innovate. Design. Engineer. Accelerate. The Dalton IDEA Center focuses on product and technology development and houses the college's Fab Lab, a technology accelerator, and Community Development programs.

## Programs and Services Overview

### EMPLOYER SERVICES

- Custom Designed Training
- Job Skills Assessments
- Pre-Employment Training
- Training Programs
- Workforce Solutions

### BUSINESS/PROFESSIONAL DEVELOPMENT

- Administrative Professionals Day Event
- Apprenticeships
- Communication & Grammar for the Workplace
- Craft Artisans – Fiber Arts
- Fine Woodworking and Woodturning
- Glass Art
- Jewelry Fabrication
- Pottery
- Customer Service Workshops
- Entrepreneurship
- HOPE Program
- Management Boot Camp
- National Career Readiness Certificate

### COMPUTERS AND TECHNOLOGY

- Beginners
- Certification Prep
- Digital Photography & Imaging
- Microsoft Office Training Series

### HEALTHCARE/DENTAL/VETERINARY

- Certified Nurse Aide
- Clinical Medical Assistant
- Customer Service for Healthcare
- Dental Health Coordinator
- Phlebotomy Technician
- Spanish for Medical Professionals
- Veterinary Assistant

### INDUSTRY, TRADES, MANUFACTURING

- Certified Production Technician
- Contractor Business Licensing
- Electrical Groundsman
- OSHA Training
- ServSafe Manager's Certification
- Siemens Mechatronics Boot Camp
- Siemens Certification in Automation Fundamentals
- Tradesman Continuing Education

### INNOVATION AND DESIGN

- Fabrication Laboratory

### TRANSPORTATION

- Auto Dealership Operator
- Commercial Driver's License
- Motorcycle

### PERSONAL ENRICHMENT

- Creative Writing Series
- Culinary Arts
- Dance
- English Language Literacy
- Kids' College
- Math Refresher

### VIRTUAL CONTINUING EDUCATION

- Computer Applications
- Green/Renewable Energy
- Health Care Careers
- Industrial and Skilled Trades
- Information Technology Training
- Management and Leadership
- Occupational Spanish
- Project Management
- Service Careers
- Trades Training

## EMPLOYER SERVICES

WECD serves regional businesses and employers by providing customer focused workforce solutions to develop and sustain a qualified workforce. Customized contracted training is designed to meet the training and educational needs of business, industry, government and professional organizations in support of economic development and community enrichment.

### Custom Designed Training

Business organizations are often confronted with a wide range of employee training needs that are highly unique to them.

WECD can design, develop and tailor training and delivery approaches that align with these distinct needs, scheduling demands and budgetary circumstances. The division offers an extensive curriculum of technology, business, and professional development programs, and can integrate and customize these resources to best fit needs or design an entirely new course or program.

Through organizational consulting, a thorough assessment is conducted of an organization's needs using various resources such as surveys, facilitated focus groups, and job profiling.

#### Professional workforce training staff partners with clients to:

- Identify the needs that impact business processes
- Develop solutions that fit the company needs and culture, and
- Deliver training or consulting services that provide a return on investment.

#### Benefits to Business and Industry:

- Courses and programs can be tailored as academic credit or career credit.
- Courses can be delivered to meet the dynamic needs of client scheduling demands.
- Courses can be offered on-campus or on-site.

#### Examples of Custom Designed Training:

- Customer Service
- Industry-Specific Skills
- Job Skills Assessments
- Leadership Foundations
- Occupational Spanish

### Job Skills Assessments

WECD stands ready to help area employers, and new employers coming to the area, with assessing workforce needs and incumbent worker skills. Assessing candidates at the early stages of the hiring process ensures that employers save interviewing time and effort, and identifies strong candidates beforehand. For current staff, assessment can be the key to putting employees into a position in which they can be successful, based on their current skill and competencies.

Assessment can also provide the very best employees with an achievable career pathway for them to grow into an even more valuable employee.

WECD offers an assortment of skills assessments for business and industry, which include: Bennett Mechanical, DiSC Personality Profile, HAY Aptitude, In-Basket, Management Readiness Profile, Perdue Pegboard and Assembly Test, Ramsay Combined Basic Skills, Wonderlic and WorkKeys.

**Bennett Mechanical Comprehension Test (BMCT)** is a widely used and extensively validated assessment of mechanical aptitude. For more than 60 years, this instrument has helped organizations select the best candidates for mechanical, repair, and industrial occupations. The BMCT can help identify candidates with good spatial perception and mechanical reasoning abilities, as well as with an aptitude for learning mechanical processes and tasks.

**The DiSC® Personality System** is the universal language of behavior. Research has shown that behavioral characteristics can be grouped together in four major divisions called personality styles. People with similar styles tend to exhibit specific behavioral characteristics common to that style. All people share these four styles in varying degrees of intensity. The acronym DISC stands for the four personality styles represented by the letters: D (Dominance); I (Influence); S (Steadiness); C (Conscientiousness).

#### DISC materials can be utilized to:

- Learn about what motivates each team member.
- Help individuals maximize their personal strengths.
- Enhance teamwork among an organization's staff.
- Motivate others toward greater productivity.
- Resolve internal conflicts and power struggles more quickly.
- Develop motivated teams.

**eSkills** assessments offer employers customization in pre-employment testing and employee development. eSkills is an assessment partner with PHCC who provides an extensive list of skills tests covering areas from the MS Office® suite, Typing, IT, Language, to Healthcare and a range of other subjects.

**HAY Aptitude Test Battery** identifies candidates with the necessary clerical skills for accounting, billing or shipping positions to help improve the efficiency and profitability of the operation. They measure a job candidate's ability to compare numbers and names for accuracy, use short-term memory effectively and quickly identify numeric relationships. HAY test scores reflect both the speed and accuracy with which the candidate performs these basic tasks. Using the HAY Aptitude Test Battery as part of the employment testing process will help reduce document, shipping, and other process errors. Production and turn-around time will decrease as fewer discrepancies arise and customers will have increased confidence in product and service delivery.

**The Management Readiness Profile (MRP)** is an assessment tool that identifies the readiness of candidates for management responsibilities. A better fit between managers and their leadership responsibilities means more effective work teams, higher morale, lower turnover among top performers and maximum profitability. In addition, the MRP contains a Validity-Candidness scale that measures the extent

of socially desirable responses. Lower scores indicate a tendency to exaggerate positive qualities and minimize negative traits.

**Ramsay Combined Basic Skills.** Ramsay Corporation is a leader in the creation and validation of tests for skilled technicians. With over 35 years of test development experience, Ramsay Corporation has created a series of off-the-shelf testing products to assess maintenance, production, and operator workforces. These online assessments are suitable for pre-employment assessment or pay-for-knowledge programs and can be used when custom validation is not required. The basic skills tests measure skills that could be reasonably expected from all job candidates as the basic requirements for learning and performing entry level or lower level jobs in manufacturing, processing, or operating.

**Wonderlic** provides employee assessments for each phase of the hiring process. Employment tests include job-specific screening questionnaires, cognitive ability tests, personality tests, skills tests and surveys. Used individually, these employee assessments provide valuable enhancements to an existing employee selection process. Combined, they efficiently gather relevant information and provide a comprehensive "whole person" view of candidate qualifications for efficient, objective employee selection.

**WorkKeys** is a national job skills assessment system measuring "real-world" skills that employers believe are critical to job success. This system enables educators to identify gaps between student skills and employer needs, which will, in turn, improve students' success in entry-level and subsequent jobs. WorkKeys enables businesses to reduce turnover, overtime, and waste while increasing morale through effective selection decisions and training processes.

As a WorkKeys service scoring center, WECD handles job profiles, testing and scoring.

#### **Skill areas:**

- Applied Mathematics
- Applied Technology
- Business Writing
- Listening for Understanding
- Locating Information
- Reading for Information
- Teamwork
- Workplace Observation

## **Pre-Employment Training**

Pre-employment training is a proven method to identify the best applicants in the community and train potential employees on key elements of the job. The pre-employment training program includes assessment of applicants on skill areas specific to the needs of the employer and development of a customized, generally short-term training class.

#### **Sample Pre-Employment Format:**

- Company Orientation and Expectations
- Company-Specific Training

- Interpersonal Skills
- Job-Specific Skill Assessments
- Quality Assurance Training

## **Training Programs**

WECD has an extensive inventory of licensed industry training products. Experienced, certified facilitators can deliver any of the following training programs from the different training partners in the resource library:

- Communication Skills
- Computer Applications
- Customer Service
- FiSH
- Industry-Specific Skills
- Leadership Foundations
- Mixing Four Generations in the Workplace

#### **Training Partners:**

- AchieveGlobal
- CRM Learning
- Development Dimensions International (DDI)
- DiSC Profiles
- InScape Publishing
- National Retail Federation Customer Service and Retail Training
- Organizational Performance Consulting
- Vital Learning

## **Workforce Solutions**

WECD program designers work closely with clients to be certain that all training supports the overall business goals as well as the corporate culture and values of the organization. Short and long-term evaluation is conducted to be certain that employees not only have learned the skills, but that those skills are applied effectively on the job. A strong workforce is the key to success in every organization.

WECD is committed to hiring trainers and facilitators that are not only academically credentialed, but also highly experienced in business situations. Professional workforce training staff evaluates and monitors the quality of all programs, whether proprietary, or brokered from one of the many partner training providers.

#### **Benefits of Employer Services:**

- Enables new businesses to be fully operational upon opening.
- Ensures a skilled workforce.
- Improves organizational productivity and performance.
- Promotes a competitive edge for emerging companies. Provides access to high-quality, experienced and credentialed instructors.
- Reduces the need for special training staff.
- Reduces time and research to identify and design effective training programs.
- Reduces the need for designated space and special equipment for training.

## BUSINESS/PROFESSIONAL DEVELOPMENT

WECD serves individuals by helping them expand their knowledge, skills and abilities. A wide variety of professional development courses and services designed for improving employability skills, acquiring new skills, upgrading technical skills, and meeting educational requirements for employment and job certification are offered.

### Administrative Professionals Day Event

This event celebrates the National Holiday formerly referred to as "Secretary's Day." At PHCC, participants can expect an opportunity to network, enjoy a catered lunch, and receive a motivational message along with door prizes and other surprises to show appreciation on their special day – Administrative Professionals Day.

A certificate is awarded upon successful completion of the above workshop.

### Apprenticeships

Apprentices receive on-the-job training combined with classroom-related instruction to ensure that the apprentice is fully trained in all areas of their chosen occupation. Students may work part-time or full-time as registered apprentices. They must be actively pursuing career preparation courses or a diploma, certificate or degree program related to their occupation, include apprenticeship related instruction as part of coursework, and enter into a written training agreement that represents a partnership between the employer, the Virginia Apprenticeship Council, and the student.

Apprentices are awarded a journeyman certificate from the Commonwealth of Virginia after successful completion of the on-the-job training and related instruction.

### Communication and Grammar for the Workplace

This course will start with getting back to the basics of grammar. It will review parts of speech, proper use of complete sentences, punctuation exercises and building vocabulary. Email etiquette, memos, business letters and various business correspondence will be covered. At the end of the course, the students will gain confidence in their ability to communicate orally or in writing at the workplace.

A certificate is awarded upon successful completion of the above course.

### Craft Artisans - Fiber Arts

**Purpose:** This program offers individuals instruction in the basics of fiber arts as well as guiding them through the various techniques of creating original designs. The program is designed to prepare students for opening their own business, training them in how to promote their product and to maximize the advantages of the internet.

- Advanced Quilting Techniques
- Artisan Entrepreneurship
- Floor Loom Weaving

- Quilting 101

The student will be awarded a certificate upon successful completion of the above courses.

### Fine Woodworking and Woodturning

**Purpose:** This program provides a look at the fine art of wood crafting, along with designing and constructing high quality custom-built furniture and accessories. The program is designed to prepare students for opening their own business, training them in how to promote their product and to maximize the advantages of the internet.

- Artisan Entrepreneurship
- Intermediate Fine Woodworking
- Intermediate Woodturning
- Introduction to Fine Woodworking
- Introduction to Woodturning
- Open Woodworking Studio

The student will be awarded a certificate upon successful completion of the above courses.

### Glass Art

**Purpose:** This program provides individuals the skills needed to develop a career in the intricate techniques of glass art including etching, fusing, slumping and stained glass. The program is designed to prepare students for opening their own business, training them in how to promote their product and to maximize the advantages of the internet.

- Advanced Glass Fusing
- Artisan Entrepreneurship
- Basic Glass Fusing
- Intermediate Stained Glass
- Introduction to Stained Glass
- Open Glass Studio

The student will be awarded a certificate upon successful completion of the above courses.

### Jewelry Fabrication

**Purpose:** This program offers individuals knowledge in the basic processes used in the design and creation of jewelry. Students will gain hands-on experience in using a variety of materials and techniques to design and create unique pieces of wearable art. The program is designed to prepare students for opening their own business, training them in how to promote their product and to maximize the advantages of the internet.

- Advanced Beaded Jewelry
- Artisan Entrepreneurship
- Creating Beaded Jewelry
- Open Jewelry Studio
- Texturizing and Stamping Metal Jewelry
- Working with Precious Metal Clay (PMC)

The student will be awarded a certificate upon successful completion of the above courses.

### Pottery

**Purpose:** This program provides in-depth exploration of the history of pottery making, developing skills to work in a clay medium, in the design and development of pottery as a functional

artistic art and to prepare students for positions within associated industries, including tourism, or with the skills needed to establish their own self-supporting business in this niche industry.

- Artisan Entrepreneurship
- Introduction to Hand-Building Pottery
- Open Pottery Studio
- Surface Decoration and Glazing
- Wheel Thrown Pottery

The student will be awarded a certificate upon successful completion of the above courses.

## Customer Service Workshops

Effective customer service is crucial for organizations across all industries and sectors, public and private. The following workshops provide vital skills to enhance customer service practice.

- Customer Service for Managers
- Customer Service: It's My Pleasure!
- Customer Service: The Fish! Philosophy

The student is awarded a certificate upon successful completion of each above workshop.

## Entrepreneurship

### Artisans Center of Virginia Studio School

Artisans Center of Virginia Studio School is a Workforce Development initiative that focuses on honing the vocational and trade skills of Virginia artisans while providing them with the business and entrepreneurial training needed to operate, market and sell their products and services.

- Branding: What Makes You Unique?
- E-Commerce Made Easy
- Bookkeeping and Taxes for Creatives

The student is awarded a certificate upon successful completion of each of the above classes.

### SUCCESS MindSET® Entrepreneurial Bootcamp

This course introduces, demonstrates and applies innovation start-up training principles from the inception of an idea through the development of a viable business strategy. The program is equally effective for individuals who are first considering starting a business to those with developed business plans or even early stage enterprises. The SUCCESS MindSET® program uniquely focuses on why successful entrepreneurs are, in fact, successful, including effectual thinking, lean start-up strategies, and customer/target markets development.

The student will be awarded a certificate upon successful completion of the above class.

### HOPE (High-Demand Occupational Programs for Employment)

WECD has entered into partnerships with area social services, community service agencies, and business and industry leadership teams (BILTs) to provide support, counseling, training, and job placement for career seekers. The objective is to identify

job growth areas within the PHCC service region and engage those businesses in an approach to improving the workforce through short-term training and credentialing.

Career tracts are currently offered in Customer Service, Food Service, and Advanced Manufacturing. These career credit training programs consist of a core of soft skills transferrable to any industry as well as industry-specific courses and internships.

#### Program Features:

- 12-week vocational training and credentialing
- Curriculum designed to meet employer needs
- Program simulates work environment
- Job readiness skills
- Intensive individual counseling
- Internship and job placement assistance

#### Core Courses:

- Business Communications
- Character Education
- Computer Skills
- Customer Service Skills
- Life Skills
- Moral Reconciliation Therapy
- On-Site Training
- Pre-Employment Preparation
- Teamwork Skills
- Workforce Readiness

#### Program Goals:

- Remove barriers that hinder employment.
- Build self-esteem.
- Empower students to achieve self-sufficiency.
- Increase accountability for life choices.

#### Intake Assessments:

- CareerScope – Determine what skills you possess and what career would best suit your needs.
- EAPI (Employee Assistance Program Inventory) – Identify common psychological problems to guide appropriate referrals.
- TABE (Test of Adult Basic Education) – Determine degree of education level.

#### Credentials:

- National Career Readiness Certificate
- IC3
- ServSafe Certification

## Management Boot Camp

This course is appropriate for new managers, aspiring managers, and motivated individuals in any organization to equip them with tools and resources to move from a good employee to a great, effective manager.

- Management Boot Camp: From Good to Great!

The student is awarded a certificate upon successful completion of each above workshop.



## National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) is a portable credential that can be presented to an employer anywhere in the United States. The NCRC confirms to employers that the participant possesses basic workplace skills in Reading for Information, Applied Math, and Locating Information – the three skills that most jobs require. Based on established ACT WorkKeys assessments, the NCRC gives you an edge when seeking a new position and verifies that you have the skills to handle common workplace tasks.

### A NCRC credential will enable the participant to:

- Earn a transferable, transportable State and National credential.
- Enhance your resume and show perspective employers concrete proof of your skills.
- Improve your success in entry-level jobs.
- Enhance your chance for promotion.

**NCRC is awarded at four levels: Platinum, Gold, Silver and Bronze.** Each is an objective validation to employers anywhere in the U.S. that an individual has met or exceeded the necessary foundational skills for a percentage of the 16,000 occupations in the WorkKeys database. For example, a Gold certificate verifies that an individual has the necessary skills for 93% of occupations.

ACT KeyTrain is a complete interactive training system based on the same skills and skill progressions found in the ACT WorkKeys assessment system. Three of the KeyTrain courses – Applied Mathematics, Locating Information, and Reading for Information – helps participants to prepare for the NCRC.

## COMPUTERS AND TECHNOLOGY

### Beginners

- Boot Camp: Computers for Beginners
- How to Buy a Computer
- Introduction to Microsoft Windows
- Plus 50: Beginning Computer, Part 1
- Plus 50: Beginning Computer, Part 2
- Plus 50: Beginning Computer, Part 3

### Certification Prep

- Cisco Certified Essentials Network Technician, Part 1
- Cisco Certified Essentials Network Technician, Part 2

### Digital Photography & Imaging

- Beginning Adobe Photoshop
- Intermediate Adobe Photoshop
- Intermediate Nuts and Bolts of Your Digital Camera
- Nuts and Bolts of Your Digital Camera

### Microsoft Office Training Series

**Purpose:** This Microsoft Office 6-hour training series is designed to provide basic computer skills and knowledge of word processing, spreadsheet, database, and presentation software. These hands-on courses introduce practical techniques that students can use right away to gain needed job skills and enhance workflow.

- Microsoft Access
- Microsoft Excel
- Microsoft Excel Advanced
- Microsoft Excel Intermediate
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Word Advanced
- Microsoft Word Intermediate

The student is awarded a certificate upon successful completion of each above workshop.

## HEALTHCARE / DENTAL / VETERINARY

### Certified Nurse Aide

**Purpose:** This program is designed to provide skills and knowledge to prepare the student to apply and take the Virginia National Nurse Aide Assessment Program (NNAAP) test to become a Certified Nurse Aide (CNA) in Virginia.

- Health Care Technician I
- Health Care Technician II

The student will be awarded a certificate upon successful completion of the above courses.

### Clinical Medical Assistant

**Purpose:** This short-term training program prepares students for the National Healthcareer Association Certified Clinical Medical Assistant Exam. The Certified Clinical Medical Assistant is an unlicensed, multi-skilled healthcare practitioner who is competent in both clinical and administrative procedures. As a CCMA you may perform some or all of the following tasks: interview patients, measure and record vital signs, prepare exam rooms, clean and sterilize medical equipment, administer injections, as well as topical or oral medications, perform venipuncture and point-of-care testing. High School diploma or GED required. Tuition includes \$105 assessment fee.

- Clinical Medical Assistant
- Clinical Medical Assistant Internship
- Job Readiness

The student will be awarded a certificate upon successful completion of the above program.

### Customer Service for Healthcare

**Purpose:** These courses are designed to help students gain a better understanding of how fundamental customer service principals apply to the healthcare industry.

- Customer Service for Healthcare, Part 1
- Customer Service for Healthcare, Part 2

The student will be awarded a certificate upon successful completion of the above classes.

### Dental Health Coordinator

The Community Dental Health Coordinator is a dental team member whose primary function is the prevention of dental disease with an emphasis on community health worker skills.

### **CDHC Basic Program:**

- 12 months of online instruction.
- Clinicals for one weekend a month in Martinsville, VA.
- 6 month internship in an approved safety net clinic.

## **Phlebotomy Technician Program**

**Purpose:** This short-term training program introduces students to basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Students learn techniques of specimen collection, specimen handling, and patient interactions. Upon successful completion of the program, students will be eligible to sit for the National Healthcareer Association Phlebotomy Technician Exam. High School diploma or GED required. Tuition includes \$105 assessment fee.

- Job Readiness
- Phlebotomy Technician Program
- Phlebotomy Technician Internship

The student will be awarded a certificate upon successful completion of the above program.

## **Spanish for Medical Professionals**

**Purpose:** Participants will gain the basic tools to bridge the communication gap with your Spanish-speaking patients. These fun classes are customized by the instructor to meet the students' needs.

- Spanish for Medical Professionals I
- Spanish for Medical Professionals II

The student is awarded a certificate upon successful completion of each above course.

## **Veterinary Assistant**

**Purpose:** This program will prepare the student to assist a Veterinarian or Veterinary Technician in their daily tasks. This course combines 101.5 hours of instruction, 40 hours of hands-on training, and 28 hours of job readiness skills training to prepare the student to enter the workforce at a much faster pace.

- Job Readiness
- Veterinary Assistant Program
- Veterinary Assistant Internship

The student will be awarded a certificate upon successful completion of the above program.

# **INDUSTRY, TRADES, MANUFACTURING**

## **Certified Production Technician**

**Purpose:** This program was designed to align with Manufacturing Skills Standards Council (MSSC) Certified Production Technician Program and to help individuals enhance their core knowledge and skills for production work, from entry-level to front-line supervisory level. The nationwide MSSC System is a nationally recognized certificate that is based on industry-defined and federally endorsed national standards.

- MSSC CPT: Safety
- MSSC CPT: Quality Practices & Measurement

- MSSC CPT: Manufacturing Processes and Production
- MSSC CPT: Maintenance Awareness

Those successfully completing assessments in each of the above four modules are awarded CPT certification.

## **Contractor Business Licensing**

This course is intended for first-time applicants for a Class C, B or the Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR), and Board for Contractors as meeting the requirements for pre-licensure or remedial education.

- Basic Contractor Licensing

The student will be awarded a certificate upon successful completion of the above course.

## **Electrical Groundsman**

**Purpose:** This program, offered in partnership with TCR Management Group, provides individuals the skills and certifications needed to develop a career as an Electrical Groundsman. Classes are held over a five week period with students attending class four days each week, eight hours each day. The student receives 160 hours of training and instruction. Job placement assistance is provided.

- Electrical Groundsman Training

The student will be awarded a certificate upon successful completion of the above program.

## **Occupational Safety and Health Administration (OSHA) Training**

**Purpose:** These courses help supervisors and workers reduce the risk of workplace hazards.

- OSHA 10
- OSHA 30

The student is awarded a certificate and a wallet card upon successful completion of each above courses.

## **ServSafe Manager's Certification**

**Purpose:** This program provides food safety training, exams and educational materials to foodservice managers. Students can earn the ServSafe Food Protection Manager Certification.

- ServSafe Manager's Certification

The student is awarded a certificate upon successful completion of the above course.

## **Siemens Mechatronics (SMSCP Level 1) Boot Camp**

**Purpose:** Mechatronics is the integration of mechanical, electrical, robotics and computer software. This industry-recognized certification program prepares students to work effectively in a variety of industrial and manufacturing settings.

- Digital Fundamentals and PLCs
- Electrical Components
- (Electro) Pneumatic and Hydraulic Control Circuits
- Mechanical Components and Electrical Drives

The student is awarded a certificate upon successful completion of the above courses.

## Siemens Certification in Automation Fundamentals

**Purpose:** This program is available from Siemens Cooperates with Education (SCE). This certification is a way to provide a structured, repeatable method to validate the knowledge of Siemens Totally Integrated Automation solutions while utilizing recommended SIMATIC best practices. The online certification exam is offered to instructors and students of automation and related fields and can be completed after a recommended training path is satisfied.

### Siemens Variable Frequency Drives (VFD)

#### Boot Camp

- Electrical Motor Drives
- Motor Controls

The student will be awarded a certificate upon successful completion of the above courses.

#### PLC Boot Camp

The student will be awarded a certificate upon successful completion of the above courses.

## Tradesman Continuing Education

**Purpose:** Journeyman, Master Plumbers, Electricians, HVAC technicians, and Gas Fitters are required by the Virginia Board of Contractors to take a pre-determined number of continuing education hours specific to their trade as part of the licensing process. Plumbers, HVAC technicians, and Electricians must take three hours of continuing education in their field. Gas Fitters must take one hour (intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters). The continuing education must be completed prior to the expiration date on the license.

Tradesman license renewal courses cover new definitions, code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes.

The student will be awarded a certificate upon successful completion of each above course.

## INNOVATION AND DESIGN

### Fabrication Laboratory

A collaboration between PHCC, Economic Development Corporation (EDC) and New College Institute (NCI), the Fab Lab is part of the U.S. Fab Lab Network and offers opportunities for digital fabrication to individuals and companies in ways that are not practical or economical using mass production. The Fab Lab, which is located at the Thomas Dalton IDEA Center in Uptown Martinsville, provides training and equipment to students, businesses, and entrepreneurs. Equipment in the Fab Lab includes a 3D printer, laser engraver, vinyl cutter, CNC machine, plasma cutter, mini-mill, vacuum former, injection molder, and welder. A training course, How to Make Almost Anything, must be completed prior to equipment use.

- Fab Lab Series
- How to Make Almost Anything

- Introduction to Fab Lab
- Lunch and Learn Series
- Maker Monday Series

The student is awarded a certificate upon successful completion of each above workshop.

## TRANSPORTATION

### Auto Dealership Operator

The dealer-operator of any new independent motor vehicle dealership will be required to successfully complete a two-day course of study before they will be allowed to take the dealer-operator qualification test at any DMV Customer Service Center. Curriculum and instruction are provided by Virginia Independent Automobile Dealers Association. The course is open to all existing dealers and their employees.

- Auto Dealer Operator Course

The student will be awarded a certificate upon successful completion of the above course.

### Commercial Driver's License

Class A driver training program, in partnership with CDS Tractor Trailer Training, is designed to be skill based and hands-on to prepare you for the trucking industry. This course is intended to focus on developing a strong work ethic, teamwork, and self-confidence. The program consists of classroom instruction, various backing maneuvers, and on-the-road training. Part-time and full-time programs are offered.

### Motorcycle

The following courses are provided to teach riders of all skill levels the basic fundamentals needed to safely operate a motorcycle.

- Motorcycle 3-Wheel Basic Rider Course
- Motorcycle Basic Rider Course
- Motorcycle Basic Rider Course 2

The student will be awarded a Virginia Motorcycle Safety Course Completion Certificate upon successful completion of each above course.

## PERSONAL ENRICHMENT

WECD serves the community by helping them explore new leisure opportunities through a wide variety of career credit special interest classes that are designed for personal enrichment, learning a new skill or just plain fun.

### Creative Writing Series

Designed for writers of all levels, the following classes include short lessons with a variety of techniques and examples.

- Creative Writing
- Write What You Know: Fiction Writing
- Your Experiences Matter: Personal Narrative Non-Fiction

## Culinary Arts

- The Art of Chocolate

## Dance

- Ballroom Dancing
- Beginner Line Dance
- Beginner Tap Dance
- Line Dance Level II

## English Language Literacy

This course is designed as a reading and writing refresher for students scoring below the minimum on the VPT English test.

- English Language Literacy

## Kids College

PHCC offers Creative Kids College each summer. The goal is to provide unique learning opportunities to children ages 9-14. A variety of programs are offered to inspire creativity and give kids an opportunity to explore career opportunities.

- Artist Adventures Camp
- Cooking Around the World Camp
- Glass Art Camp
- Junior Top Chef Camp
- Minecraft Makers Camp
- Photography Camp

## Math Refresher

This course is designed as a math refresher for students scoring below the minimum on the VPT Math test. Course is open entry/open exit; 15 hours instructional and 15 hours open learning.

- Math Refresher

## VIRTUAL CONTINUING EDUCATION

PHCC offers a wide range of open enrollment online career credit courses and programs to meet the needs of our students. To learn more and register, visit [www.patrickhenry.edu/online-education](http://www.patrickhenry.edu/online-education).

## Our Partners:

**ed2go** offers an array of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. They consist of 24 hours of instruction; begin the third Wednesday of each month and last 6 weeks.

**Gatlin Education** career programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations. These programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Many programs are designed to prepare individuals to take national certification exams.

**Health Ed Today** programs provide necessary skills to pursue employment opportunities in hospitals, clinics, physicians' offices and other healthcare organizations nationwide. Most programs include "externships".

**ProTrain Online** offers affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills.

## Computer Applications

PHCC offers a wide selection of computer application classes through **ed2go**. Several versions of Word, Excel, Access, and PowerPoint are available. To learn more, visit: [www.ed2go.com/patrickhenry](http://www.ed2go.com/patrickhenry).

## Green/Renewable Energy

PHCC, in association with **ProTrain Online**, offers 22 programs specializing in home and commercial energy auditing and weatherization, LEED certification, and renewable energy training. To learn more visit: <http://phcc.theknowledgebase.org/>

## Health Care Careers

PHCC, in partnership with **Health Ed Today**, offers online programs designed to provide the skills necessary to excel in a professional healthcare environment. These courses are highly interactive and provide students with an enriched learning experience. Additionally, these programs include access to an online community with interactive content and robust student services. Certain programs include clinical externships and most programs lead to certifications. To learn more, visit: [www.healthtoday.com/patrickhenry](http://www.healthtoday.com/patrickhenry).

### Programs Available:

- Dental Assisting
- Electronic Health Records
- Medical Billing and Coding
- And many more!

## Industrial and Skilled Trades

PHCC has partnered with **ProTrain Online** to offer the following industrial and skilled trade courses. To learn more, visit: <http://phcc.theknowledgebase.org/>

### Courses Available:

- HazWoper 24-Hour Moderate Risk
- OSHA Campus - 30 Hour Construction Industry Training w/ Study Guide

## Information Technology Training

PHCC, in partnership with **Gatlin Education**, offers online certification programs designed to provide the skills necessary to acquire professional level positions for many IT occupations. These programs are designed by a team of IT professionals, who provide an effective web-based learning experience. Microsoft Office Specialist (MOS) and Microsoft Certification Training are among the many programs available. To learn more, visit: [www.gatlineducation.com/phcc](http://www.gatlineducation.com/phcc).

PHCC has also partnered with **ProTrain Online** to offer certification in various A+ Network Security programs, CISCO, CompTia, and Sun Certified JAVA. Courses are also offered in

Microsoft Certified Tech Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Microsoft Certified System Engineer (MCSE), and SQL Server, to name a few. To learn more visit: <http://phcc.theknowledgebase.org/>.

## Management and Leadership

PHCC, in partnership with **ProTrain Online**, offers self-paced, online programs for in-demand job skills. To learn more, visit: <http://phcc.theknowledgebase.org/>

### Courses Available:

- Business Writing
- Human Resources
- HRCI / PHR Certification
- Six Sigma

## Occupational Spanish

PHCC, in partnership with **ProTrain Online**, offers Spanish for Banking, Spanish for Law Enforcement, Spanish for Health Care, Spanish for Food Service, Spanish for EMTs and Paramedics, plus many more. To learn more, visit: <http://phcc.theknowledgebase.org>

## Project Management

PHCC's partner, **ed2go**, is a global Registered Education Provider for the Project Management Institute (PMI). Online courses provide essential information to prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). To learn more, visit: [www.ed2go.com/patrickhenry](http://www.ed2go.com/patrickhenry).

## Service Careers

PHCC and **ProTrain Online** offer training for the aspiring entrepreneur. To learn more, visit: <http://phcc.theknowledgebase.org/>.

### Courses Available:

- Event Planning Professional
- Florist / Floral Design Entrepreneur
- Interior Decorating / Design Entrepreneur
- Wedding Consultant Entrepreneur
- And many more!

## Trades Training

PHCC, in association with **RedVector**, offers online continuing education and professional development training for architects, interior designers, building inspectors, engineers, land surveyors, landscape architects, contractors, and other trades. Boasting more than 2,000 essential and interactive offerings, these courses are designed using the latest E-learning methods to be fast, informative, and user-friendly! To learn more, visit: [www.patrickhenry.edu/online-education](http://www.patrickhenry.edu/online-education).

## CAREER CREDIT COURSE DESCRIPTIONS

**Advanced Beaded Jewelry.** Learn to take your jewelry making skills to the next level. Students will learn many techniques including wire wrapping, multiple strand beading, and the use of multiple media to create beautiful jewelry.

**Advanced Glass Fusing.** Using multiple layers of glass, inclusion of objects, slumping and fusing, students will create glass art utilizing all techniques of fused glass.

**Advanced Quilting Techniques.** This class is for the experienced quilter. Open lab for completing assignments or individual designs and to work in a self-paced, supportive and creative environment. Teaching staff will assist with ideas, motivation, suggestions and techniques. Prerequisite: four sessions of Quilting 101 or instructor approval. Students purchase own supplies.

**Artisan Entrepreneurship.** The basics of starting and operating a business, designed to meet the specific needs of the Artisan Business. Traditional business planning, negotiation strategies, communication skills, developing strategic business relationships and creative issues are addressed in the class.

**Artist Adventures Camp.** Spark your creativity! We will focus on a different artistic medium each day and create projects in drawing, painting, printmaking, collage and sculpture!

**Auto Dealer Operators Course.** Instruction provided by Virginia Independent Automobile Dealers Association (VIADA). The path to a Dealer-Operator license begins with a required two-day course of study. The course takes the attendee from establishing the dealership under local zoning and Dealer Board requirements, through the sales process with its multitude of forms, laws and regulations, in to a sampling of opening and operating expenses, and ending with a discussion on ethics. The course is open to all existing dealers and their employees.

**Ballroom Dancing.** Students will learn the basic steps of the waltz, fox trot, swing, rumba, cha-cha and tango, in this refreshing, invigorating, and physically demanding course.

**Basic Contractor Licensing.** This course is designed to provide a basic look at the Statutes and Regulations that govern contractor licensing in Virginia, to include a review of the different types of licenses available and the qualifications for each: Standards of Practice, Prohibited Acts and How to Avoid Violations of the Regulations.

**Basic Glass Fusing.** Students will learn the basics of glass fusing. Students will learn to cut glass, select the correct types of glass, and design a project. They will learn how to prepare the molds and kiln for firing as well as the basics of kiln firing. Each student will make several small pieces, such as tiles, coasters and/or sun-catchers.

**Beginner Line Dance.** This class will introduce the beginner dancer to basic Line dance steps and incorporate those steps into fun, easy dances to a wide variety of music genres. Learn dances to your favorite Pop, Country, Oldies, Show Tunes, etc. Line dance is a proven stress reliever and an excellent way to fit exercise and fitness into your lives.

**Beginning Adobe Photoshop.** Certified professional photographer Ricky Dawson will demonstrate how to improve the quality of your digital images in Adobe Photoshop. Learn to download digital files by using a card reader instead of the camera cord, and resize images for social media or e-mailing. Simple color correcting will also be explained and lighting the print. Each student will use their own pictures on a jump drive to work with in class.

**Beginning Tap Dance.** Students will learn basic tap steps and combine them to form dances. No experience necessary. Great way for theater students to add skills to their repertoire! Students must purchase their own tap shoes.

**Bookkeeping and Taxes for Creatives.** "Are you a right-brained, creative type and "not a numbers person"? This is the class for you! Learn some left-brained tricks to help you make and keep more money doing what you love. What are deductible expenses? Does mileage count? How about deducting part of my house? It's time to hire an employee, now what? Learn some basic and easy ways to track your expenses, from low- tech to high-tech options.

**Boot Camp: Computers for Beginnings.** Does your child know more about that computer than you do? Never touched a computer? How about this: "I only know how to turn it on and turn it off!" If either of these descriptions fit you, then we have a class especially for you. Allow us to calm your fears and teach you how the computer can be very useful. You can't break it! We'll even introduce you to a few of our friends - Microsoft Office, Internet, and email. They are easier to get to know than you think.

**Branding: What Makes You Unique?** Do you want your marketing to connect with customers? A crucial step in developing your business is to define your "Unique Value Proposition" targeting your market's needs/desires, and communicating how you stand out from competitors. Find key words to connect with your audience, then turn them into a foundational statement that will inform your brand, logo, mission, and ignite your marketing.

**Cisco Certified Essentials Network Technician, Part 1.** In preparation for the CCENT certification, this course provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configuration.

**Cisco Certified Essentials Network Technician, Part 2.** In preparation for the CCENT certification, this course provides problem solving experience to supplement instruction in Introductory Routing - Cisco. Pre-requisite: CISCO CCENT Part 1.

**Clinical Medical Assistant.** This short-term training program prepares students for the National Healthcareer Association Certified Clinical Medical Assistant Exam. The Certified Clinical Medical Assistant is an unlicensed, multi-skilled healthcare practitioner who is competent in both clinical and administrative procedures. As a CCMA you may perform some or all of the following tasks: interview patients, measure and record vital signs, prepare exam rooms, clean and sterilize medical

equipment, administer injections, as well as topical or oral medications, perform venipuncture and point-of-care testing. High School diploma or GED required. Tuition includes \$105 assessment fee.

**Clinical Medical Assistant Internship.** This course will provide students with a hands-on experience in a professional setting where they can apply the principles and techniques of Clinical Medical Assistant learned, while completing the training. Will use a checklist of minimum skills that should be observed or practiced over the course of the internship. To be eligible for the internship, students must successfully complete the classroom portion, submit to a thorough background check, drug screening and meet other requirements.

**Cooking Around the World Camp.** Take your taste buds on a trip around the world! Learn about the cuisine of a different country every day and make delicious meals like pasta from scratch, crepes (thin French pancakes), and more.

**Creating Beaded Jewelry.** Learn to make jewelry like a professional. Using a variety of tools and techniques, students will design and create wearable works of art.

**Creative Writing.** Mix real life with your imagination to experiment with a range of fictional writing. Participate in friendly classes that include short lessons with a variety of techniques and examples. Each class session includes time to write, discuss, and share, if you choose. For writers of all levels. Open to teens and adults.

**Customer Service for Healthcare, Part 1.** Students will gain an understanding of how fundamental customer service principals apply to the healthcare industry and how to deliver exceptional customer service. They will learn how to measure customer satisfaction and how to set expectations and recover lost customers. They will gain insight into generational differences as it may relate to the healthcare environment and have a better self-awareness.

**Customer Service for Healthcare, Part 2.** A continuation of the first part of this series, this course will develop skills to ensure that patients and customers receive top-quality service. This Service Plus Healthcare Workshop will give your organization the edge it needs—loyal customers who demonstrate "the three Rs" of loyalty: Return to your facility because they view you as their health care provider of choice, Refer others, and Relate to service providers as partners in their care.

**Customer Service for Managers.** Management's role is to model the practices that are exemplary for the front line staff. Participants will learn how to define customer service and identify customers. The workshop will also cover the importance of first impressions and perceptions, communication, and dealing with difficult people.

**Customer Service Recovery.** Using our best communication skills to deal with conflict will result in a stronger organization, a better relationship with your customers, and a team that is dedicated to results. This workshop will focus on strategies to embrace complaints as a way to re-engage customers, empower staff to effectively deal with difficult situations, learn when to say "no" in

a respectfully, but authoritative manner, and recognize complaint management as a critical element of your business strategy.

**Customer Service: It's My Pleasure!** This 2-hour facilitator led workshop will expose participants to the culture demonstrated at Chick-fil-A Martinsville, where the team members believe in providing guests the best Restaurant experience possible. At Chick-Fil-A they're committed to providing Second Mile Service and they strive to exceed customer expectations. Get in on the secrets to their ability to provide a unique customer experience!

**Customer Service: The Fish! Philosophy.** Whether you are on the front-lines or leading the organization, the FISH! Philosophy has something to offer you! Educators, government, hospitality, or industry – this class can help your organization strengthen teamwork, employee retention, customer service, and morale. The FISH! Philosophy taps into the passion, energy and creativity that is already inside each of us. When people choose to bring their best to work, it leads to lasting excellence.

**Digital Fundamentals and PLCs.** This course covers the fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronic system with a focus on the automation system SIMATIC S7-300 and the appropriate programming software STEP7. Using computer simulation, students will learn the role PLCs play within a mechatronic system or subsystem. They will also learn basic elements of PLC functions by writing small programs and testing these programs on an actual system. Students will learn to identify malfunctioning PLCs, as well as to apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

**E-Commerce Made Easy.** If you're not selling online, you're missing out on your share of the cash! Learn how to set up your online store, connect it to your bank, and take your business on the road. We'll show you how to use systems such as Google, PayPal and Square to quickly set up an e-commerce and fulfillment system that won't break the bank, and has the added benefit of going everywhere that you go.

**Electrical Components.** This course covers the basics of electrical components in a complex mechatronic system. Based upon a physical system, students will learn the basic functions and physical properties of electrical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, timing diagrams and system specifications will also be covered. By understanding the complete system, the flow of energy through the system and measurements on the components, students will learn and apply troubleshooting strategies to identify, localize and correct malfunctions. Preventive maintenance and safety issues for electrical components within the system will be discussed.

**Electrical Motor Drives.** This course introduces advanced operations, set up, programming, and troubleshooting of electronic motor drives that are used for the control of industrial AC motors.

**(Electro) Pneumatic and Hydraulic Control Circuits.** This course covers the basics of pneumatic, electro pneumatic and hydraulic control circuits in a complex mechatronic system.

Students will learn the functions and properties of control elements based upon physical principles, and the roles they play within the system. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will also be covered.

**Electrical Groundsman Training.** PHCC, in partnership with TCR Management Group, offers an Electrical Groundsman training program. Under the supervision of the linemen, a groundsman performs a variety of tasks in the construction, maintenance, and repair of electrical distribution and transmission lines and equipment. Groundsman training is the first step towards a career as an Electrical Lineman. HS diploma or GED not required. Certifications earned: OSHA 10 T&D, Basic Work Zone, Flagging, and CPR/First Aid. Preparation for the CDL Class A learners permit included. TCR, boasting an 85% job placement rate, offers job placement assistance for students who successfully complete the training and pass exams.

**English Language Literacy.** This course provides basic integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students retest the Virginia Placement Test (VPT) to determine their English placement.

**Fab Lab 3D printing.** The class will educate the student in using 3d design programs like 123D Design to produce 3d models to print out on the 3d printer. Students will also learn the basics on small 3d printers.

**Fab Lab Innovation Camp.** During this four-day camp, students will learn to conceptualize, design, and prototype ideas for new products. Students will use various Fabrication Lab equipment including plasma cutters, laser cutters, 3D printers, and more to manufacture their ideas. Students will design and produce a variety of projects to take home, like t-shirts, stickers, and 3D-printed objects.

**Floor Loom Weaving.** This class introduces students to principles and techniques of floor loom weaving, including warp preparation, dressing the loom, pattern drafting, and basic loom-controlled and weaver-controlled weaves. Emphasis will be on developing a personal approach to fiber media. Offered at the Reynolds Homestead.

**Fab Lab CNC Laser.** This class will educate the student in using Inkscape to design files for projects. The student will be trained on using the Universal Laser to create projects with the lasered designs like hinged boxes, ornamentals and veneers.

**Fab Lab CNC Mill.** The class will educate the student in using 3d design programs like 123D Design to produce 3d models to be cut out on a CNC Mill. These projects will be carved pieces like negative molds to cast.

**Fab Lab Vinyl Cutter.** This class will educate the student in using Inkscape to design files for projects. The student will be trained on using the Roland vinyl cutter to create projects with the vinyl designs like signage, etching and stenciling.

**Glass Art Camp.** Come explore the world of glass art! Students will explore a wide range of glass art techniques, including the safe use of tools and the basics of cutting glass. Throughout the week, students will create several beautiful and functional pieces.

**Health Care Technician I.** Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observations, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi- skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, and long and short-term care facilities.

**Health Care Technician II.** Applies theory through laboratory experience for health care technicians to work in home health, long and short-term facilities. Prerequisite: successful completion of Health Care Technician I.

**How to Buy a Computer.** Shopping for technology can be intimidating even for the savviest of shoppers with all the features, packages, and price ranges. Decisions, decisions. Should you choose a PC or a laptop? Do you prefer the convenience of access while on-the-go or will you use the computer in a comfortable place in the home. In this workshop, discover which features are most important to consider to find the best technology for your needs.

**How to Make Almost Anything.** This class will teach students how to use free software like 123d Design, Sculpttris and Inkscape to design. Students will then learn how to use the cnc vinyl cutter, cnc laser, cnc mill and the 3D printer to make their designs.

**Intermediate Adobe Photoshop.** Certified professional photographer Ricky Dawson will demonstrate how to make a collage of photos by using the different features in Adobe Photoshop. The photos will be combined using layers so any correction can be made without starting over. Different type styles and other effects will also be added to personalize. Each student will use their own pictures on a jump drive to work with in class.

**Intermediate Fine Woodworking.** Have a woodworking project in mind, let our instructor, Burr Fox, help guide you with your project! Class is for students with some woodworking experience.

**Intermediate Nuts and Bolts of Your Digital Camera.** Certified professional photographer Ricky Dawson will help students gain understanding of how to use their digital camera's advanced menus and settings. Move to automatic to learn how the dials can improve your photos. Each student should bring their own digital camera and owner's manual.

**Intermediate Stained Glass.** This class explores the history and techniques of stained glass. Students will produce stained glass samples using traditional joining techniques.

**Intermediate Woodturning.** The student will be introduced to the turning of hollow forms, elements of design and form for artistic merit. The student will be given the opportunity to explore the various types of wood medium to produce a viable creation of wood.

**Introduction to Fab Lab.** Students will learn digital fabrication and advanced manufacturing skills to help produce a personal manufactured product. The students will learn open sourced software on the computer workstations, then create, design and send files to machines to make the design a reality.

**Introduction to Fine Woodworking.** Students learn about wood as a medium for realizing their designs. Topics include the milling technique, mortise and tenon joinery, surface preparations, and application of finishes. Students learn safe use of the radial saw, jointer, planer, table saw, band saw, drill press, horizontal boring machine and router.

**Introduction to Hand-Building Pottery.** Students will be introduced to the fundamental concepts and skills related to hand crafted hand-built pottery. Students will develop the ability to produce sound work and will learn the basic glazing techniques.

**Introduction to Microsoft Windows.** If you've recently purchased a computer, or if you aren't familiar with your computer's operating system, this course is for you! In this course, students will gain "hands-on" experience using computers and software, including how to operate a computer, common terminology, and the various elements of the windows operating system.

**Introduction to Stained Glass.** Explores the history and techniques of stained glass. Produces stained glass samples using traditional joining techniques.

**Introduction to Woodturning.** The student will be introduced to the turning of hollow forms, elements of design and form for artistic merit. The student will be given the opportunity to explore the various types of wood medium to produce a viable creation of wood.

**Job Readiness.** This course will provide students with an understanding of what it means to be ready for work. The student will also be able to write an effective resume, complete a job application and hone their interview skills. Students will understand how to develop short and long term employment goals and how to use training and feedback opportunities to advance their career. Student has the opportunity to earn the National Career Readiness Certificate by scoring at least a 3 on the WorkKeys assessments for Locating Information, Applied Math and Reading for Information.

**Junior Top Chef Desserts Camp.** Got a sweet tooth? Chef Colleen of Uptown Sweets will teach you to make a variety of delicious desserts and decorate them with flair!



**Line Dance Level II.** This class is designed for the dancer who has command of basic beginner steps and wants to learn dances that are a bit more challenging. Prior completion of Beginner Line Dance is required, or may enroll with instructor approval. Have fun dancing to a variety of music genres while improving your strength, stamina, and overall health.

**Lunch and Learn @ Fab Lab 3D Printing.** The class will educate the student in using 3d design programs like 123D Design to produce 3d models to print out on the 3d printer. Students will also learn the basics on small 3d printers.

**Lunch and Learn @ Fab Lab CNC Laser.** This class will educate the student in using Inkscape to design files for projects. The student will be trained on using the Universal Laser to create projects with the lasered designs like hinged boxes, ornamentals and veneers.

**Lunch and Learn @ Fab Lab CNC Mill/Molds.** The class will educate the student in using 3d design programs like 123D Design to produce 3d models to be cut out on a CNC Mill. These projects will be carved pieces like negative molds to cast.

**Lunch and Learn @ Fab Lab Vinyl Cutter.** This class will educate the student in using Inkscape to design files for projects. The student will be trained on using the Roland vinyl cutter to create projects with the vinyl designs like signage, etching and stenciling.

**Maker Monday: Hack Your Garden!** The attendees will get freebies and learn how to program garden activities with a raspberry pi or Arduino.

**Maker Monday: Make Your Pet Tag!** Attendees will be able to design and make a pet tag.

**Maker Monday: Raspberry Pi / Arduino Projects.** Learn how to code for Raspberry pi and Arduino.

**Maker Monday: Robotics.** Attendees will learn how to program robotic applications for home use.

**Management Boot Camp: From Good to Great!** A good employee is valuable to any organization. Often a GOOD employee is the person who takes initiative, meets goals and deadlines, comes early and stays late, and does whatever is needed to drive results. When promotion opportunities arise, the company has no hesitation in making the GOOD employee the newest leader/manager/supervisor but they don't always provide the resources and training the GOOD employee needs to be able to provide effective management for the business.

**Math Refresher.** The student will add, subtract, multiply, and divide whole numbers. The student will round and estimate whole numbers to the nearest given place value. The student will solve contextual problems using whole numbers, including finding perimeter and area. The student will use exponent rules and the order of operations to simplify expressions. All student learning outcomes for this unit must be completed without the use of a calculator.

**Mechanical Components and Electrical Drives.** This course covers the basics of mechanical components and electrical drives in a complex mechatronic system. Based upon a physical system, students will learn the basic functions and physical properties of mechanical components as well as electrical drives (AC and DC), and the roles they play within the system. They will also learn about mechanical components which lead and support the energy through a mechanical system to increase efficiency and reduce wear and tear. Materials, lubrication requirements and surface properties will be examined.

**Microsoft Access.** Let's start by learning when to use Access and when to use Excel. This course helps you answer that essential question so you don't set off in the wrong direction. Then you're ready for the foundation of your database - learn to create tables and progress to creating queries, forms, and reports, using the latest version of Microsoft Access.

**Microsoft Excel.** Are you trying to keep your household or are you a business owner relying on Excel to keep your organization thriving? You will learn the techniques in this workshop that will make your job easier. You'll start with the essential skills of spreadsheet creation: how to create a workbook, enter and edit text and numbers, and add rows or columns. You will progress to creating a chart and making changes to a chart after you create it, using the latest version of Microsoft Excel.

**Microsoft Excel Advanced.** Have you ever wished there was a class for proficient users of Microsoft Excel? Where you can learn how to do specific tasks related to your job, or your needs? For instance: financial functions, tables, conditional formatting, creating templates, and linking worksheets and charts to a Word document, using the latest version of Excel. Caution: This course is not for the beginner! When you pre- register for the course, please inform the PHCC staff of two tasks you want to learn in this 6 hour workshop. Based on the responses of the participants, the instructor will plan a workshop that teaches those tasks.

**Microsoft Excel Intermediate.** This workshop assumes each student has a basic working knowledge of Microsoft Excel. If the student has recently completed the beginner workshop and wants to take their skills to the next level, then this workshop is for you! In this hands-on workshop, you'll learn how easy it is to create macros that let you manipulate data with the push of a button, using the latest version of Microsoft Excel. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire.

**Microsoft PowerPoint.** In this workshop, you will start with the steps to create a slide show, start to finish, using the latest version of PowerPoint. But you will soon discover many ways to add flair to your presentation. You will learn how to create visual appeal out of text and other information like tables, Excel charts, your digital photos, sound, narration, and videos like You Tubes.

**Microsoft Word.** This workshop will begin with the basics of the latest version of this very popular word processing program.

Participants will learn how to use Microsoft Word to create their first document, edit text, and make that original document look great. The instructor will introduce templates and how you can format your document with styles; decorate the document with backgrounds, borders, and text effects; and insert tables. Before the end of the workshop, you will also learn how to use mail merge, revise documents and track changes, and other tasks Word makes simple to do.

**Microsoft Word Advanced.** Have you ever wished there was a class for proficient users of Microsoft Word? Where you can learn how to do specific tasks related to your job, or your needs? For instance: Word features used to prepare a document for distribution, creating forms, advanced mail merge features, collaborating changes with other users, or creating a webpage using the latest version of Microsoft Word. Caution: This class is not for the beginner! When you pre-register for the course, you must inform the PHCC staff of two tasks you want to learn in this 6 hour workshop. Based on the responses of the participants, the instructor will plan a workshop that teaches those tasks. The class seating is limited, and granted to students in the order that the payment and registration is received.

**Microsoft Word Intermediate.** Microsoft Word is a powerful and popular program, yet most people use only a fraction of its features. This workshop assumes each student has a basic working knowledge of Microsoft Word. If the student has recently completed the beginner workshop and wants to learn more, then this workshop is for you. We'll cover how to use Word as a simple desktop publishing program to create signs, flyers, menus, brochures, and even newsletters. You'll learn how to insert different types of graphics in a document including digital photographs from your own camera, clip art images provided by Microsoft, and different types of charts such as bar, line, or pie charts, using the latest version of Microsoft Word.

**Minecraft Makers Camp.** Design your world in Minecraft and 3d print, laser cut and build your characters out in real life using various Fab Lab equipment including laser cutters, 3d printers, and more to manufacture their ideas.

**Motor Controls.** This course instruction will include troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits.

**Motorcycle 3-Wheel Basic Rider Course (3WBRC)** This course is designed to teach the novice or experienced sidecar or trike rider the skills necessary to safely operate a three-wheeled vehicle on the street, even if you have never ridden any kind of motorcycle. The 16-hour course takes the rider through the basics of motorcycle operation (controls are much the same as a two wheeled motorcycle), effective braking, turning skills and obstacle avoidance, as well as safe riding strategies. The course consists of both classroom instruction and hands-on riding instruction. All riding is done on a closed course. Rider Coaches have been trained and certified by the Motorcycle Safety Foundation. Motorcycles will be provided or participants can use their own.

**Motorcycle Basic Rider Course.** This course provides classroom and actual motorcycle operator training in a controlled environment. Riders learn basic skills of motorcycle operation, effective braking and obstacle avoidance, as well as safe riding strategies. This course prepares the rider for state licensing.

**Motorcycle Basic Rider Course 2 (BRC2)** This course is designed to assist licensed riders in improving their skills and to provide a safe environment for them to expand the limits of their abilities. The course includes a brief review of basic skills, critical advanced turning and braking skills, as well as counter steering and obstacle avoidance. Student is expected to provide their own motorcycle. The course is informative, enjoyable and valuable. We recommend that riders refresh and hone their riding skills every year with a BRC2.

**MSSC CPT: Maintenance Awareness.** This module focuses on skills necessary for production workers to: perform preventive maintenance; monitor indicators for correct operation; recognize possible maintenance issues with electrical, pneumatic, lubrication, automation, hydraulic, and couplings.

**MSSC CPT: Manufacturing Processes and Production.** This module focuses on skills necessary for production workers to: identify needed resources; coordinate work flow; perform and monitor process; and document product & process.

**MSSC CPT: Quality Practices & Measurement.** This module focuses on skills necessary for production workers to: read and interpret prints; compare measurements to prints; document quality problems; and suggest ideas for continuous improvement.

**MSSC CPT: Safety.** This module provides baseline knowledge and skills needed to maintain a safe and productive work environment and ensure the safe use of equipment for production workers.

**Nuts and Bolts of Your Digital Camera.** Do you have a digital camera but not sure what all of those buttons mean? This class will help you understand your camera by learning how the menu and buttons affect your camera and images. Students will also learn how to improve the quality of their images. Students will need to bring their own camera and manual.

**Open Glass Studio.** Open lab for completing assignments or individual designs and to work in a self-paced, supportive and creative environment. Teaching staff will meet with students on a pre-determined schedule to assist with ideas, motivation, suggestions and techniques.

**Open Jewelry Studio.** Supervised lab time for completing projects and independent study.

**Open Pottery Studio.** Open lab for completing assignments or individual designs and to work in a self-paced, supportive and creative environment. Teaching staff will meet with students on a pre-determined schedule to assist with ideas, motivation, suggestions and techniques.

**Open Woodworking Studio.** Open lab for completing assignments or individual designs and to work in a self-paced, supportive and creative environment. Teaching staff will meet with students on a pre-determined schedule to assist with ideas, motivation, suggestions and techniques.

**OSHA 10.** The 10-Hour Occupational Safety and Health Administration (OSHA) Outreach Training Program for General Industry program is targeted to entry level workers and covers general industry safety and health hazards which may be encountered. Required in 7 hours of the training are an Introduction to OSHA, Walking and Working Surfaces, Emergency Action Plans and Fire Prevention/Protection, Electrical Safety, Personal Protective Equipment, and Hazard Communication. At least two additional topics from a list of electives will be covered for a total of ten (10) training hours. Participants will receive: Instruction from authorized OSHA Outreach trainers and a Certification card upon successful completion of training and final exam. OSHA student completion cards do not expire per OSHA requirements.

**OSHA 30.** This 30-hour Occupational Safety and Health Administration (OSHA) Outreach Training Program for General Industry is targeted to supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

**Phlebotomy Technician Program.** This short-term training program introduces students to basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Students learn techniques of specimen collection, specimen handling, and patient interactions. Upon successful completion of the program, students will be eligible to sit for the National Healthcareer Association Phlebotomy Technician Exam. High School diploma or GED required. Tuition includes \$105 assessment fee.

**Phlebotomy Technician Internship.** This course will provide students with a hands-on experience in a professional setting where they can apply the principles and techniques learned in the Clinical Medical Assistant program. The student will use a checklist of minimum skills that should be observed or practiced over the course of the internship. The student will perform a minimum of 30 venipuncture and 10 capillary sticks on live individuals. To be eligible for the internship, students must successfully complete the classroom portion, submit to a thorough background check and drug screening, and meet other requirements.

**Photography Camp.** Are you addicted to Instagram? Obsessed with selfies? Take your digital photo skills to the next level with lessons from a certified professional photographer as you walk along the scenic uptown streets and trails of Martinsville. Students will learn to use a digital camera and will be introduced to Adobe Photoshop for editing and creating a photo collage.

**Plus 50: Beginning Computer, Part 1.** This class is designed for the 50+ student. This course is designed to take away the fear and uncertainty of using the computer. Students will learn about

computer systems, their components and the different types of electronic communications. They will gain experience with email, web browsers and the different types of websites. The keyboarding component will include the layout of the keyboard, placement of their fingers on the home keys and the uses of the function keys will be included.

**Plus 50: Beginning Computer, Part II.** This class is designed for the 50+ student. Topics introduced in this class are broken into three areas: Keyboarding includes a review of the touch method of keying letters. Use of Functions keys and number pad will also be covered; Computing Fundamentals introduces computer concepts on topics such as maintenance, terminology, using a jump drive to create folders and store files and operating systems; Internet and E-mail will continue with more basic concepts of the Internet and searching topics. Students will practice attaching documents, saving attachments, reply and forward email and netiquette rules. Other topics to be covered will be computer viruses and other security measures.

**Plus 50: Beginning Computer, Part III.** This class is designed for the 50+ student. Students will be introduced to Microsoft Word and will create documents, use Wordwrap, changing margins, and learn when to use the enter key. Students will learn how to navigate documents with arrow keys, the CTRL + Home and CTRL + End keys. Backspace and Delete keys will also be discussed. Editing text and documents, using the home ribbon, applying backgrounds and borders and creating tables will be covered.

**Quilting 101.** This class is for those students who want to learn how to start and finish a quilt and learn new tips and tricks for piecing, hand sewing and machine quilting. Students will complete a sampler project to show off their new skills. Supply list will be available upon registration.

**ServSafe Manager's Certification.** This course meets the requirements for certification. Most food service facilities are required to have a Certified Food Service Manager on duty at least eight hours of the operational day. Students successfully completing this course should register with the Health Department to receive a Food Service Manager's Certificate, which is valid for three years.

**Spanish for Medical Professionals I.** Introduces Spanish to those in the healthcare professions. Emphasizes oral communication, cultural awareness, and practical medical vocabulary. May include oral drill and practice.

**Spanish for Medical Professionals II.** This course is a second part of the introduction to Spanish for those in the healthcare professions. Emphasizes vocabulary, conversational Spanish, and cultural appreciation.

**Star Wars: May the Fab Be With You!** Star Wars Day attendees will get to make Star Wars related objects like lightsabers and costumes.

**Surface Decoration & Glazing.** In this class students will learn several finishing techniques used in ceramics, for both functional food safe pottery, as well as decorative work. Students will also learn how to add texture to raw clay using tools and slip carving. Students will also glaze their pieces.

**Texturizing and Stamping Metal Jewelry.** Personalized jewelry is all the craze! During this class students will learn various techniques to texturize and customize metal. Students will create earrings, charms, necklaces and more.

**Tradesman license renewal course.** Covers new definitions, code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes.

**The Art of Chocolate.** Perfect for the chocolate lover: Learn the art of tasting dark chocolates from around the world as you learn about their origins, then learn to temper chocolate and make your own bars! Taught by chocolatier Jason Worley.

**Veterinary Assistant Program.** This short-term training program presents basic information about general and veterinary management of small domestic animals, especially dogs and cats. Course objectives include: animal and human safety, animal restraint, nutrition, common diseases, medical terminology, medical history, and administrative duties related to maintaining an efficient front office.

**Veterinary Assistant Internship.** This course will provide students with a hands-on experience in a professional setting where they can apply the principles and techniques learned in the veterinary assistant program. The student will use a checklist of minimum skills that should be observed or practiced over the course of the internship. To be eligible for the internship, students must successfully complete the classroom portion, submit to a thorough background check and drug screening, and meet other requirements.

**Wheel Thrown Pottery.** Come and learn the fine art of wheel thrown ceramics! Beginning students will learn basic throwing technique, with a focus on centering, making cylinders, bowls and perhaps your first teapot. We will discuss various throwing methods, wheel trimming, and adding handles, lids etc. The class is also open to students with some wheel-throwing experience who would like to continue developing their skills.

**Working with Precious Metal Clay (PMC).** Precious Metal Clay (PMC) is copper in a workable clay-like form. In this workshop you will learn the steps to successfully work with PMC. Students will also learn the proper use of tools; mold making techniques to create textures; firing techniques, and finishing techniques. Students will complete several pieces of jewelry during the class.

**Write What You Know: Fiction Writing.** You KNOW you have something you want to say. Try out various approaches to help you discover topics you care about, which you'll shape into writing that reveals, informs, and entertains. Participate in friendly classes that include short lessons with a variety of techniques and examples. Each class session includes time to write, discuss, and share, if you choose. For writers of all levels. Open to teens and adults.

**Your Experiences Matter: Personal Narrative Non-Fiction.** Join us weekly for an evening of inspiration, discussion and writing as

we experiment with various easy, fun approaches to writing creative nonfiction, fiction, and poetry! Open to teens and adults. For writers of all levels.

Insert divider page before

# Patrick Henry Community College

## PERSONNEL



# PERSONNEL

## Virginia Community College System

Glenn DuBois, Chancellor

### State Board for Community Colleges

Idalio Fernandez, Chairman

James Cuthbertson, Vice Chairman

Glenn DuBois, Secretary

Carolyn Berkowitz, Burke

Thomas Brewster, Falls Mills

Benita Thompson Byas, Reston

Darrell Conner, Callands

James Cuthbertson, Glen Allen

Lavonne Ellis, Chesapeake

Idalia Fernandez, Centreville

Douglas M. Garcia, Fairfax

William C. Hall, Jr., Richmond

David Nutter, Blacksburg

Catherine B. Reynolds, McLean

Eleanor Saslaw, Springfield

Michael J. Schewel, Richmond

Robin Sullenberger, Harrisonburg

Michel Zajur, Midlothian

### PHCC College Board

Barry Jarrett, Chair, Henry

Angeline Godwin, Secretary

Nancy Baker, Martinsville

Michael Carter, Franklin

Sam Cook, Franklin

Janet Copenhaver, Henry

Pam Foley, Henry

Paul Geib, Henry

Barry Helmstutler, Henry

Becky Lovell, Martinsville

Dr. J. David Martin, Henry

Dr. John R. McCraw, Jr., Martinsville

Elaine Ryder, Henry

Eddie White, Martinsville

Wren Williams, Patrick

### Patrick Henry Community College Foundation Board of Directors

Ron Haley, Chair

Angeline Godwin

David Purvis, Vice Chairman

John Gregory

Margie Eason, Secretary

Kevin Laine

Pam Allen, Treasurer

Ralph Lawson

Greg Anderson

Nancy Moore

Jim Beckner

James Muehleck

Smith Chaney

Carolyn Shough

Gene Clark

Paulette Simington

Gary Collins

Sebrena Smith

Len Dillon

Joe Vipperman

Linda Gale

G.B. Washburn, Jr.

Bill Goad

Kelly Witt

### HONORARY MEMBERS:

James Ford

Larry Ryder

Virginia Hamlet

Eliza Severt

J. D. Lester

Carol Hooker Stermer

Louise Lester

Max Wingett

Will Pannill

## Administrative Faculty & Counselors

### President's Staff

#### Angeline D. Godwin

President

A.A., Gulf Coast Community College

B.A., Troy State University

M.A., University of Alabama

M.Ed., Florida State University

Ph.D., Florida State University

J.D., Thomas M. Cooley Law School

#### John I. Hanbury

Vice President for Financial & Administrative Services

B.A., Centre College of Kentucky

J.D., University of Kentucky College of Law

#### J. Gregory Hodges

Vice President for Institutional Advancement, Effectiveness and Campus Life

B.A., College of William and Mary

M.S., Bethany Theological Seminary

M.A., University of Phoenix

Ph.D., Trident University International

#### Rhonda R. Hodges

Vice President for Workforce, Economic & Community Development

B.S., Virginia Polytechnic Institute & State University

M.S., University of Maryland University College

#### Kristen A. Westover

Vice President for Academic & Student Services

A.S., Colby Community College

B.S., Fort Hays State University

M.S., Fort Hays State University

Ed.D., Nova Southeastern University

### Administrators

#### C. Steve Branch

Dean of Science, Technology, Engineering & Math (STEM)

B.S., UNC-Pembroke

M.A., Appalachian State University

#### Jessica M. Carter

Coordinator, Registrar

A.A.S., Patrick Henry Community College

B.S., Averett University

M.A., Liberty University

Ed.S., Liberty University

#### David L. Deal

Dean of Technology

A.A.S., Danville Community College

B.A., Averett College

M.B.A., Averett University

#### Meghan E. Eggleston

Coordinator of Admissions and Accelerated Learning

B.S., Virginia Polytechnic Institute & State University

M.S.Ed., Old Dominion University

#### Colin C. Ferguson

Director of Enrollment Management

B.A., Emory & Henry College

M.B.A., University of North Carolina, Wilmington

Ph.D., Old Dominion University

**Jeffery B. Fields**

Dean of Professional Technologies & Health Sciences  
A.S., Bluefield State College  
B.S., Bluefield State College  
M.S., Old Dominion University

**Shanna Francisco-King**

Coordinator of Upward Bound/Upward Bound Math & Science Grants  
and MHC After 3 Program  
B.A., Virginia Polytechnic Institute & State University  
M.A., Radford University

**Brian M. Henderson**

Athletics & Activities Director  
B.S., Virginia State University  
M.S., Virginia State University

**Cindy S. Keller**

Coordinator of Financial Aid  
A.A.S. and A.A./S., Patrick Henry Community College  
B.S., Averett College  
M.A., Liberty University

**Barry H. Reynolds**

Coordinator of Library Services  
B.A., Flagler College  
M.L.S., University of North Carolina, Greensboro

**Belinda N. Stockton**

Director of Human Resources  
B.A., Wittenberg University  
M.A., New York University

**Brenell C. Thomas**

Coordinator of Workforce Development Programs  
B.A., University of Virginia

**Travis W. Tisdale**

Coordinator of Advising  
B.A., Hampden-Sydney College  
M.Ed., University of Virginia

**Amy E. Webster**

Coordinator of Nursing & Allied Health  
B.S.N., Radford University  
M.S.N., University of Phoenix

**Christopher S. Wikstrom**

Director of Institutional Effectiveness  
B.S. & M.A.Ed., Virginia Polytechnic Institute & State University

**Christy D. Yapple**

Director of Student Success Center  
A.A./S., Patrick Henry Community College  
B.S., Old Dominion University  
M.S., Old Dominion University

**Terry A. Young**

Dean of Academic Success and College Transfer  
B.A., University of Virginia  
M.A.L.S., Hollins University  
J.D., University of Idaho

**Counselors****Patsy J. Anderson-Rusmisl**

Director of Student Support Services  
A.S., Patrick Henry Community College  
B.A., University of Virginia  
M.Ed., University of Virginia  
Ph.D., University of North Carolina, Greensboro

**Ophelia G. Griggs**

Academic Advisor/Retention Coach for Student Support Services  
B.A., Norfolk State University  
M.S., Longwood University  
Ed.D., Capella University

**Scott D. Guebert**

disAbility Counselor  
B.S., MacMurray College  
M.R.C., University of Kentucky

**Jennifer T. Hollyfield**

Transfer Counselor, Student Support Services  
A.A./S., Patrick Henry Community College  
B.S., Old Dominion University  
M.A., Liberty University

**Teaching Faculty****John C. Ayers**

Associate Professor of Horticulture/Viticulture  
B.S., Virginia Polytechnic Institute & State University  
M.S., Virginia Polytechnic Institute & State University

**Gerald P. Bannan** Professor of Fine Arts

B.F.A., Tyler School of Art  
M.F.A., Pratt Institute

**Michael C. Bryant**

Associate Professor HVAC-Building Trades

**Ronald C. Carter, Jr.**

Assistant Professor of Accounting  
B.S., University of North Carolina, Greensboro  
M.S., University of North Carolina, Greensboro

**David L. Dillard**

Assistant Professor of General Engineering Technology  
B.S., Norfolk State University  
M.S., North Carolina Agricultural & Technical State University

**Matthew W. Dittler** Assistant Professor of Biology

B.S., Ferrum College  
Ph.D., Virginia Polytechnic Institute & State University

**Kristin A. Dulaney**

Assistant Professor Education and Early Childhood  
B.S., Longwood College  
M.A.Ed., University of Virginia

**Ashley D. Dye**

Associate Professor of Nursing/EMS  
A.A.S., Virginia Western Community College  
B.S.N., Radford University  
M.S.N., Radford University

**Daniel W. Edwards**

Instructor of Industrial Electronics Technology  
A.A.S. Patrick Henry Community College  
A.A./S. Patrick Henry Community College

**Tammy M. Forbes**

Instructor of Developmental English/Writing Center Coordinator  
B.A., University of North Carolina, Greensboro  
M.A.L.S., Hollins University

**Tammy L. Gammons**

Assistant Professor of Nursing  
A.A.S., Patrick Henry Community College  
B.S.N., Chamberlain College of Nursing  
M.S.N., Chamberlain College of Nursing



**Jason D. Gibson**

Assistant Professor of Biology  
B.S., Old Dominion University  
M.S., Clemson University  
M.S., Longwood University

**Melissa K. Hubbard**

Instructor of Emergency Medical Services  
A.A.S., Patrick Henry Community College

**Mark M. Huntress**

Assistant Professor of Chemistry/Physics  
B.S., Ohio State University  
Ph.D., Bowling Green University

**Frank A. Jagoda**

Associate Instructor of Recreation, Parks & Leisure Studies  
A.S., Jamestown Community College  
B.S., Fredonia State University  
M.S., Canisius College

**Bob W. Koester**

Instructor of Culinary Arts  
B.S., Northern Illinois University

**Jason T. Lachowicz**

Professor of Mathematics  
B.S., Virginia Polytechnic Institute & State University  
M.S., North Carolina State University  
Ph.D., North Carolina State University

**Julie G. Martin**

Associate Professor of Physical Therapy Assistant  
B.S., Medical University of South Carolina  
D.P.T., Virginia Commonwealth University

**Shawn D. McAvoy**

Assistant Professor of History/Religion  
B.A., Randolph-Macon College  
M.A., New Mexico State University  
M.A., Arizona State University

**Tai M. McMiller**

Assistant Professor of Psychology  
B.S., University of South Carolina  
M.S., Webster University

**Julie D. Meador**

Associate Professor  
Administrative Support Technology/ Legal Assisting  
B.A., Emory & Henry College  
M.B.A., Averett University

**Bronté Y. Miller**

Associate Professor of Developmental Mathematics  
B.A., University of North Carolina, Asheville  
M.S., University of Tennessee, Knoxville

**Frances H. Moore**

Associate Professor of Biology  
B.A., Lenoir-Rhyne College  
M.S., Radford University

**Mark A. Morton**

Associate Instructor of Industrial Electronic Technology  
A.A.S., Patrick Henry Community College  
A.A./S., Patrick Henry Community College

**Melanie L. Nelson**

Instructor of Nursing  
B.S.N., Radford University

**Nancy S. Phillips**

Professor of Mathematics/Business Administration/Computer Science  
A.A.S. and A.A./S., Patrick Henry Community College  
B.S., Virginia Polytechnic Institute & State University  
M.B.A., Averett College  
Ph.D., University of North Carolina, Greensboro

**Sandra M. Phillips**

Assistant Professor of Information Systems Technology  
B.S., Longwood College  
M.S., Hollins University

**Kelly M. Proffitt**

Associate Professor of Mathematics  
B.S., Averett University  
M.Ed., Averett University

**M. Debbie Shelton**

Associate Professor of Nursing  
A.A.S., Patrick Henry Community College  
B.S.N., Radford University  
M.S.N., Radford University

**Eric-Gene Shrewsbury**

Professor of Spanish  
B.A., Roanoke College  
M.A., Saint Louis University  
Ph.D., Virginia Polytechnic Institute & State University

**C. Randy Smith**

Assistant Professor of Welding  
Certificate in Welding, Patrick Henry Community College

**Denver A. Smith**

Associate Instructor of Motorsports Technology  
A.A.S., Patrick Henry Community College

**Talmage B. Thomas**

Instructor of Motorsports

**Stephanie R. Wagoner**

Instructor of Nursing  
A.A.S., Patrick Henry Community College  
B.S.N., Radford University

**Robert G. Wagner**

Associate Instructor of Automotive Technology

**Linda M. Wallace**

Assistant Professor of Nursing  
A.S.N., Jefferson College of Health Science  
B.S., Averett University  
B.S.N., Radford University  
M.S.N., University of Phoenix

**Jason L. Worley**

Assistant Professor of Biology  
B.S., Ferrum College  
M.C.L.S., University of Maryland, College Park  
M.S., Clemson University

**Michelle W. Zollars**

Associate Professor of Developmental English  
B.A., Averett College  
M.A., Hollins University

## ***Professors Emeritus***

### **Milton A. Davis,**

Professor Emeritus of Mathematics  
B.S., State University of New York, Brockport  
M.A., University of Illinois

### **Marie M. Garrett**

Professor Emeritus of English  
B.A., Longwood College  
M.A., Longwood College  
C.A.G.S., Virginia Polytechnic Institute & State University

### **Martha M. Lee**

Professor Emeritus of English  
B.A., Westhampton College of the University of Richmond  
M.A., Virginia Polytechnic Institute & State University

### **James W. McIntosh, Jr.**

Professor Emeritus of Biology  
B.S., Carson Newman College  
M.S.P.H., University of North Carolina, Chapel Hill  
M.S., Oregon State University  
Ed.D., Duke University

### **Ruby D. Mitchell**

Professor Emeritus of Spanish B.A., Baylor University  
M.A., Interamerican University, Mexico  
Ph.D., Interamerican University, Mexico

### **Clyde E. Pitts**

Professor Emeritus of History  
B.S., University of Tennessee  
M.A., Western Carolina University

### **Margaret C. Tinder**

Professor Emeritus of Office Systems Technology  
B.S., University of North Carolina, Greensboro

### **Joanne B. Whitley**

Professor Emeritus  
B.S., James Madison University  
M.A., Virginia Polytechnic Institute & State University  
Ed.D., Virginia Polytechnic Institute & State University

## Adjunct Faculty

The following individuals taught classes as adjunct faculty during the 2017-2018 academic year:

Kimbelton Adkins  
Christopher Adkins  
Gracie Agnew  
Patricia Amos  
Tara Ardito  
Jo Ann Armstrong  
Thabit Bahhur  
Melanie Barrow  
Clarke Beckner  
Barbara Bodkin  
Edythe Boitnott  
Edmund Bowman  
Lindsey Bryant  
Cae Burge  
Colleen Butker  
Janet Cakir  
James Cannon  
James T. Cannon  
Jerelle Carter  
Andreea Carver  
James Cecil  
Jeffrey Chapman  
Brian Chitwood  
John Christian  
Rodney Clark  
Jeanie Clark  
Valerie Clarke  
Stacey Clifton  
David Corns  
James Corns  
Enda Crehan  
Mary Cumbie  
Teresa Davis  
Ricky Dawson  
Michelle Decker  
Holly Dillon  
Brett Samantha Dooley  
Stephen Draper  
Ferrell Van Drewery  
Douglas Dunlap  
Robert Durden  
Joshua Eanes  
Phyllis Eastridge  
Sue Ann Ehmann  
Sharon Elwonger  
Kimberly Engel  
Gabriel Estremera  
Ashley Eubank  
Paul Farrar, Jr.  
Colin P. Ferguson  
Teresa Foley  
Cecil France  
Kenneth Gillie  
Sarah Ginter  
Kimberly Goard  
James Grandinetti  
Sue Graves  
Jessica Greer  
Blanche Hailey  
Brienna Hairston  
LaDonna Hairston  
Myra Hairston  
Tynell Hairston  
Carolyn Hairston  
Angela Hairston-Niblett

Deborah Hall  
Terry Michelle Hamdy  
Tracie Hampton  
John Hance  
Christy Harbour  
Teresa Harkness  
Julia Harned  
Janet Harrison  
Shannon Hatcher  
Brandon Hatcher  
Courtney Haworth  
Fran Hobson  
Laura Hopkins  
Stephanie Hudson  
Nina Huff  
Judith Ison  
Janine Jacob  
Paula Janey  
Kristen Jarrett  
Mary Jennings  
Gregory Jessup  
Gloria Johnson  
Karla Jones  
Mary Beth Jordan  
Tonya Judd  
Megan Keffer  
Robert King  
Shannon King  
James Kiser  
Jeanne Lawson  
Jane Leizer  
Kevin Lewis  
Lori Lowe  
Barbara Mabe  
Debra Magee  
Elizabeth Marshall  
Timothy Martin  
William Martin  
Ronald Mateer  
DeMario Mattox  
Joanne Millner  
David Moore  
Shelira Morrison  
Mark Nelson  
Keith Newcomb  
Christina Niblett  
Cynthia Nolen  
Felix Nyako  
Bethany O'neil  
Renee Overby  
Laura Owens  
Mildred Owings  
Coy Park  
Christopher Parker  
Devin Pendleton  
Erica Penn  
Hope Perry  
James Peverall, Jr.  
Angelica Price  
Patricia Prillaman  
Kerry Ratliff  
Carl Ratliff  
Troy Reeves  
Marsha Roark  
Meritha Rucker  
Michael Scales  
Terrance Schoefield  
Keith Scott  
Lisa Seay  
Tamara Sebastian

Hannah Simpson  
Jeffrey R. Smith  
Trina Snead  
Anna Sparks  
Christy Spencer  
Brian Stanley  
Kayla Stone  
Terrence Strickland  
Seberina Tatum  
Ann Taylor  
Terri Thurman  
Jennifer Turner  
LaDonna Varner  
Heather VonPreysing  
Kenneth Wade  
Christopher Wagoner  
Hannah Walker  
Monique Ward  
Margaret Washburn  
April Wells  
Cory Werkheiser  
Melissa Whitney  
Jeffrey Wickline  
Amanda Wikstrom  
Cherica Williams  
Emily Wimmer  
Rachael Wingfield  
Benjamin Wooster  
Nicholas Wooten  
Ronnie Wray, Jr.  
Richard Zollars

## Athletics

Brian Henderson, Athletics & Activities Dir.,  
Senior Athletic Administrator  
Enda Crehan, Assistant Athletic Director for  
International Recruitment  
Frank Jagoda, Assistant Athletic Director for:  
Academics/Baseball  
Frank Jagoda, Head Coach  
Paul Faulk, Assistant Coach  
Cody Ellis, Assistant Coach - Cross Country  
Jeffrey Smith, Head Athletic Trainer/Coach  
Men's Basketball  
Kenneth Wade, Head Coach  
Frankie Harris, Assistant Coach  
Marcus Toney, Assistant Coach  
Women's Basketball  
Brian Henderson, Head Coach  
Zara Pearson, Assistant Coach - Golf  
Robert Weinerth, Head Coach  
Women's Soccer  
Larry Wylie, Head Coach  
Lynn Murphy, Assistant Coach - Men's Soccer  
Enda Crehan, Head Coach  
Anton Traquair, Assistant Coach - Softball  
Roger Campbell, Head Coach  
Scott Cisco, Assistant Coach  
Women's Volleyball  
Kelly Proffitt, Head Coach  
Tim Collins, Assistant Coach

## College Divisions and Offices

### Office of the President

Angeline D. Godwin, President  
Jencie D. Gibson, Executive Assistant

### Athletics

Brian M. Henderson, Athletics & Activities Director  
Frank Jagoda III, Assistant Athletic Director  
Jeffrey Smith, Fitness Coordinator and Athletic Trainer  
Kenneth Wade, Athletic Services Coordinator

### Office of the Vice President

#### Institutional Advancement/Effectiveness & Campus Life

J. Gregory Hodges, Vice President  
Letitia M. Pulliam, Executive Assistant  
Enda M. Crehan, Advancement Recruiter  
Sarah Beth K. Morrison, Coordinator of Grant Development  
Shelira D. Morrison, Recruitment & Marketing Specialist  
Matthew Ratliff, Corporate & Donor Relations Coordinator  
Devin M. Pendleton, Coordinator of Campus Life & Fine Arts

#### Institutional Research & Effectiveness

Christopher S. Wikstrom, Director  
Lisa L. Finley, Research Analyst  
Kim M. Dillard, Programmer

#### Public Relations & Marketing

VACANT Public Relations & Marketing Manager  
M. Randy Ferguson, Media Director  
Amanda R. Broome, Communications Spec. & Social Media Manager

#### Student Success Center

Christy D. Yaple, Director  
Elaina Terrell, Administrative Assistant  
Jan P. Harrison, College Success and Great Expectations Coach  
Pamela L. Holland, Middle College & RVHI Office Specialist  
Seberina V. Tatum, College Success Coach  
Christy P. Spencer, Middle College Instr. & Great Expectations  
Lisa K. Coffey, College Success Coach Program Specialist & SSDL Liaison  
VACANT, Middle College Assistant

#### Student Support Services

Patsy Anderson-Rusmisl, Director  
Ophelia G. Griggs, Academic Advisor/Retention Coach for Student Support Services  
Scott D. Guebert, disAbility Counselor  
Patricia A. Worley, disAbility Services Advisor  
Jennifer T. Hollyfield, Transfer Counselor  
Susan M. Plunk, Administrative Assistant

#### Tutors

Bethany Fulcher, Lisa Parnell, David Reynolds, Edith Grevious, Kinsey Johnson, Jimmie Greer, Bunpen Stafford, April Niblett, Mariah Holland, Phyllis Walker, Debbie Vasquez Gomez

#### MHC After 3 and Upward Bound

Shanna Francisco-King, Coordinator

#### MHC After 3

Brienna D. Hairston, Program Manager  
Patricia Amos  
Danielle Atwood  
Dovie Blankenship  
Annete Bolio  
Rachel Estes

Brianna Cox  
Fadre Dillard  
Breanna Ferguson  
Cecil France  
Tiara Giles  
India Hairston  
Sian Gooding  
Brittany Gill  
James Grandinetti  
Brandon Hairston  
Edward Hairston  
Branden Hampton  
Elizabeth Marshall  
Antonio Mattox  
Destiny Mitchell  
Lydia Pack  
Erica Penn  
Angelica Price  
Amber Purdy  
Mauricio Reyes  
Whitney Robinson  
Tim Ross  
Meritha Rucker  
Terrance Schoefield  
Tamara Sebastian  
Brian Stanley  
Matthew Thomas  
Pamela Williamson  
Nicholas Wooten

#### Upward Bound

Brenda S. Sigmon, Administrative Assistant  
Lindsey P. Bryant, Advisor  
Courtney R. Haworth, Advisor  
Rachael L. Wingfield, Advisor  
Tara Ardito

### Office of the Vice President

#### Financial & Administrative Services

John I. Hanbury, Vice President  
Sue Ann Ehmann, Executive Assistant

#### Business Office

Sharon G. Claggett, Budget Director & Business Manager  
Torria N. Finney, Cashier/Inventory Clerk  
Adrienne R. Martin, Student Financial/Local Funds Accountant  
Cotina M. Pearson, General/Grant Accountant

#### Purchasing

Lori M. Conner, Purchasing & Accounts Payable Clerk  
Jimmie Greer, Purchasing Assistant

#### Human Resources Office

Belinda Stockton, Director of Human Resources  
Terence Carter, HR Generalist  
Natalie H. Hooker, HR Information Analyst  
Stephanie G. Keith, Payroll Specialist  
Teddy Martin, Benefits Specialist

#### Facilities Services

Roberta L. Wright, Facilities Director

**Police/Security**

Gary C. Dove

Chief of Police/Emergency Planning Coordinator

Reggie W. Gravely, Police Officer

Billy Mitchem, Security Guard

Jeffery L. Stone, Security Guard

Johann Wooten, Security Guard

**Housekeeping**

Tammie S. Cobler

Ken A. Gilley

Lisa C. Helms

Kathy A. Oswalt

Lauretta R. Parker

Barbie H. Stone

Donna G. Thompson

**Maintenance**

Brian R. Boyd, Trades Technician/HVAC

Jack R. Eanes, Building &amp; Grounds Lead

Rick F. Hopkins, Building &amp; Grounds Tech

Michael Hoffman, Trades Technician

R. Neil Bowman

C. Todd Owen

Ronald W. Shotwell

Ronnie I. Sowder

Paul J. Straith

Harold O. Thompson

Barry McDaniel

Donald Lucado

Logan Harr

**Switchboard**

Leslie Williams

Belinda C. Williams

Carol G. Zimoski

**Office of the Vice President****Academic & Student Services**

Kristen A. Westover, Vice President

Betty J. Ray, Executive Assistant

Angelia R. Brown, Patrick County Site Facilitator

Gloria A. Johnson, Administrative Assistant for Adjunct Services

**Admissions & Accelerated Learning**

Meghan E. Eggleston, Coord. of Admissions &amp; Accelerated Learning

Tammy J. Ervin, Assistant to Admissions &amp; Records Lynne

B. Howell, Media Specialist, Patrick County Twyla P. Neil,

Office Support, Patrick County

Sam C. Rorrer, Lab Assistant, Patrick County

**Student Enrollment**

Colin C. Ferguson, Director of Enrollment Management

Ashley D. Hughes, Accelerated Learning, Office Campus Sites &amp; Student

Services Program Assistant

Cherica A. Williams, Career Coach

Megan Keffer, Career Coach

Jessica Greer, Career Coach

Lori S. Lowe, Career Coach

**Financial Aid & Veteran Affairs**

Cindy S. Keller, Coordinator of Financial Aid

Rosemary I. Bowers, Program Support Technician

Robert T. Hendrix, Financial Aid Administrative Assistant

**Registrar**

Jessica M. Carter, Coordinator, Registrar

Tamara L. Scott, Student Development Services

**Student Services**

Joyce Divens-Moore, Advisor

**Academic Success and College Transfer Division**

Terry A. Young, Dean

Kathy L. Price, Administrative Coordinator

April L. Wells, Developmental Math Assessment Center Manager

**STEM-Health and Applied Programs**

VACANT, Dean

**Professional Technologies & Health Sciences**

Jeffery B. Fields, Dean

Amber Shelton, Professional Technologies Assistant

Amy E. Webster, Coordinator of Health Sciences

Christopher Adkins, Health Science Advisor

Jessica M. Jacobs, Equipment Service &amp; Repair Tech

Kenneth D. Robertson, Equipment Service &amp; Repair Tech

**Science Technology, Engineering, Math (STEM) Division**

C. Steve Branch, Dean

Teresa S. Foley, Administrative Assistant

**Technology Division**

David L. Deal, Dean

Eric L. Arrington, Senior Network Administrator

Mark W. Nelson, Distance Learning Specialist &amp; Instructional Technologist

Mark L. Setliff, Network/Desktop Technician

John Y. Stafford, Instructional Lab Assistant

Cindy R. Seay, Instructional Media Services

Kevin L. Hairston, Instructional Media Services

Bethany C. Fulcher, Lab Assistant

C. Alan Lawson, Learning Lab/Testing Center

Charlie F. Martin, Lab Assistant

Marcia Seaton-Martin, Office Specialist Technologist

VACANT, Network/Desktop Technician

**Library Services**

Barry H. Reynolds, Coordinator of Library Services

Aileen C. Martin, Library Assistant

**Office of the Vice President****Workforce, Economic & Community Development**

Rhonda R. Hodges, Vice President

Lillie J. Gibson, Executive Assistant

Brenell C. Thomas, Coordinator of Workforce Development Programs

Kathy Whittle-Davis, Coordinator, Workforce Transitional Grants

Yvonne K. Price, Workforce Programs Coordinator

Tiffani Underwood, Coordinator of Community Development Programs

Norma Reed, Workforce Healthcare Programs Advisor

Mary Jane Robbins, Workforce Systems Specialist

Tanya L. Sprinkle, Workforce Grants Specialist

Chadrick L. Younger, EleVAte Adult Career Coach

George A. Jenkins, Advanced Manufacturing Career Coach

Eric Hruza, Entrepreneur in Residence

Sheneka D. Hairston, Employment Assistance Professional

Amy K. Reed, Marketing &amp; PR Specialist

**Career Center**

Cory L. Werkheiser, Career Services Coordinator

Regina M. Warren, Career Services Support Specialist

VACANT, Fab Lab Coordinator  
VACANT, Precision Machining Faculty  
VACANT, Workforce Systems Specialist  
VACANT, Workforce Health Advisor

# Patrick Henry Community College

## STUDENT HANDBOOK







# Student Handbook

## Frequently Asked Questions (FAQ)

**What can I learn to do or what can I prepare myself for by attending PHCC?** You may study in a program designed to transfer directly to a four-year college or university, you can learn new skills to prepare for immediate employment, you can update your skills, or you can take classes simply because you want to.

**Can I get help in choosing a major?** If you don't know what program of study you want, go to the Admissions Office in the Walker Fine Arts/Student Center, Room 228. PHCC has staff available to help you evaluate your interests and options. Feel free to contact them to talk informally about yourself and your goals. They want to help.

**How do I register for my classes?** If you are a new student, contact the staff of the Admissions Office to make sure that you have completed all necessary forms. Once you have completed the Application for Admission and taken the placement test, the Admissions Office staff will assist you from there. If you are a returning student, see an advisor and follow the procedures on the PHCC web site for Current or Future students under Admissions and Records, How to Register, for in-person or web registration.

If you have already received a financial aid award, the business office will have a record of it.

**Can I register after classes have already begun?** There is a brief period of late registration for most classes, but it is extremely important to register as early as possible. Contact your advisor or the Admissions Office in Walker Hall, Room 228 for help. The Schedule of Classes with dates and times is listed on our PHCC website.

If you register for a class after it has already started, consult the instructor immediately to get information you have missed.

**If I change my mind about a class or make a mistake when I register, can I change to another class, add a new class, or withdraw from the wrong class?** Yes, but only during the Add/Drop period listed for that specific class or classes. PHCC allows time for students to change, drop, add, or withdraw from classes, and even receive tuition refunds, but you must do it within the time permitted. These times are on the inside cover of the catalog and on the PHCC home page Calendar.

See your advisor to fill out an Add/Drop Form, or follow the steps on MyPHCC on the college's web site, [www.patrickhenry.edu](http://www.patrickhenry.edu).

**May I stop coming to class after I sign up?** Yes, but DO NOT just quit coming to school. You may receive a grade of "F" if you do not formally withdraw from the class before the last Add/Drop date for the course. Talk to the instructor and your advisor about your need to withdraw from the class. Follow the steps in the Add/Drop procedure above. There is a period of time each semester when students may

withdraw from classes without being penalized by their grades, even if the student is currently failing the course. Check the schedule of classes for such deadlines each semester. You save yourself many problems if you follow procedures within deadlines. Talk to your advisor.

Above all, DO NOT just quit coming to school! The college is here for you, and the staff will do everything they can to help you.

**Can I get my money back if I drop a class or withdraw?** The college gives students the opportunity to withdraw from classes within a reasonable amount of time and receive a refund of tuition. There are strict rules regarding the time limits students have to withdraw and be eligible for a refund. The timetable is advertised each on the PHCC web site or on the Academic Calendar. Read it carefully and early so you know what to do and when. If you still have questions about how much time you have to drop a class or withdraw, ask the Registrar in the Admissions and Counseling office. If you are receiving financial aid, talk to people in that office about what might happen to your aid.

**Is it all right to skip a class if I want to?** Instructors set their own attendance policies, and you should make sure you know the policy for each class. If possible, notify your instructor ahead of time if you will miss a class. Your instructor can be helpful regarding assignments. A student may be withdrawn from a class by the instructor if they have not attended in the first week of the class or for excessive absences.

**Do I have an advisor?** Each student at PHCC has an advisor. If you are enrolled in a curriculum, your advisor is a faculty member who teaches in that curriculum or who is thoroughly familiar with the curriculum requirements and the needs of students. If you are not enrolled in a curriculum, you may contact the Admissions Office in Walker Hall, Room 228 for help with a wide variety of questions.

### What does my advisor help me with?

- Choosing classes for your curriculum.
- Approving forms for registration.
- Making changes to your schedule (Add/Drop).
- Discussing academic problems.
- Guiding you to find additional help.
- Evaluating your progress.
- Evaluating job and career opportunities.
- Choosing a four-year college for transfer.

**How do I find my advisor?** If you don't know who your advisor is, call or stop by the Admissions Office in Walker Hall, Room 228 or look online in your Student Center. Locate your advisor's office; look on the door for your advisor's office hours. Contact your advisor during office hours or ask for an appointment at a convenient time. You will probably find that your advisor will do everything possible to help you.

Advisors may be difficult to reach at times. Although it may be temporarily frustrating for you, there is usually a good reason why your advisor is not available at the moment. Don't put off contacting your advisor until the "last minute." Be sure to see your advisor early in the registration period.

If you have difficulty contacting your advisor or one of your instructors, check with the Administrative Assistant in that division office for help.

#### Humanities & Social Sciences

Located in the Learning Resource Center, Room 205A.

#### Professional Technologies & Health Sciences

Located in A.L. Philpott Hall, Room 122A

#### Science, Technology, Engineering & Math

Located in West Hall, Room 225

#### Developmental Education

Developmental Education faculty are located in the Learning Resource Center. Students who place in developmental math courses have an opportunity to test out of the assigned course the first day of class. Study guides for all developmental math exit exams can be downloaded from the college's Byrd Math Lab webpage.

#### If I need money to pay for my tuition, books, or other expenses, can I get help?

The Financial Aid office staff may be able to help you. PHCC participates in a number of financial aid programs that provide grants and alternative loans to students with financial need. A number of scholarships that provide assistance to qualified students and work-study jobs may also be available. Veteran's benefits are available to those students who meet the requirements. Summaries of various financial aid opportunities are shown on pages 19-26 and in other financial aid brochures available in that office. If you need assistance or to find out more about these programs, contact the Financial Aid staff located in the Walker building. is offered on-line format. The on-line orientation.

#### How do I begin my distance education or web-based courses? If

you are enrolled in any of the college's web-based courses, the course section number will contain a W. There is always a notation in the college's course schedule indicating that the course is in a distance learning format. Students are encouraged to complete an orientation to distance learning prior to beginning the distance learning course. The orientation and all of the college's web-based courses can be accessed through the college's distance learning web page:  
<http://patrickhenry.edu/technology/distance-learning>.

#### What if I don't like the program or curriculum I'm in and want to

change? Talk to your advisor. Even though your advisor's approval is not needed to change programs, your advisor is interested in your concerns and may have some information that may assist you.

You will need to submit a Student Information Change Form to the Admissions office. This form is available on our web site under Admissions and Records, Student Forms, or in the Admissions office in Walker. This form is available on our website under Admissions and Records>Student Forms, or in the Admissions Office in Walker. This form is also used to notify the college of changes in your name, address, phone number, and advisor. A student may change his or her curriculum only two times per semester, and it must be submitted prior to the beginning of the semester to be effective for the upcoming semester.

**How are my grades and grade point average determined?** The kind of grades (A, B, C, D, F, etc.) used at PHCC is explained on page 37. PHCC utilizes a 10 point scale in the majority of courses and your instructor will tell you at the beginning of the course. Grade point averages (GPA) of all your PHCC courses are used as a basis for honors, probation, eligibility for SGA offices, etc. Find your GPA by multiplying the total number of grade points you achieve for each course (A=4, B=3, C=2, D=1, and F=0) by the total number of credits you have attempted for each course. Add the total grade points obtained and divide that number by the total number of graded credits you attempted.

EXAMPLE	Grade	Grade Points	Credits	TOTAL
ENG 111	A	4 x	3 =	12
ACC 211	B	3 x	3 =	9
BIO 101	C	2 x	4 =	8
MTH 163	B	3 x	3 =	9
HIS 111	C	2 x	3 =	6
			16	44
			44 divided by 16 = GPA 2.75	

**How will I be notified of my grades?** Grades are posted to a student's academic record by data entry at the end of each semester, or as reported to the Registrar by the faculty. Students may view and print their grades by using their individual access to their record via myPHCC options on the college's web site: [www.patrickhenry.edu](http://www.patrickhenry.edu). Students access their record by using their individual USERID and password.

#### How do I get a copy of my PHCC transcript sent somewhere

else? The Registrar issues transcripts for students as requested when the student uses their electronic myPHCC option. Also, a transcript will be issued upon signed, written request to the Registrar's office. The signed, written request may be sent by fax to (276) 632-0183.

#### I went to another college before PHCC. Can I use those credits at

PHCC? If you received a "C" grade or better, if the course is equivalent to one offered in the Virginia Community College System (VCCS), and if that VCCS course could be used in your program at PHCC, then you can probably get credit. Ask the registrar at your old school (they need your written authorization) to mail an official copy of your transcript to the admissions office at PHCC. It will be reviewed and an evaluation notice sent to you.

PHCC wants you to get all appropriate credit for work you've already completed. Contact your advisor or the admissions office if you have a question about earlier college level work.

#### What if my grades aren't very good? Can I keep taking classes?

PHCC has regulations about the level of grades students must maintain in order to continue to enroll (see page 27). If you have questions, see your advisor or the registrar. If you are receiving financial aid, you should also know the grade requirements for those programs (see the information given to you when your financial aid was awarded). If you have questions, go to the Financial Aid Office. **PHCC cares about you and your success. Let the college help you if your grades begin to fall.**

**Does PHCC have any tutors?** PHCC has tutoring available both online and in person to assist you if you are struggling in your courses. Tutors are available through Student Support Services in the Learning Lab in the LRC. Ask instructors for help first. They keep office hours to help students. The answer to your question or the new explanation that you understand better, may help others in the class.

**I've been working in my field of study for a few years. Is there any chance I can get credit for what I already know?** It's possible! If you think any of your courses cover things you have already mastered, contact the instructor for that course or the Division Dean to discuss the content and whether or not it is reasonable to think that you could be successful on an exam covering the course content. If so, ask to schedule a local placement test. If you are successful on the test, you may earn credit for the course without having to enroll in it. Division Deans have established lists of specific PHCC courses for which departmental proficiency exams are approved. You should contact the appropriate Dean if you are interested in this type of evaluation. There is an additional charge for each test.

**Okay, I've been meeting with my advisor regularly and taking all the right courses. I'm sure I am close to graduating in my curriculum. What should I do?** You should review your degree requirements by logging into your student account and running your Academic Advisement Report. This report details the requirements for your chosen program of study, list requirements fulfilled, and lists requirements that remain unfulfilled. If your report shows all requirements met you should apply for graduation through your student account by the established deadlines for the term in which you will meet your remaining requirements. Deadlines for applying to graduate by term can be found on the homepage under student info/admissions/how do I graduate. If you have unmet requirements for your plan you should review those requirements with your advisor and make plans to fulfill them by enrolling in the unmet courses or discussing possible substitution options with your advisor.

**I don't know what type of career to pursue. Can PHCC help? Can anyone help me find a part-time job? Can I get help with my job search? Can PHCC help me find out where the jobs are?** YES! Contact the Career Services Specialist in the Frith Economic Development Center. Here is a list of the services that office provides:

- Local joblistings.
- Resume writing.
- Career interest inventories and counseling.
- On-campus recruiting by area employers.
- State and federal job listings.
- Seminars about developing interviewing skills.
- Maintaining credentials files.
- Computer-assisted guidance programs.

## Information Directory

### Bookstore

The bookstore in the Walker Fine Arts/Student Center provides all required texts, supplementary materials and school supplies.

The bookstore is open at scheduled hours. During registration, the store is open all day and in the evening for the convenience of students. On request, the bookstore operator will try to obtain special materials needed for particular courses.

### Campus Police/Security

Campus Security is responsible for maintaining the security of the buildings and grounds, as well as the safety of persons at PHCC. If needed, Security may be contacted through the switchboard operator. In case of an emergency outside normal working hours, contact Campus Security at telephone number 656-5494 or dial 911 for assistance. Dial 9 before dialing 911 when using college office telephones.

Pursuant to regulatory requirements, PHCC provides current information on campus security. Information may be obtained online at: <http://www.patrickhenry.edu>. Printed copies are available on request from the Admissions Office.

### PHCC Alert

Patrick Henry Community College uses PHCC Alert to contact you during a major crisis or emergency. PHCC Alert delivers important emergency alerts, notifications and updates to you on these devices: \* E-mail account (work, home, other) \* Cell phone (text only) \* Pager \* Smartphone/PDA (BlackBerry, Treo & other handhelds). When an incident or emergency occurs, authorized senders will notify you using PHCC Alert. PHCC Alert is a free service offered by Patrick Henry Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device. To initiate your account, visit <http://.alert.patrickhenry.edu>.

### Campus Emergency Team

PHCC faculty and staff comprise the college's Campus Emergency Team which is prepared to address potential and confirmed emergencies on campus. For more information, please contact the campus safety office at 656-5494.

### Threat Assessment Team

The Threat Assessment Team exists to assess a student's physical, emotional, and psychological well-being and provide appropriate intervention and referral for students that present a danger to self, others, or the campus community.

### Change of Name, Address or Phone Number

Students are responsible for reporting any change to the Student Services office by submitting a Student Information Change Form. This is necessary to update college records, and provide for effective contact with students. The college will accept official notice from USPS of a change of address and adjust student records accordingly. This form is available on the [www.patrickhenry.edu](http://www.patrickhenry.edu) website and also in the Admissions area of Walker Hall. The form can be turned in to the admissions office in Walker Hall, Room 240.

### Clothing Requirements

Dress is a matter of individual taste, except for restrictions of health and safety. Exceptions are specified attire for physical fitness activities and laboratory courses.

### Fire

In the event of a fire in a building, the fire alarm sounds. If this happens, everyone must leave the building immediately by calmly proceeding to the nearest exit. Leave by routes shown on the signs posted in classrooms, offices, labs, and halls.

### **First Aid**

If a student is injured or becomes ill while on campus, the student development staff should be contacted immediately. First aid kits are available in all buildings.

In the event of emergency, dial 911. You may also dial 911 from all pay phones on campus. Dial 9 before dialing 911 when using college office telephones.

### **Food Services**

Snacks and drinks are available in the snack bar and campus vending area throughout the day. Food and drink may be consumed in the Patriot Café in the Walker Fine Arts/Student Center. In Stone Hall, the Philpott Hall and the Frith Economic Development Center, food and drink may be consumed in the area by the snack machines or in other designated areas.

### **Graduation Rates**

Pursuant to regulatory requirements, PHCC provides current information on graduation rates. Information can be obtained on-line at: <http://system.vccs.edu/graduates/rateresultsb.asp>. Printed copies are available on request from the Admissions Office.

### **Inclement Weather Policy**

Occasionally, it is necessary to cancel classes because of inclement weather. Every effort is made to keep the college open during inclement weather. However, when conditions dictate, the college may open late to allow road conditions to improve. Each student is expected to decide whether it is possible or safe to come to the college. Every attempt will be made to work with students who must be absent because of the weather.

Under the inclement weather policy, classes will operate as regularly scheduled regardless of the time the college opens. For example, if classes begin at 10:00am because of a 2-hour delay, students will attend classes as scheduled from 10:00am forward. Any classes missed due to a delay in opening will be given an assignment through the college BlackBoard system. Students will not attend classes that were scheduled before the college opens. Instructors will provide information regarding assignments during any missed class time.

One question that arises is: what would students do if they have a class that begins at 9:30am and finishes at 10:45am, as an example of a class that begins before the college opens, but ends afterwards. If there is a 2-hour delay in opening the college, student should attend class beginning at 10:00am, which provides 45 minutes of instruction. The general rule is for classes that have 30 or minutes remaining in their scheduled time, students should attend that class when the college opens. Another example of this is: if the class is scheduled to meet from 9:00am until 11:50am, students will begin the class at 10:00 and end at the regularly scheduled time if there is a 2- hour delay in

opening. Any questions regarding how this change in policy affects your particular class should be directed to the instructor of your class.

**Off-Campus Students:** Classes at the Patrick County Site will follow the same inclement weather schedule as the main PHCC campus in Martinsville, unless otherwise announced. The delayed schedule will be in effect upon authorized release to PHCC Alert, local radio & television stations and the PHCC website: [www.patrickhenry.edu](http://www.patrickhenry.edu).

### **Lost and Found**

Lost and found articles should be turned into or reclaimed from the Switchboard in the main lobby of West Hall.

### **Orientation to the College Environment**

PHCC offers a general process to acquaint new students with the purposes and programs of the college. The SDV 108 College Survival Skills class offers each student an opportunity to meet individual needs and receive academic credit for graduation. Each semester, a variety of College Survival Skills classes focusing upon topics that will enhance personal development and aid the student in adapting to the college environment are offered. The college strongly encourages students to enroll in this required course prior to or during their first semester, but in any case, must enroll during their first 15 hours of classes.

### **Parking, Traffic Control and Car Emergency Services**

All students must park in designated parking areas. Violators will be subject to a ticket and fine. Tickets are issued for the following violations:

- Parking in a designated handicapped space without DMV issued license plates or decal.
- Parking in a restricted area (yellow curb).
- Parking in or along roadway leading to parking lots.
- Parking in a posted "no parking" zone.
- Parking in a reserved parking space.
- Blocking drive leading into parking lot.
- Blocking parked vehicles in parking lot.
- Parking in or around main entrance.
- Occupying more than one space.
- Any improper parking that affects traffic flow.

The speed limit on the entrance road is 25 miles per hour and reduced to 15 miles per hour in the parking areas.

Groups of students participating in overnight conferences or field trips may leave their cars on campus. These cars should be parked together in the student parking lot near the West Hall in a well-lit area. Students or student groups who wish to return to their cars after 10 p.m. on weekdays, or after dark on weekends, should contact Campus Security at telephone number 656-5494.

If an accident occurs on college grounds, witnesses should report details to Campus Security without delay. The Virginia State Police will be called to investigate all accidents.

Campus Security will assist campus motorists with starting dead batteries, unlocking vehicles and changing flat tires. Campus Security may be contacted through the switchboard operator or by

calling 656-5494.

## School Colors and Mascot



PHCC's school colors are royal blue and gold. The mascot is the "Patriot."

## Smoking

Smoking or the use of any and all tobacco products, including electronic cigarettes and smokeless tobacco, is prohibited in all PHCC buildings, or within 25 feet of building entrances, or in college vehicles. Please smoke only in designated areas.

## Telephones

Cell phones should be turned off in classrooms. The college does not deliver personal phone messages.

## Transfer

### Guaranteed Admissions Agreements

Through system-wide agreements, students who graduate from one of Virginia's 23 community colleges with an associate's degree and a minimum grade point average may obtain guaranteed admission to more than 20 of the Commonwealth's colleges and universities:

Christopher Newport University; College of William and Mary; ECPI College of Technology; Emory & Henry College; Longwood University; Lynchburg College; Mary Baldwin College; Norfolk State University; Old Dominion University; Radford University; Randolph College; Regent University; Regis University; Strayer University; Sweet Briar College; University of Mary Washington; University of Phoenix; University of Virginia; University of Virginia's College at Wise; Virginia Commonwealth University; Virginia State University; Virginia Tech: College of Agriculture and Life Sciences; College of Engineering; Virginia Union University; Virginia Wesleyan College.

This list of colleges and universities is subject to change as new Guaranteed Admissions Agreements are negotiated. For a comprehensive list of schools and their admissions requirements please refer to [www.myfuture.vccs.edu/transfer](http://www.myfuture.vccs.edu/transfer).

PHCC also works in conjunction with New College Institute located in Martinsville, Virginia to offer opportunity to students who wish to continue their education through the Bachelor's or Master's level.

### Transfer Grants

Beginning with the first-time entering freshman class of the fall 2007 academic year, students entering a Virginia community college have an opportunity to receive up to \$2,000 annually upon transferring to a four-year institution. Students must complete a transfer associate's degree with a 3.0 grade point average and meet financial eligibility requirements. The grant will be applied to tuition expenses at a four-year Virginia college or university, either public or private. The grant provides \$1,000 for all eligible students, with an extra \$1,000 for students who pursue undergraduate work in engineering, math, technology, teaching

or science.

## Clubs and Organizations

### Student Activities Office

This office is responsible for coordinating and implementing the policies and procedures pertaining to the operation of campus organizations and activities. In addition to assisting the student government, student publications, and clubs, the Student Activities office helps individual students, informal groups, and faculty and staff to develop new activities and services to meet the needs of the campus community. Contact this office to find out what types of programs are on campus.

If you see a need that is not being met, tell someone about it-- better yet, DO something about it. Suggestions and requests for social, cultural, recreational, and co-curricular activities are most welcome. The Student Activities office is in the Walker Building.

**Scheduling of Events:** Advance scheduling of events is important to allow for adequate publicity and for special arrangements such as room assignment, speaker's platform and audio-visual equipment. Scheduled and registered events are placed on the official student activities calendar in the Student Activities office.

### Administration of Justice Association

This association is open to all ADJ curriculum students and those students who have completed or are enrolled in 12 ADJ credits. The Administration of Justice Association is designed to promote the ADJ program at PHCC, to help bring safety awareness to PHCC and its local community, and to encourage high standards of scholarship and professionalism among its members.

### Academic Success Group (ASG)

The purpose of the Academic Success Group is to provide students with disabilities an opportunity to learn more about specific strategies that focus on their strengths and resources available to assist them, as well as a chance to meet other students with similar learning challenges. Members stay up to date with the disAbility Counselor and the services provided by Student Support Services. ASG activities also include guest speakers, educational field trips, and promoting disability awareness on campus.

### Alliance for Excellence

The Alliance for Excellence is a non-profit minority recruitment and retention program which is jointly sponsored by the Community College Ministries and four area colleges: Danville Community College, Central Virginia Community College, Virginia Western Community College, and our own PHCC. Each member college has a director who is in charge of programming for the institution. These programs consist of activities to enhance the image of the institution in the eyes of the minority population in order to facilitate greater recruitment and retention. Current programs include an annual academic excellence recognition program, motivational seminars, church-based tutoring services, and Youth Alliance Programs.

## Bass Masters

To stimulate public awareness of bass fishing as a major sport. To offer our state conservation department, our organized moral, and political support and encouragement. To promote full adherence to all conservation codes and to demand adequate water standards. To detect and report any polluter and call public and political attention to his/her crime. To improve our skill as bass anglers through a fellowship of friendly exchange of expert bass-catching techniques and ideas, and to promote and encourage youth fishing and a love for this great recreation. To function as a dynamic and effective link with other chapters of the state B.A.S.S Nation, embracing the principles and purposes of B.A.S.S.

## Brown Bag Seminars

Students come together to learn information about various topics. Some topics include financial aid, Student Support Services, and various other topics. Brown Bag Seminars are held every month.

## Multi-Cultural/Cross Cultural Club

Provides members who are interested in learning about other cultures and their customs the opportunity to do so in a friendly and open environment. MC/CC promotes cultural diversity and understanding among the entire PHCC community. Eligibility Requirements: Open to students, faculty, staff and anyone in the PHCC service area who is interested in learning about other cultures, their customs, foods, and traditions.

## Environmental Club

The purpose of the club is to dedicate time and promote the care of the Earth throughout Patrick Henry, as well as through our community. Students will engage in environmental friendly projects and ideas.

## Fellowship of Christian Athletes

The purpose of Fellowship of Christian Athletes is to provide students at PHCC with the opportunity to gather for fellowship. Members have the opportunity to enjoy presentations from various motivational speakers intended to stimulate not only intellectually but spiritually as well. Membership is open to all PHCC students, faculty and staff.

## Gaming

The Video Game Club is an organization intended to promote students' interests in video game design and video game play. Though the club specifically targets students in the video game design program, it is open to all students who share an interest in design or in game-playing.

## Intercollegiate Athletics

The purpose of Athletics is to encourage students to continue their athletic opportunities in order to prepare themselves for a four-year institution. PHCC is a member of the NJCAA (National Junior College Athletic Association) and competes in Region X competition. Sports offered are men's baseball; men's basketball; women's basketball; women's softball; men's and women's soccer; men's and women's golf; men's and women's cross country; volleyball; and club cheerleading. The objectives of

athletics are:

- To provide the opportunity for college students to continue their interest in athletics;
- To provide an opportunity to maintain a healthy lifestyle through exercise and athletics;
- To develop intrapersonal skills through teamwork;
- To continue to develop skills in a sport through proper coaching and leadership.

To be eligible to participate in Athletics, a student must meet the following guidelines:

**Requirements for Entering Student-Athletes:** Student-athletes must be a high school graduate or one who has received a high school equivalency diploma or has been certified as having passed a national test such as the General Education Development Test (GED). High schools must be accredited or recognized by the Department of Education for that state.

**Requirements for Current Students** - Prior to the last date to register for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 2.0 GPA or higher. Prior to the last official date to register for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment.

Current NJCAA Guidelines limit participation to 2 years total which includes membership on a team at the varsity, junior varsity, or club level at any college or university. Courses completed at other VCCS institutions will be computed into a student's overall GPA, including developmental courses. Regular class attendance is expected of all Athletic participants. All Athletic participants will be required to "try out" and to adhere to all college and team rules.

If you have questions about your eligibility, contact the Athletic Director.

## Intramurals

The purpose of the intramural program is to provide an opportunity for individuals to participate in a variety of physical activities on a self-directed, self-selected basis. Intramural activities represent a higher level of competition for those students who are beyond the fundamental, self-learning level found in many of the physical education activity classes. A varied intramural program is offered each semester, involving activities for both men and women. Activities are open to full- or part-time students, staff and faculty of the college.

**NOTE:** The college is not responsible for any injuries incurred by student during club or sports activities. Students are responsible for providing their own health-related insurance.

## Motorsports Club

Members must be enrolled in Motorsports program or courses. The purpose of the Motorsports Club is to improve PHCC's Motorsports program to world class, recruit new students to the Motorsports program, and to assist Motorsports students in job hunting after graduation.

## **Nursing Students Association (NSA)**

Membership in the nursing students association gives nursing students a united voice on a state and national level, as well as a chance to have an impact on their profession by sharing in decision making. NSA is the largest independent health professional student organization in the U.S., and the only one for nursing students. Members are a part of a vital, growing association, interested in the needs of nursing students. Members also raise funds for scholarships.

## **Patriot Players**

Patriot Players is a performing troupe at Patrick Henry Community College that offers local students and community members the opportunity to;

1. engage in a structured performing arts environment,
2. broaden artistic talent, and
3. offer college educational opportunities and elective credits to rising 10th through 12th grade students and community members 18 years old or older.

## **PHCC Dance Club**

Encourage social partner dancing in the PHCC community- primarily Swing, Latin, and perhaps some ballroom styles and give the community a place to learn and practice new dances.

## **PHCC Peer Health Education Network**

PHCC along with Piedmont Community Services is sponsoring A university based peer leadership organization focused on comprehensive health promotion and wellness strategies. Students will use primary prevention techniques to actively promote healthy lifestyle decisions concerning tobacco use, stress management, alcohol abuse, illegal drug use, and other high-risk behaviors. The club is open to students of all academic levels actively enrolled in classes at PHCC.

Club Requirements include: Full-time or Part-time enrollment and good academic standing with the college.

## **PHCC Student Veterans**

The PHCC Student Veterans provides a peer-to-peer network for veterans, active duty, National Guard/Reserve Unit and their dependents who are students at PHCC. The PHCC Student Veterans will provide on-going information and programs geared toward the success of higher education for this student population.

## **Phi Theta Kappa (PTK)**

The purpose of Phi Theta Kappa, a national honorary society, is to recognize and encourage scholarship, to provide opportunities for leadership and services, and to foster an intellectual climate for the exchange of ideas, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Members must be enrolled in a degree program. Psi Phi Chapter of Phi Theta Kappa at PHCC was chartered on June 13, 1972.

Eligibility for Active Membership: To be eligible for membership in Phi Theta Kappa, a student must:

- Be enrolled in a two-year college;
- Have accumulated the number of credit hours used by that college to designate full-time status (12 credits) in a

curricula program;

- Have achieved a grade-point average equivalent to not less than 3.5 with 12 credits or 3.2 with 24 credits;
- Have established academic excellence as judged by the faculty;
- Be of good moral character and possess recognized qualities of citizenship.

Active membership is by invitation.

## **Resolve**

Resolve is a fitness club open to all students interested in maintaining personal health and fitness. Members emphasize and organize campus events related to overall wellness and encourage the campus community to become aware of health classes and exercise facilities at Patrick Henry Community College.

## **Rotaract Club**

The purpose of this organization is for the members to address their communities' physical and social needs while promoting international understanding and peace throughout a framework of friendship and service.

## **Student Government Association (SGA)**

The Student Government Association encourages communication and cooperative experiences among students, faculty and administrators. The SGA also promotes and plans student activities, and encourages student involvement in the college and the community. All full- and part-time students who have a 2.0 grade point average may run as officers and representatives of the SGA. This grade point average must be maintained throughout their term of office. The SGA extends a welcome to any student interested in becoming involved with inner workings of student life. Students may also be represented on standing committees of the college. Students interested in running for SGA offices, or becoming involved in student government, should contact the student activities director.

**Procedures for Establishing Club-Sponsored Events** In addition to compliance with student social activity policy, the following conditions must be met in performing a club- sponsored event:

Submit all event proposals in writing to the Student Activities Coordinator ten days prior to the event. Include the time, place, date, and cost (total for event and per person). Ask the staff of the Public Relations department (Frith Economic Development Center) to assist with or review publications such as programs, flyers and press releases or ads.

The sponsoring organization is responsible for the funds raised at the event. Prior to the start of the activity, have the Student Activities Coordinator approve a method of assuring the accurate amount of money collected per person or couple. Deposit receipts and total funds raised in the club account within one working day after the event. Complete the proper documents for sponsoring activities and file them with the appropriate department (i.e., facilities utilization request form, internal purchase request form). Complete a Student Activities Report (SAR) following each event.

## Student Social Activity Policy

The organization sponsoring a student function must notify the Student Activities Coordinator and register the date of the function at least ten days prior to the event.

All students who attend social functions at Patrick Henry Community College must have paid their activities fees for the current school year. There may also be an admission fee for functions. Each student is responsible for the behavior of an invited guest.

All social functions must be chaperoned. The responsibility for the behavior of students and guests at a college social function lies primarily with the membership of the organization holding the function. Specifically designate a minimum of two students, or one student per fifty people expected in attendance, as student chaperones. The student chaperones will be assisted by chaperone(s) representing the faculty and staff of the college. All student chaperones must have the approval of the Student Activities Coordinator.

Chaperones may require a student or guest to leave the premises whenever such individual is disruptive or acts in an unlawful manner, fails to comply with rules and regulations of the college, or unduly interferes with the activity. Chaperones who are directly involved in any serious incident should orally report it to the Vice President of Academic and Student Services as soon as possible and follow up with a written description of the incident, including names of the participants, witnesses, and a summary of the action taken to be submitted to the Vice President of Academic and Student Services not later than 12 noon of the next working day.

The faculty or staff chaperone(s) is the guest of the student organization sponsoring the activity. He or she should be present for the entire time of the social activity or to make arrangements with another faculty or staff chaperone to carry out the responsibilities. A faculty or staff chaperone may make an agreement with the sponsoring student group to be present for a designated period of hours provided there is adequate faculty or staff chaperone coverage for the duration of the event. It is a student responsibility to arrange for full coverage.

## Honor Code

Patrick Henry Community College will not tolerate any form of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration or use of college documents or instruments of identification with intent to defraud. All students are expected to abide by the honor code and may be required to sign a pledge on their work such as:

**Pledge:** On my honor, I have neither given nor received aid on this assignment/test/ exam.

## Statement of Student Rights & Responsibilities

Patrick Henry Community College is a part of the Virginia Community College System and adheres to the standards set forth for the system. This statement of rights and responsibilities is designed to clarify those rights that the student may expect to

enjoy as a member of the student body of a community college and the obligations which admission to the college places upon the student.

## I. Responsibilities and Rights

- A. The submission of an application for admission to a community college represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the community college and rules and regulations of the State Board for Community Colleges. College approval of that application, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavioral standards of the college system.
- B. Each individual student is guaranteed the privilege of exercising his/her rights without fear of prejudice. Such rights include the following:
  1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the college for curricula offered by the college.
  2. No disciplinary sanctions may be imposed upon any student without due process, except as explained in the following sections.
  3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with rights of others or the effective operation of the institution.
  4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
  5. The college and members of the college community have the right to expect safety, protection of property and the continuity of the educational process.

## II. Student Publications

Editorial freedom of student publications entails a corollary obligation under the canons of responsible journalism. All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body. Any student newspaper must adhere to the regulations as outlined in Sect. 6.552 of the VCCS Policy Manual.

## III. Student Conduct

Generally, college disciplinary action shall be limited to conduct which adversely affects the college community's pursuit of its educational objectives. Disciplinary action, though not limited to the misconduct below, shall be exercised in all reported incidences of misconduct on the campus:

- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud.
- B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities.
- C. Physical, verbal, and/or psychological abuse or the threat of



such abuse, of any person on college premises or at college activities. This includes but is not limited to sexual assault, date rape, and sexual harassment or other forms of unwanted attention.

- D. Compromising or threatening the health or safety of self or any member of the campus community.
- E. Participating in or inciting a riot or an unauthorized or disorderly assembly.
- F. Seizing, holding, commandeering, or damaging any property or facilities of the college, or threatening to do so, or refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized by the president.
- G. Possessing, selling, manufacturing, or otherwise distributing alcohol or illicit drugs while on campus, attending a college-sponsored off-campus event, or while serving as a representative of the college.
- H. Gambling on the college property or at any college function.
- I. Possessing on college property or at any college activity any firearm, weapon, or dangerous chemical or explosive elements or component parts thereof not used for lawful college studies, without authorization of the president of the college.
- J. Physically detaining or restraining any person or removing such person from any place where that person is authorized to remain, or in any way obstructing the free movement of persons or vehicles on college premises or at college activities.
- K. Littering, defacing, destroying or damaging property of the college or property under its jurisdiction or removing or using such property without authorization.
- L. Willfully encouraging others to commit any of the acts that have been herein prohibited.
- M. Violating any local, state, or federal laws.
- N. Violating any rule or regulation not contained within the official college publications but announced as administrative edict by a college official or other person authorized by the president.
- O. Violation of college parking regulations.
- P. Violation of college fire regulations or emergency preparedness procedures, i.e., failure to comply with emergency evacuation procedures, tampering with fire protection apparatus, etc.
- Q. Theft or attempted theft of college or personal property on college premises.
- R. Unauthorized entry into or presence in any college building or facility.
- S. Violation of college policy on demonstrations.
- T. Violation of college policy on solicitation and sales.
- U. Violation of college policy on smoking in any campus building.
- V. Violation of college policy on the ethical use of computer resources or non-adherence to rules and guidelines for behavior in all college labs or facilities.
- W. Littering, defacing, destroying or damaging property of the college or property under its jurisdiction or removing or using such property without authorization.

#### IV. Student Disciplinary Policies and Procedures

##### A. Disciplinary Procedures.

The vice president of academic and student services is responsible for the administration of disciplinary procedures. Allegations of violation of college policy are accepted for consideration only when the apparent infractions are observed on college property or other locations where the college provides services. Infractions of federal, state or local laws occurring off campus shall be the concern of the civil authorities except when such actions:

1. directly affect health, safety or security;
2. affect the college's pursuit of its educational purposes; or
3. occur as a direct result of a college connected disruption.

Reports of alleged student violations of published college regulations may be submitted by any individual to the Vice President of Academic and Student Services. It is the responsibility of the Vice President of Academic and Student Services to interpret the alleged misconduct with regard to published regulations and to identify appropriate referral (in cases of students who may be a threat to themselves) or in other cases, specific charges that will be brought against the student(s) involved. Disciplinary proceedings will be instituted only for charges of violating college regulations.

After reviewing the allegations, specifying the charges, and obtaining any necessary information, the Vice President of Academic and Student Services will hold an administrative hearing including in the discussion the nature and source of the charges and the student's rights and responsibilities. Following this hearing, the Vice President of Academic and Student development Services may impose appropriate sanctions 1-5 (see the section on Disciplinary Sanctions). Should either the student or the person initiating charges choose to appeal the decision of the hearing, the choice will be one of the following:

1. An administrative hearing by the Vice President of Academic and Student Services. Following this hearing the Vice President of Academic and Student Services may impose disciplinary sanction. (See the section on Disciplinary Sanctions.) If a sanction is imposed by the Vice President of Academic and Student Services, the student may appeal the sanction to the Student-Faculty Judiciary Committee (see section on Appeals Procedures) within ten (10) working days of written notification from the Vice President of Academic and Student Services.

**OR**

2. A hearing before the Student-Faculty Judiciary Committee may impose a disciplinary sanction. If the Student-Faculty Judiciary Committee imposes a sanction, the student may appeal the sanction to the president within ten (10) working days of the receipt of formal written notification from the committee. The Student-Faculty Judiciary committee will follow additional procedures with violations of the college's sexual misconduct policy as outlined in the policy.

However, should both parties choose to appeal and choose different methods, the vice president of academic and student development services will make the decision.

**B. The Student-Faculty Judiciary Committee** - Consists of the following members:

1. One (1) dean appointed by the president. The dean will serve as chairman of the committee
2. Three (3) faculty members appointed by the president

3. Three (3) students appointed by the president of the Student Government Association. (See sect. 3, Article II of Student Government Constitution).

All disciplinary cases heard by the Student-Faculty Judiciary Committee will be decided by a vote in which two-thirds of the membership concurs.

**C. Procedural Safeguards for Students.** In order to provide an orderly procedure for handling disciplinary cases that give the student due process and justice, the following safeguards will be available:

1. The student will receive written notification of the time, place, and date of any hearing within at least ten (10) working days. Request for delay must be submitted in writing to the hearing body.
2. The student will receive a written statement of the charges and will be allowed access, upon request, to any and all materials which will be introduced by the college at all hearings as evidence against the student.
3. The student may elect not to appear at a hearing, but the hearing will still be held in the student's absence.
4. The student may submit a signed statement to the Vice President of Academic and Student Services or the Student-Faculty Judiciary Committee which includes any information or facts the student wishes to be considered in the review of the case whether or not the student chooses to appear for the review.
5. All accused students have the right to be accompanied by counsel or an advisor who may come from within or without the institution. Such counsel or advisor must restrict participation to advising the accused, and may not participate in the actual proceedings of the hearing such as discussion or cross-examination of witnesses.
6. Hearings will be closed to the public and press. All proceedings and decisions will be considered confidential unless the student expressly requests that they be open.
7. All evidence against a student will be presented in the student's presence, and the student will be permitted to question and confront any witnesses.
8. The student will be given the opportunity to speak and to present witnesses.
9. Students may remain silent if they choose to do so.
10. The burden of proof will rest with those bringing the charges. All decisions will be based only on evidence presented before the hearing body.
11. The student will receive written notification of any hearing body's decision within fifteen (15) working days after the conclusion of the hearing and preparation of transcript or record of testimony if necessary.
12. A stenographic record and audio tape of any appeal hearing will be kept by the college. Copies will be made available to the student at the student's expense.
13. The student may appeal any decision to the next higher judicial body and shall be advised in writing of the appeal procedures at the time formal notification of the decision is given.

**D. Disciplinary Sanctions.** Disciplinary sanctions available to the Vice President of Academic and Student Services and

the Student-Faculty Judiciary Committee are as follows:

1. Removal of the charges against the student.
2. Admonition - An oral or written statement to a student that the student is violating or has violated college rules and may be subject to more severe disciplinary action.
3. Disciplinary probation - Removal of the privilege of participating in co-curricular activities of the college, including the holding of any student office, for a period of time not exceeding one school year.
4. Restitution - Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
5. Other appropriate disciplinary sanction specifically related to the charges.
6. Disciplinary suspension - Exclusion from attending the college as a student for a definite period of time not to exceed one year.
7. Dismissal from the college - Termination of student status for an indefinite period. The conditions of the readmission, if any, will be stated in the order of dismissal.

These sanctions are mutually exclusive except that restitution may be required in addition to items 2, 3, 5, and 6.

A student, pending a hearing, may be suspended by the President or the President's designee and barred from the campus if the student's presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the college.

Nothing in these procedures should be construed to prevent the president from taking such official steps as deemed necessary except that final action should be in accordance with the above procedures.

Before a student may be suspended, the student will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as is practicable.

**E. Appeal Procedure.**

1. All appeals must be submitted in writing within ten (10) working days of the receipt by the student of the decision of any hearing body and must indicate the basis for the appeal.
2. The decision of the vice president of academic and student development services may be appealed, in turn, at the following levels:
  - a. Student-Faculty Judiciary Committee,
  - b. President.
3. The possible bases for appeal include, but are not limited to whether:
  - a. The original hearing was conducted fairly and in conformity with established procedures.
  - b. The original findings were fairly supported by the evidence.

- c. There is new evidence or relevant facts that were not brought out in the original hearing, and which were not known or available to the appellate prior to the conclusion of the hearing.
  - d. The college regulations were improperly applied in that particular case.
4. Pending the outcome of the appeal hearing, the disciplinary sanctions stipulated in the original hearing shall not be imposed.
  5. The Student-Faculty Judiciary Committee or president may only affirm or lessen (including reversal) the decision or return the decision to the original hearing body. The Student-Faculty Judiciary Committee or president may not impose a more severe sanction. The appellate decision will be made within fifteen (15) working days of the receipt of the written appeal by the appellate body.

**F. Disciplinary Records.** All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the office of the vice president of academic and student development services and will not be available to unauthorized persons on campus or to any person off campus, without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

## Student Grievance Procedure

The purpose of the student grievance procedure is to provide an equitable and orderly process by which students at Patrick Henry Community College may resolve grievances. A grievance is a difference or dispute between a student and an administrator, faculty member, or member of the classified staff with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as they affect the activities or status of each student. Honor system violations that are under the jurisdiction of the Student Honor Committee and conduct violations that are under the jurisdiction of the Student-Faculty Judiciary Committee are excluded. The student at all times has the right to counsel, to present evidence, and to review any materials presented against the student in the course of the grievance procedure.

**Step I.** The student with a grievance shall first discuss the grievance with the administrator, faculty member or member of the classified staff involved. It is stressed that every reasonable effort should be made by both parties to resolve the matter at this level. Recognizing that grievances should be raised and settled promptly, a grievance must be raised within twenty (20) working days from the time the student reasonably should have gained knowledge of the occurrence.

Working days are defined as those days the administrator, faculty member, or member of the classified staff involved is employed and on duty at the college. The student should consult with a counselor or faculty advisor for direction in following the proper procedure. The role of the counselor or faculty advisor shall be limited to explaining all steps of the grievance procedure to the student emphasizing the importance of the time element.

**Step II.** If the student is not satisfied with the disposition of the grievance at Step I, a written statement of the grievance shall be sent to the administrator, faculty member, or member of the classified staff within five (5) working days of the discussion at Step I. This statement shall include the current date, the date the grievance occurred, an explanation of the grievance and a statement presenting the student's recommended action to resolve the grievance. The administrator, faculty member, or member of the classified staff must respond in writing within five (5) working days.

**Step III.** If the student is not satisfied with the written response obtained in Step II, or the administrator, faculty member, or member of the classified staff fails to answer the grievance, the student shall contact the immediate supervisor within five (5) working days. A copy of the original written grievance and the reply (if available) should be given to the supervisor. Within five (5) working days of receipt of the student's notification, the supervisor shall schedule a conference with all involved persons in an attempt to resolve the grievance. Notification of the supervisor's decision will be given in writing within five (5) working days after the conference.

**Step IV.** If the student is not satisfied with the disposition at Step III, a written appeal may be made to the appropriate vice president within five (5) working days of hearing of the disposition at Step III. The student has the option of presenting a conference with the appropriate vice president (or president, if appropriate), or the student may present the case before a selected panel. Should the student elect the conference with the vice president, that decision would be binding. If the student selects a panel, that disposition will also be binding. If selected, the panel will include the vice president, three students and three persons from the appropriate administrative, faculty or classified ranks. Selection of panel members will be made by the Student Affairs Advisory Committee, with the approval of the president. Final notification of the action taken in Step IV will be presented in writing within five (5) working days of the termination of the conference or panel.

**Placement of Records.** If procedures go beyond Step II, a copy of the grievance and disposition shall be placed in the official personnel file of any involved administrator, faculty member, or member of the classified staff and in the permanent student folder of the complainant.

**Extension of Time.** It is important to good relationships that grievances be initiated and processed as rapidly as possible. Every effort should be made by all parties to expedite the process. However, the time limitations specified for either party may be extended by mutual written agreement.

## Student Grade Appeal Procedure

If a student wishes to appeal, or challenge, a course grade, the following in-house administrative procedure will be used. If for any reason the procedures are not followed, the Vice President of Academic and Student Services will decide whether or not the appeal can be continued. To continue the appeal, the student must complete steps one (1) through (3) within the first twenty

(20) working days of the beginning of classes in the semester immediately following receipt of the grade in question. Working days are defined as those days the administrator or faculty members involved are employed and on duty at the college.

1. The student must discuss the grade with the instructor who assigned it.
2. If the matter has not been satisfactorily resolved and the student wishes to continue the appeal, the student must file a written appeal to the instructor's division dean and discuss the grade with the instructor's division dean. (If the instructor who assigned the grade is also the division dean, then the Vice President of Academic and Student Services will perform the role of division dean in hearing the student's appeal to this point.) The division dean will attempt to mediate the disputed grade with the faculty member and the student and make a recommendation for solution. If both parties agree to the division dean's recommendation, the appeal is concluded.
3. If either party disagrees with the recommendation, the student may continue the appeal to the next step by filing a written appeal with the Vice President of Academic and Student Services. The student must send a copy of the appeal to the faculty member and the division dean.
4. Within five (5) working days of receipt of an appeal, the Vice President of Academic and Student Services shall select by random drawing a committee of one student and two full-time faculty members to consider the appeal. Neither the instructor who assigned the grade, the instructor's division dean, nor the Vice President of Academic and Student Services may serve on this committee. The student on the committee should be picked at random from a pool of ten students. Each spring the two divisions will elect five full-time students to go in a pool.
5. The committee shall meet promptly and establish appropriate procedures of operation to conduct a hearing and consider the appeal. The committee will consider any written information from previous steps and give both the student and the faculty member an opportunity to present any additional information. Notifications of the date, time, and location of the hearing will be communicated to the student and the faculty member by the Vice President of Academic and Student Services. Within fifteen (15) working days after it is established the committee shall reach its decision and communicate its recommendation in writing to the Vice President of Academic and Student Services, division dean, faculty member, and the student.
6. In meeting its charge, the committee shall be limited to a study of the student's grades earned in the one class of the grievance. The committee cannot make a decision that infringes upon a faculty member's rights and academic freedom as outlined in the PHCC Faculty Handbook.

If the matter is not yet resolved to the student's satisfaction, the student may make a written appeal to the college President within five (5) working days after notice of the committee's recommendation. The decision of the college President is final and the case is considered closed.

## Computer Use Guidelines

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The PHCC's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

### DEFINITION

PHCC information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

The following guidelines shall govern the use of all PHCC Information Technology resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The PHCC may regard these actions as criminal acts and may treat them accordingly. You must not use PHCC IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any PHCC facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.
5. The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.
6. You must not distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
7. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or

allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.

8. You must not use the Commonwealth's Internet access or electronic communication in cases where it:
  - interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
  - adversely affects the efficient operation of the computer system;
  - results in any personal gain or profit to the user
  - violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)
9. Peer-to-Peer file sharing (P2P) is prohibited on the campus network. P2P applications are considered a big security risk because they use direct communications between computers (or "peers") to share or transfer data. They require client software to be installed and, by so doing, expose the network to a number of risks. Security flaws in P2P applications may provide attackers with ways to crash computers, access confidential information, or infect the entire network. In addition, P2P applications can consume large amounts of bandwidth that are reserved for academic and administrative purposes and are, therefore, considered network abuse. Users of the Patrick Henry Community College network may not use peer-to-peer file sharing programs, including, but not limited to, Limewire, eDonkey, KaZaA, Gnutella, Morpheus, Audiogalaxy, WinMX and BitTorrent. For the purposes of this policy, a Peer-to-peer file sharing application is any application that transforms a personal computer into a server that distributes data simultaneously to other computers. Please note that copyrighted materials cannot be shared by any means without proper permission. This includes sharing via network file shares, the web, or any other means and is not limited to peer-to-peer programs. Peer-to-Peer files sharing programs run on any Patrick Henry Community College computer can be traced back to the source by external Agencies. By using a PHCC computer for this purpose, the user is therefore making the College liable.

You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office.

#### **ENFORCEMENT PROCEDURE**

- a. Faculty, staff, students, and patrons at the college or System Office should immediately report violations of information security policies to the local Chief Information Officer (CIO).
- b. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are

not limited to:

1. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  2. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
  3. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
- c. In the event that a student is the offender, the accuser should notify the Vice President of Instruction. The VP, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
    1. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
    2. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
    3. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
  - d. The College President or designee will report any violations of state and federal law to the appropriate authorities.

All formal disciplinary actions taken under this policy are subject to the Commonwealth's personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.

## **Student Network Access Policy**

### **PURPOSE**

The purpose of this policy is to ensure the proper use of the networked personal computers at Patrick Henry Community College. It is designed to reduce threat of unauthorized user access to the PHCC network and ensure the integrity of the network devices and information within.

### **ACCEPTED ACCESS TO THE PHCC NETWORK**

The network users of Patrick Henry Community College, including students of the ODU TeletchNet program and authorized third parties, are required to use the college provided personal computers in the computer labs and classrooms for accessing the Internet, instructional applications, teacher assigned folders, and network printers. Users may also access public wireless Internet using personal wireless devices. Special open computer labs are available for use on the main campus in the Learning Resource Center, Philpott 117, and at the Patrick County off-campus site.

### **PROHIBITED ACCESS TO THE PHCC NETWORK**

The network users of Patrick Henry Community College, including students of the ODU TeletchNet program, are prohibited to directly attach their personal laptop, desktop, or any other network connecting device to the PHCC computer network at any of our on-campus and off-campus locations. No one is allowed to connect their laptops, iPads and PDAs to the PHCC computer network, but use wireless access only. Also, the

use of student jump drives are allowed to be inserted only into classroom and computer lab PCs.

This requirement is necessary to protect the PHCC network from unauthorized access, including the threat of computer malware, and viruses. Any attempt to access the PHCC network via direct connection using a non-college provided computer will be viewed as a breach of network security as defined by the ISO27002 security standard of the VCCS, and subject to disciplinary action set forth by the administration of Patrick Henry Community College.

## Contagious Diseases Policy

Patrick Henry Community College is committed to ensuring a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.7.1 Contagious Diseases Policy, PHCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak. The following policies were adopted in order to maintain a safe environment that is conducive to learning.

- Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.
- Students who feel unwell or display any symptoms of the flu should not report to class and immediately advise their Instructor of their status.
- Students with the symptoms of or a diagnosed contagious disease should promptly seek medical attention if they have a medical condition that puts them at increased risk of severe illness or are concerned about their general health.
- Regarding influenza type symptoms, such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing or similar patterns of symptoms, students should self-isolate at home or at a friend's or family member's home until at least 24 hours after they are free of fever, or signs of a fever, without the use of fever-reducing medicines.

## Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

### 1. Notice of Nondiscrimination.

As a recipient of federal funds, Patrick Henry Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, sexual assault and similar conduct may constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The College's Title IX Coordinator is John I. (Jack) Hanbury, Vice President for Financial & Administrative Services. His office is located at West 158. He may be contacted by phone at 276-656-0205 or by email at [jhanbury@patrickhenry.edu](mailto:jhanbury@patrickhenry.edu). The college's

Deputy Title IX Coordinator is Belinda Stockton, Director of Human Resources. Her office is located at West 148. She may be contacted by phone at 276-656-0214 or by email at [bstockton@patrickhenry.edu](mailto:bstockton@patrickhenry.edu).

### 2. Policy.

Patrick Henry Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

### 3. Purpose.

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

### 4. Applicability.

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus or if the off-campus conduct occurs at a college sponsored function.

### 5. Definitions.

**Sex Discrimination:** Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

**Sexual Assault:** Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

**Sexual Harassment:** The law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made a term or condition of education or employment; or
- b. submission to or rejection of such conduct is used as basis for educational or employment decisions affecting the individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with a student's or an employee's work performance or creating an intimidating, hostile or offensive working environment.

Generally, two categories of sexual harassment exist:

**Quid Pro Quo:** The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; **or**

**Hostile Environment:** Conduct so severe or pervasive and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

**Sexual Misconduct:** Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

**Sexual Violence:** Sexual violence is any intentional physical sexual abuse committed against a person's will. Sexual violence includes rape, sexual assault, and sexual battery.

**Stalking:** Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

## 6. Reporting Incidents.

Members of the campus community who believe they have been subjected to any of these actions should immediately report the incident to the College Title IX Coordinator, a Responsible Employee or to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911.

**Patrick Henry Community College Title IX Campus Resources  
Title IX Coordinator – John I. (Jack) Hanbury**  
West Hall Rm.158  
276-656-0205  
[jhanbury@patrickhenry.edu](mailto:jhanbury@patrickhenry.edu)

**Deputy Title IX Coordinator – Belinda Stockton**  
West Hall Rm. 148  
276-656-0214  
[bstockton@patrickhenry.edu](mailto:bstockton@patrickhenry.edu)

**Chief of Police – Gary Dove**  
West Hall Rm. 105  
276-656-5494  
[gdove@patrickhenry.edu](mailto:gdove@patrickhenry.edu)

After normal business hours, members of the campus community should report alleged violations of this Policy to Gary Dove, Chief of Police, at 276-806-9840.

## 7. Education and Awareness.

The college conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking. The College also conducts an ongoing prevention and awareness campaign for all students and employees.

The complete details of this policy and educational and awareness materials for students can be located on the college website at <http://www.patrickhenry.edu/> or by contacting the Title IX Coordinator or Deputy Title IX Coordinator.

## Campus Sex Crimes Prevention Act

In conjunction with the Campus Sex Crimes Prevention Act, Section 1601 of Public Law 106-386 (HR 3244), the Commonwealth of Virginia enacted a sex offender registration act authorizing the Virginia State Police to release sex offender information to the public (Virginia Code 19.2.390.1). A list of registered sex offenders, which is searchable by zip code, is provided at the web address: <http://sex-offender.vsp.state.va.us/cool-ICE>.

## Alcohol/Illegal Substance Policy (SB)

**Drug and Alcohol Abuse Prevention Policy** - To comply with federal laws (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989), colleges must provide in writing to all students and employees the following information as part of a commitment to the prevention of the use of illegal drugs and the abuse of alcohol.

**Standards of Conduct and Disciplinary Sanctions for Alcohol/Drug Offense** -Students or employees of Patrick Henry Community College shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus functions. Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

Patrick Henry Community College intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

## Controlled Substances Policy

### A. Definitions

1. The term “*controlled substances*,” as used in this policy is defined to include legal and illegal drugs. The use or possession of legal drugs (i.e., those drugs for which a valid prescription is required before the drug may be used or possessed) is not prohibited by this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided.
2. The term “*illegal drugs*” is defined to include all such drugs of which the use, sale, possession, distribution, manufacture, or transfer is prohibited by law and includes, but is not limited to, marijuana, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.
3. As used in this policy, “*under the influence*” means that the individual is affected by a controlled substance in a detectable manner.
4. The term “*workplace*” as used here shall mean any College premises or work site or customer’s place of business, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus functions, and College vehicles and public or private means of transportation while engaged in College business.

### B. Policy Statement

The illegal use, sale, possession, distribution, manufacture, or transfer of controlled substances at the workplace or elsewhere during work hours is strictly prohibited. Also prohibited under this policy is use, sale, possession, distribution, manufacture, or transfer of controlled substances on nonworking time, and on or off College property to the extent such use impairs an employee’s ability to perform his or her job, or when such activities negatively affect the reputation of College to the general public or threaten the integrity of the College.

College personnel may not report to work or work while under the influence of illegal drugs, nor may such personnel report to work under the influence of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription.

Whereas this policy does not prohibit the use or possession of over-the-counter or prescription drugs where such use or possession is consistent with the proper use of such substances, College personnel are encouraged to advise supervisors of such use where it may affect performance. Should performance be affected by the use of such substances, the individual may be relieved of his or her job duties under the Sick Leave Programs.

College personnel who plead guilty or no contest or are convicted of a violation of a controlled substance statute must inform their supervisor within five days of the conviction or plea. Failure to comply with this requirement will subject College personnel to disciplinary action, which may include termination for a first offense.

Persons violating the College policy regarding substance abuse will be subject to disciplinary action, which may include termination for a first offense.

### Alcohol Policy

The College expects that all personnel will maintain proper professional decorum at all times during the workday, on and off College property. Expressly prohibited under this policy are reporting to work or working while impaired from the use of alcohol

and alcohol consumption while on the job or at other times during the workday on or off College property.

As used in this policy, impaired from the use of alcohol means that the individual’s performance or behavior is marked by abnormal conduct or erratic or aberrant behavior, including, but not limited to, sleeping on the job, slurred words, or a significant smell of alcohol about the person.

The legal use of alcohol is not prohibited when an employee is not working and is not at the workplace.

Personnel violating the policy regarding abuse of alcohol will be subject to disciplinary action, which may include termination for a first offense.

### Enforcement

In order to enforce this policy and procedures, the College may investigate potential violations and require personnel to undergo drug and/or alcohol screening, including urinalysis, blood tests, or other appropriate tests and, where appropriate, searches of all areas of the College’s physical premises, including, but not limited to, work areas, personal articles, employees desks, workstations, and College vehicles, etc. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations or to submit to screening or for failing to execute consent forms when required by management.

### Investigations and Searches

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his or her designee, may inspect vehicles, lockers, work areas, desks, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and may remove a personal lock. The employee is hereby notified that locked areas or containers do not prevent a search, and thus employees should understand there is no expectation of privacy on College premises. Where the employee is not present or refuses to remove a personal lock, the College may do so. Any such searches will be coordinated with a representative of the HR department. The College may use unannounced drug detection methods.

### Health Risks Associated with Drug and Alcohol Abuse

Drugs and alcohol interfere with student learning and employee performance in the workplace. Use of drugs and alcohol can also have dangerous consequences for personal health and for the safety of others. A list of controlled substances and their effects is provided later in this chapter. Three of the more commonly abused drugs are highlighted below:

- Alcohol impairs judgment and coordination; can cause damage to the brain, heart, liver and pancreas; increases the risk of birth defects; high doses can cause respiratory depression and death.
- Marijuana has been linked to lung cancer, memory loss, slowed reaction time when driving, depression of the immune system, and complications for pregnant women.
- Crack/Cocaine can cause convulsions, infection, heart attack, stroke, respiratory failure, brain seizures, psychosis, and death.

### Counseling Services and Treatment Programs

Numerous community and state agencies, medical facilities, and private outpatient counseling/treatment programs are available to help Patrick Henry students and employees dealing with substance



abuse problems. A few examples are listed below:

- Alcoholics Anonymous, 343.6857
- Blue Ridge Behavioral Healthcare, 540.981.9351
- Carillion/Saint Albans, 540.731.2000
- Lewis-Gale RESPOND Assessment and Referral, 800.541.9992
- Life Center, Alcohol and Drug Abuse Treatment 800.345.699
- Mount Regis Center treatment for addictions, 877.217.3447
- State Employee Assistance Service 703-552-8960

**Local resources:**

- Piedmont Community Services, 276.632.7128
- Ther Intervention Services, 276.634.0022
- Anchor Commission, 276.666.4600

## Regulation of Weapons

### 8VAC125-10-10. Definitions

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

**"Police officer"** means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23- 232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

**"College property"** means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

**"Weapon"** means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

### Statutory Authority

§§ 23-215 and 23-217(g) of the Code of Virginia.  
8VAC125-10-20. **Possession of weapons prohibited**

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

### Statutory Authority

§§ 23-215 and 23-217(g) of the Code of Virginia. 8VAC125-10-30. **Exceptions to prohibition.**

This prohibition shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees. Furthermore, the chief of the college police department or head of security department, or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

§§ 23-215 and 23-217(g) of the Code of Virginia. 8VAC125-10-40.

### **Person lawfully in charge**

Campus police officers or security, and other police officers acting pursuant to a mutual aid agreement or by concurrent jurisdiction, are lawfully in charge for the purposes of forbidding entry upon or remaining upon college property while possessing or carrying weapons in violation of this prohibition.

### Statutory Authority

§§ 23-215 and 23-217(g) of the Code of Virginia. **Disciplinary**

### **Action**

Students in violation of this policy shall have charges processed against them in the normal manner of due process provided by college rules and regulations (see Statement of Student Rights and Responsibilities, Section IV Student Disciplinary Policies and Procedures), up to and including expulsion and referral for prosecution.

Any employee in violation of this policy is subject to disciplinary action, up to and including discharge, and/or may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program at the discretion of the college administration. As a condition of employment, each employee must abide by the terms of this prohibition and notify the immediate supervisor of any criminal drug statute violation occurring in the workplace no later than five days after such violation.

### Workplace Violence Policy

It is Patrick Henry Community College's policy to promote a safe environment for its employees, students, and campus visitors. The college is committed to working with its employees to maintain a work and learning environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats of violence, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm to one's self or to others. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who

commit such acts may be removed from college property and may be subject to disciplinary action, criminal penalties, or both. All employees and students should cooperate to implement this policy effectively and maintain a safe working and learning environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on college property or at a college function, you should report that person immediately to campus police or other college officials, regardless of whether the person is an employee or student. College personnel who receive such reports should seek advice from their respective Vice President, the Vice President for Finance and Administrative Services, or the college's Human Resource Director.

**Please NOTE:** Threats or assaults that require immediate attention by security or police should be reported first to PHCC security at 732-2406 or to local police by calling 911.

PHCC will support all efforts made by college personnel in dealing with violent, threatening, harassing, intimidating, and other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. For additional information, contact the Vice President of Financial and Administrative Services or the Human Resource Manager.

## **Workplace Violence Prevention and Threat Assessment Policy Guidelines**

**Purpose:** The purpose of this policy is to establish guidelines for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

**Coverage:** These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and third parties while on college property and while attending college functions. Students may be covered under additional provisions of their respective college's Student Handbook.

### **A. Definitions:**

**Threat.** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause physical harm to persons or property. Statements such as, "I'll get him" or "She won't get away with this" could be examples of threatening expressions depending on the facts and circumstances involved.

**Workplace:** Any college property or any other location where college functions are being performed. This will include, but not be limited to, locations where a college employee is performing any work-related duties or where any student is performing any college related activities.

**Workplace Violence.** An action (verbal, written, or physical aggression) which is intended to control or cause, or is capable of causing, death or serious bodily injury to oneself or others, or damage to property. Workplace violence includes abusive behavior toward authority, intimidating or harassing behavior, and threats.

**B. Policy:** PHCC prohibits threats and acts of violence on college

property, at any college -sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to one's self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- Brandishing, using or possessing weapon (with or without a permit) while on college property or while attending a college sponsored event; except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the person is a law enforcement professional;
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

### **C. Consequences of Policy Violations:**

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees violating this policy may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and to obtain certification from the mental health evaluator that they are not a risk to themselves or others. The college may also take all necessary means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.
2. Students violating this policy will be subject to disciplinary action including dismissal and criminal prosecution. Additionally, employees violating this policy may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and to obtain certification from the mental health evaluator that they are not a risk to themselves or others. The college may also take all necessary means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.
3. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from the college at the college's discretion.

### **C. Violence Prevention Committees and Threat Assessment Team**

1. The college shall establish policies and procedures for the prevention of violence on campus, including the assessment of

and intervention with individuals whose behavior poses a threat to the safety of the campus community.

2. The college shall appoint a violence prevention committee structure on campus composed of individuals charged with education on and prevention of violence on campus. Each violence prevention committee shall include representatives from student affairs, law enforcement, human resources, counseling services, and other constituencies as needed and shall consult with legal counsel as needed. The violence prevention committee shall develop a clear statement of mission, membership, and leadership. Such statement shall be published and made available to the campus community.
3. Each violence prevention committee shall (i) provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a physical threat to the community; (ii) identify members of the campus community to whom threatening behavior should be reported; (iii) establish policies and procedures that outline circumstances under which all faculty and staff are required to report behavior that may represent a physical threat to the community, provided that such report is consistent with state and federal law; and (iv) establish policies and procedures for (a) the assessment of individuals whose behavior may present a threat, (b) appropriate means of intervention with such individuals, and (c) sufficient means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.
4. The college shall establish a threat assessment team that includes members from law enforcement, mental health professionals, representatives of student affairs and human resources, and, if available, college or university counsel. Each threat assessment team shall implement the assessment, intervention, and action policies set forth by the violence prevention committee pursuant to subsection 3.
5. Each threat assessment team shall establish relationships or utilize existing relationships with mental health agencies and local and state law-enforcement agencies to expedite assessment of and intervention with individuals whose behavior may present a threat to safety. Upon a preliminary determination that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or a need for assistance, the threat assessment team may obtain criminal history record information as provided in §§ 19.2-389 and 19.2-389.1 and health records as provided in § 32.1-127.1:03.
6. No member of a threat assessment team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
7. The college expects that its threat assessment team will be able to quickly receive information about, assess, and (1) respond to incidents, (2) investigate all incidents of workplace violence, and (3) determine the appropriate response, including interim measures, and the actions necessary to address a particular situation.

If the alleged offender is a credit student, the threat assessment team will forward its recommendation to the Vice President for

Academic and Student Services for a final decision. If the alleged offender is a non-credit student, the threat assessment team will forward the reports to the Vice President for Workforce, Economic & Community Development for a final decision. If the alleged offender is an employee or third party, the threat assessment team will forward its recommendation to the Vice President for Financial and Administrative Services for a final decision.

## Student Government Association Constitution

### Article I. Name and Purpose

**Section 1.** The name of this organization shall be the "Student Government Association of Patrick Henry Community College."

**Section 2.** The purpose of the Student Government Association shall be to provide the necessary governmental structure for the students of Patrick Henry Community College, to coordinate intellectual, social, and cultural activities for the students of the college, and to present an organized student voice to the administration.

### Article II. Organization

**Section 1.** The Student Government Association of Patrick Henry Community College shall be comprised of the student Senate, the Student-Faculty Judiciary Committee, the student body officers, and the student body.

**Section 2.** The student Senate shall be comprised of four representatives preferably elected from each class, and be presided over by the President of the student body. Additional members of the student Senate shall be the Vice-President, the Secretary, and the Treasurer of the student body. In the event that a candidate is running for an office unopposed or if there are less than eight candidates running for the student senate, the candidate will be declared winner by default. The Student Activities Director and/or a designated representative serve as advisor. The official rules for voting are as follows:

- a. A student may vote for no more than one candidate per office unless otherwise indicated on the election ballot.
- b. The candidate must be in attendance at the SGA meeting following the election to receive the results.
- c. NO ballots can be removed from or added to the ballot box.
- d. Each ballot must have the voter's name and student identification number.

**Section 3.** The Student-Faculty Judiciary Committee shall be comprised of one non-voting dean, three faculty members (appointed by the college president), and three members of the student body (appointed by the SGA president). These committee members will be appointed during the first week of each fall semester. The committee shall be appointed during the summer session only if needed.

- a. No student body members of the committee shall hold any elected office or position with the Student Government Association. In the event that a Student Government Association is not formed in a given year, the director of enrollment services will appoint the student body members to the committee.
- b. Student body appointments to the committee shall be apportioned according to class status; the freshman class represented by one student body member, the sophomore class represented by two student body members.

### Article III. Duties

**Section 1.** The duties of the student Senate shall be to represent the best interests of the student body of this organization, to hear and discuss grievances and suggestions submitted by individual students, student groups or the administration of this college, and to instruct the Executive Committee in carrying out the purposes of this organization.

- a. The president of the student body shall service as the president of the Senate.
- b. The student Senate shall have the power of approval over all committee appointments made by the president of the student body.
- c. The individual senator shall have the sole duty to legislate, to the best of his or her ability, for the benefit and the best interests of the students represented.
  1. It is the duty of each senator to attend all meetings of the student Senate, both scheduled and called.
  2. It is the duty of each senator, to the best of her or his ability, to inform the student body of Senate legislation through personal contact, and to present the expressed consensus opinions of the student body at all Senate meetings.

**Section 2.** The duties of the Executive Committee shall be to administer such action as the purposes of the Student Government Association require on behalf of itself and the student Senate.

- a. The Executive Committee shall have the power to reconsider any legislation presented to it by the student Senate if it feels that such legislation is not in the best interests of the student body.
- b. A two-thirds majority or the Executive Committee is required to disapprove legislation passed by the student Senate.
- c. The Executive Committee shall have the power to introduce legislation to the student Senate that it feels is in the best interest of the student body.
- d. The president shall be the official head of this organization, shall publicly represent the best interests of this organization, shall preside over all meetings of the student body and the Executive Committee, shall supervise the execution of any action required by this organization and appoint such committees as deemed necessary to assist in the performance of presidential duties.
- e. The secretary of this organization shall keep a written record of all meetings of the student body, Student Government Association, and Executive Committee. The treasurer of this organization shall keep a written record of all financial affairs and transactions of the organization and shall report all pending expenditures to the local funds accountant in the business office. The treasurer shall also serve as chairman of the Finance Committee. Any previous rights or privileges delegated to the secretary treasurer of this organization shall be delegated to both the secretary and the treasurer.

**Section 3.** The Student-Faculty Judiciary Committee shall provide a fair and equitable hearing for all cases of discipline that shall:

- a. Arise out of a breach of regulations set up by the Student Government Association,
- b. Arise out of a breach of the Code of Conduct of Patrick Henry Community College,
- c. Be referred to it by any unit of the Student Government Association,
- d. Be referred to it by any dean or faculty member of the college.
- e. Any member of this committee who feels personally involved in a case shall request that a substitute be appointed as a replacement for the case.
- f. In the event of a grievance, the chairman of this committee shall notify all parties having an immediate and recognizable interest in the proceedings, and shall schedule a meeting of the committee to discuss these proceedings.
- g. All proceedings held by this committee are closed, and all recommendations are final.

**Section 4.** The individual members of the student body shall serve in any capacity requested by the president of the student body. They shall elect officers of the student body, and members of the Senate.

### Article IV. Failure of Duty

**Section 1.** If, in the opinion of two-thirds of the student Senate, a senator is failing to meet the demands of duty inherent with the office, the senator shall be called before a special meeting of the Senate for a hearing. Then, if in the opinion of the Senate voting by secret ballot, the senator is found guilty of this failure, she or he shall be censured.

- a. This censure shall be considered official notification of the senator's failure to meet duties, and the Senate's disapproval of this neglect.
- b. No senator shall be allowed more than one censure during the term of office.
- c. The president of the Senate shall deliver official censure.

**Section 2.** If, in the opinion of two thirds of the elected student representatives, any officer of the student body is failing to meet the demands of duty inherent with the office, the officer shall be called before a joint committee for a hearing. Then, if in the opinion of the Student Government Association, the officer is found guilty, he or she shall be censured.

- a. This censure shall be considered official notification of the officer's failure to meeting duties and the Senate and the Executive Committee's disapproval of this neglect.
- b. No officer shall be censured more than once during the term of office.
- c. The Chair of the Legal Concerns Committee shall deliver official censure.

**Section 3.** If, in the opinion of three-fourths of the entire student Senate and Executive Committee combined, any elected official continues to fail to meet the demands of duty inherent with the office, the elected official shall receive a formal request to resign.

- a. This formal request to resign shall be delivered by the director of enrollment management.
- b. This request for resignation may be appealed to the director of enrollment management.

## **Article V. Terms of Office**

**Section 1.** The elected officers and senators of the student body shall serve a term of one year, beginning in the last five weeks of the spring semester, and ending in the last five weeks of the following spring semester.

**Section 2.** Vacancies within the Student Government Association shall be filled as follows:

- a. Vacancy in the office of the president of the student body shall be assumed by the vice-president.
- b. Vacancy in the office of vice-president of the student body and/or the secretary and the treasurer shall be filled by a special election within a reasonable time after the vacancy occurs.
- c. Vacancies in the student Senate shall be filled by special election within a reasonable time after the vacancy occurs.

## **Article VI. Qualifications**

**Section 1.** All elected officers and senators shall be students enrolled in a curriculum, shall maintain a cumulative grade point average of not less than 2.00, and shall be registered for not less than six semester hours of credit.

**Section 2.** Any officer or senator whose cumulative grade point average has fallen below 2.00 shall be removed from office, unless the individual can show sufficient cause to prevent removal. Any officer or senator who is placed on academic probation shall be removed from office.

**Section 3.** All students seeking office shall fulfill the requirements established by the Elections Committee, including understudy.

**Section 4.** All persons seeking election to an office of this organization must attend at least two Senate meetings prior to the election day.

## **Article VII. Legislation**

**Section 1.** The Student Government Association shall be empowered to enact such legislation consistent with the policies of Patrick Henry Community College and the State Board for Community Colleges, and necessary to fulfill its purpose.

**Section 2.** Such legislation may be initiated by the Executive Committee, the student Senate, or by petition signed by 10 percent of the student body. Ratification requires a two-thirds majority of the votes cast.

**Section 3.** Notice of the ratification vote shall be posted five school days prior to the vote.

## **Article VIII. Special Committees**

**Section 1.** Special committees may be created at the discretion of the president to aid in the performance of duties.



# Index

## A

Academic Dismissal, 40  
Academic Probation, 39  
Academic programs, 45  
Academic Renewal, 17  
Academic Suspension, 39  
Academic Warning, 39  
Accounting, 75  
Accounting (ACC), 166  
Accounting Information Systems, 138  
Add/Drop Policy, 34  
Administration of Justice, 95  
Administration of Justice (ADJ), 166  
Administrative Professionals Day Event, 195  
Administrative Support Technology, 78  
Administrative Support Technology (AST), 168  
Admission Information, 13  
Admission Procedures, 14  
Advanced Manufacturing, 48  
Agriculture (AGR), 167  
Alcohol/Illegal Substance Policy, 235  
American Sign Language (ASL), 168  
Apprenticeships, 195  
Arabic (ARA), 168  
Art Studies, 71  
Artisans Center of Virginia Studio School, 196  
Arts (ART), 168  
Associate Degree Programs, 31  
Auditing a Course, 28, 34  
Auto Body (AUB), 169  
Auto Dealership Operator, 199  
Automotive (AUT), 169

## B

Bad Check Fee, 19  
Biology (BIO), 170  
Bookkeeping, 75  
Books and Materials, 19  
Bookstore, 223  
Broadcasting (BCS), 170  
Building (BLD), 170  
Business Administration, 73  
Business and Professional Development, 196  
Business Management and Administration (BUS), 171

## C

Campus Emergency Team, 223  
Campus Police/Security, 223  
Campus Sex Crimes Prevention Act, 235  
Cancellation of Classes, 18  
Capital Fee, 19  
Career Center, 12  
Career Credit Course Descriptions, 201  
Career Credit Programs, 193  
Certificate Programs, 31  
Certified Nurse Aide, 197  
Certification Prep (CISCO), 197  
Certified Production Technician, 193  
Change of Name, Address or Phone Number, 223  
Chemistry (CHM), 172  
Childhood DEVELOPMENT (CHD), 171  
Chinese (CHI), 172  
Class Attendance, 37  
Classification of Students, 16  
Clerical Studies, 79  
Clinical Medical Assistant, 197  
Clothing Requirements, 224  
Clubs and Organizations, 225  
College Board, 214  
College Programs, 31  
College Success Coaching Program, 32  
College Survival Skills, 12  
College Transfer Education, 8  
Communications Studies & Theatre (CST), 172  
Communication and Grammar for the Workplace, 195  
Commercial Driver's License, 199  
Computer Aided Drafting & Design (CADD), 47  
Computer Aided Drafting & Design (CAD), 173

Computer Applications (VCE), 200  
Computer (Beginners), 197  
Computer Competency Requirement, 31  
Computer Science (CSC), 173  
Computer Service Technician, 132  
Computer Use Guidelines, 232  
Contagious Diseases Policy, 234  
Contractor Business Licensing, 198  
Core Values, 7  
Counseling, Pre-College, 12  
Course Credit, 34  
Course Descriptions, 203  
Course Substitutions, 36  
Craft Artisans, 195  
Creative Writing Series, 199  
Credit for Prior Experience, 35  
Criminal Justice, 102  
Culinary and Hospitality Management, 61, 88, 91  
Culinary Arts, 61, 200  
Curricular student, 16  
Custom Designed Training, 193  
Customer Service, 61, 65  
Customer Service for Healthcare, 199  
Customer Service Workshops, 196  
Cybersecurity, 132

## D

Dance, 200  
Delinquent Accounts, 19  
Dental Health Coordinator, 197  
Developmental Education, 8, 27, 28, 31, 38  
Developmental Mathematics - Technology Based (MTT), 181  
Developmental Prerequisites, 161  
Digital Photography and Imaging, 197  
Diploma Programs, 31  
Disabilities, Resources for Students with, 11  
Disciplinary Policies and Procedures, 229  
Distance Learning, 11, 223  
Domicile Determination and Appeal, 18  
Dual Enrollment, 17

## E

Early Childhood Education, 146  
Early Childhood Instruction, 146  
Economics (ECO), 173  
Education (EDU), 173  
Education Assisting, 145  
Electives, 163  
Electrical Groundsman, 198  
Electrical Technology (ELE), 174  
Electronics Technology (ETR), 176  
Emergency Medical Services – Paramedic, 97  
Emergency Medical Services (EMS), 174  
Emergency Medical Technician-Intermediate, 100  
Emergency Medical Technician-Paramedic, 99  
Emergency Medical Services, 119  
Employer Services, 193  
Energy Technology (ENE), 175  
Engineering (EGR), 173  
English (ENG), 175  
English placement, 33  
English Fundamentals (ENF), 175  
English Language Literacy, 200  
Entrepreneurship, 196  
Entrepreneurship/Small Business, 91  
Entry Placement Requirement, 33  
Environmental Science (ENV), 176  
ESL Courses, 27, 37, 38

## F

Fabrication Laboratory (Fab Lab), 199  
Faculty advisors, 13  
Federal Pell Grant (PELL), 19  
Federal Supplemental Educational Opportunity Grant (FSEOG), 19  
Federal Work Study (FWS), 20  
FERPA, 41  
Fiber Arts, 195  
Field Trips, 19  
Film Technology, 48  
Financial Assistance, 19, 26, 27, 28, 223  
Financial Services (FIN), 176  
Fine Woodworking and Woodturning, 195

Fire, 224  
First Aid, 225  
Food Service, 61  
Food Services, 224  
Foreign Credentials Evaluation, 15  
Foundation Board of Directors, 214  
French (FRE), 176  
Frequently Asked Questions, 221  
Freshman, 16  
Full-time student, 16

## G

Game Design and Development, 140  
General Business, 86  
General Education, 8, 159  
General Engineering Technologies, 46  
General Studies (The Arts), 62,  
General Studies (Transfer Studies & Education), 148  
Geography (GEO), 176  
Geology (GOL), 176  
German (GER), 176  
Glass Art, 195  
Grade Appeal Procedure, 232  
Grade Forgiveness, 38  
Grade Point Average (GPA), 27, 37, 38, 223  
Grade Reporting, 39  
Grading System, 37  
Graduation Honors, 39  
Graduation Rates, 224  
Graduation Requirements, 40  
Great Expectations, 32  
Green/Renewable Energy (VCE), 200  
Guaranteed Admissions Agreements, 225

## H

Health (HLT), 177  
Health Care (HCT), 177  
Health Care Careers (VCE), 200  
Health Care/Dental/Veterinary, 197  
Health Information Management (HIM), 177  
Health Science, 112  
Health Technology, 93  
High School Students, 17  
History (HIS), 177  
Honor Code, 228  
Honors and Dean's Lists, 39  
HOPE (High-Demand Occupational Programs for Employment), 196  
Horticulture (HRT), 178  
Hotel-Restaurant-Institutional Management (HRI), 178  
Human Services, 151  
Human Services (HMS), 179

## I

Inclement Weather Policy, 224  
Industry, Trades & Manufacturing, 198  
Industrial Controls, 53  
Industrial Electronics Technology, 52  
Industrial Engineering Technology (IND), 179  
Industrial Maintenance Electronics, 53  
Industrial & Skilled Trades (VCE), 200  
Industrial Welding, 59  
Infant and Toddler Care, 146  
Information Directory, 223  
Information Systems Technology, 131  
Information Technology, 128, 200 (VCE)  
Information Technology- Networking (ITN), 180  
Information Technology- Programming (ITP), 180  
Information Technology-Design & Database (ITD), 179  
Information Technology-Essentials (ITE), 179  
Instrumentation (INS), 180  
Internet Services, 142  
Internet Service Webmaster, 133  
Internet Webmaster, 143

## J

Japanese (JPN), 180  
Jewelry Fabrication, 195  
Job Skills Assessments, 193  
Justice Studies, 95

## K

Kids College, 200

## L

Late Addition of a Course, 28, 34  
Learning Laboratory, 11  
Learning Resource Center, 9  
Legal Administration (LGL), 180  
Legal Assisting, 93  
Library, 10  
Loans, 20  
Logistics, 62  
Logistics Supervision, 62  
Lost and Found, 224

## M

Malpractice Insurance, 19  
Management, 85  
Management Assistant, 86  
Management Boot Camp, 196  
Management & Leadership (VCE), 201  
Marketing (MKT), 181  
Math Essentials (MTE), 181  
Math Lab, 11  
Math placement, 33  
Mathematics (MTH), 181  
Math Refresher, 200  
Mechanical Engineering Technology (MEC), 182  
Media Design and Production, 65  
Media Technology (MET), 183  
Medical Office, 81  
Medical Science, 108  
Medical Transcription, 82  
Mental Health (MEN), 183  
MHC After 3, 13  
Microsoft Office Training Series, 197  
Middle College, 8, 32  
Military Service, 29  
Military Transcript Evaluation, 35  
Mission, 7  
Motorcycle, 199  
Motorsports Technician, 57  
Motorsports Management & Technology (MTS), 183  
Motorsports Technology, 56  
Multiple Degrees, 40  
Music, 67  
Music (MUS), 184

## N

National Career Readiness Certificate (NCRC), 197  
Natural Science (NAS), 184  
Networking & Cybersecurity, 132  
Non-curricular student, 16  
Normal Academic Load, 36  
Nurse Aide Training, 123  
Nursing, 104  
Nursing (NUR), 184

## O

Occupational Safety and Health Administration (OSHA) Training, 198  
Occupational Spanish (VCE), 201  
Occupational/Technical Education, 7  
Office Assisting, 79, 82  
Orientation, 12, 224

## P

Paramedic, 97  
Parents' Rights, 41  
Parking, Traffic Control and Car Emergency Services, 224  
Part-time student, 16  
Part-time Tuition Assistance Program (PTAP), 20  
PCL Boot Camp, 200  
Performing Arts, 69  
Personal Enrichment, 199  
Personnel, 214  
Pharmacy Technician, 125  
PHCC Alert, 223  
PHCC Foundation, 9  
Philosophy (PHI), 186  
Phlebotomy Technician Program, 198  
Physical Education and Recreation (PED), 185  
Physical Therapy Assistant (PTH), 187



Physics (PHY), 186  
Political Science (PLS), 186  
Pottery, 195  
Practical Nursing, 114  
Practical Nursing (PNE), 186  
Pre-BSN, 110  
Pre-college counseling, 12  
Pre-Employment Training, 194  
Pre-Nursing, 117  
Privacy of Information, 41  
Programs of Study, 45  
Project Management (VCE), 201  
Psychology (PSY), 186

## **R**

Readmission, 17  
Recreation and Parks (RPK), 187  
Recreation, Parks, and Leisure Studies, 153  
Refund Policy, 18  
Registration, 34, 222  
Regulation of Weapons, 237  
Religion (REL), 187  
Repeating Courses, 27, 28, 38  
Replacement Degrees, 40  
Requirement Term for graduation, 40  
Residential/Commercial/Industrial Electrician, 54  
Retention of Student Records, 42  
Rural Virginia Horseshoe Initiative, 32  
Russian (RUS), 187

## **S**

SAILS, 11  
Safety (SAF), 187  
Satisfactory Academic Progress Policy, 26, 28  
Scholarships, 20  
School Colors and Mascot, 225  
Science, 157  
Senior Citizen, 16  
Service Careers (VCE), 201  
ServSafe Manager's Certification, 198  
Sexual Offender Registry, 14  
Sexual Violence, Domestic Violence, Dating Violence, and Stalking Policy, 234  
Shared Services Distance Learning (SSDL), 32  
Siemens Certifications, 198  
Smoking, 225  
Sociology (SOC), 187  
Sophomore, 16  
Spanish (SPA), 188  
Spanish for Medical Professionals, 198  
Special Fees, 19  
Specialized Community Services, 8  
State Board for Community Colleges, 214  
Statement of Student Rights & Responsibilities, 228  
Student activities, 13  
Student Activities Office, 225  
Student Assistance and Intervention for Learning Success (SAILS), 11  
Student Conduct, 229  
Student Development (SDV), 188  
Student Fee, 19  
Student Government Association (SGA), 227  
Student Government Association Constitution, 239  
Student Grievance Procedure, 231  
Student Handbook, 221  
Student Network Access Policy, 233  
Student Publications, 228  
Student Records, 42  
Student Services, 12  
Student Social Activity Policy, 228  
Student Success Center, 32  
Student Support Services, 11  
SUCCESS MindSET, 196  
Supervision, 86

## **T**

Teacher Education Preparation, 155  
Technology Fee, 19  
Telephones, 225  
Testing Center, 10  
Testing Fees, 19  
Tests and Examinations, 37  
Theatre Arts, 69  
Therapeutic Massage, 121  
Thomas P. Dalton IDEA Center, 193  
Threat Assessment Team, 223  
Trades Training (VCE), 201  
Tradesman, 199  
Training Programs, 195  
Transcripts, 15, 40, 228  
Transfer, 225  
Transfer between Curricula, 16  
Transfer Credit, 35  
Transfer Grants, 225  
Transfer preparation, 13  
Transfer Students, 16, 27  
Tuition and Fees, 18  
Tutoring, 11, 224  
Types of programs, 7

## **U**

Upward Bound, 13

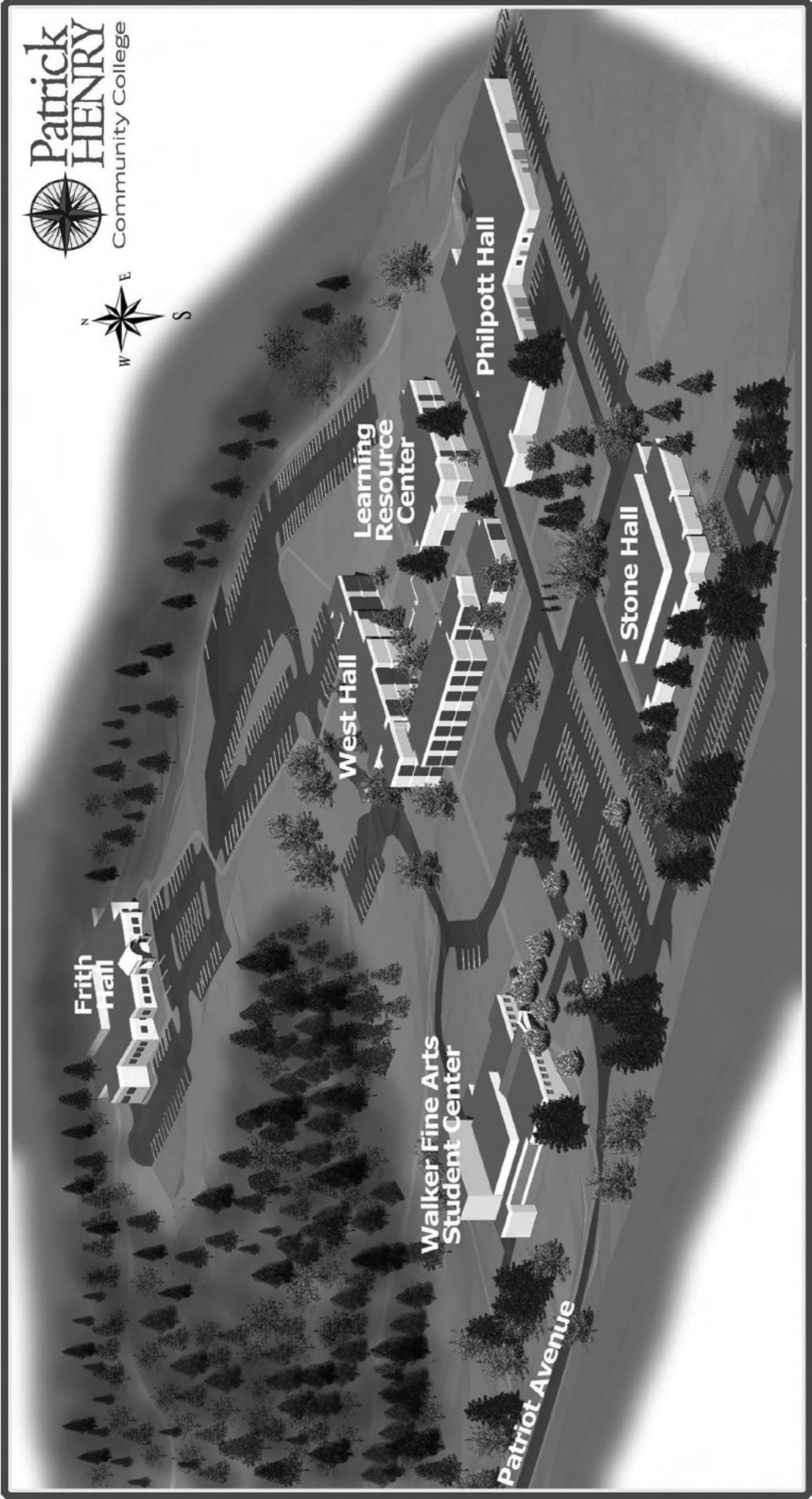
## **V**

Veterans Benefits, 29  
Veterinary Assistant, 198  
Virginia Commonwealth Award (COMA), 20  
Virginia Guaranteed Assistance Program (VGAP), 20  
Virginia Military Survivors and Dependents, 29  
Virtual Continuing Education (VCE), 200  
Vision, 7  
Visual Arts, 71  
Viticulture (VEN), 188

## **W**

Waiver of Curricular Requirements, 36  
Weapons Policy, 238  
Welding, 59  
Welding (WEL), 189  
Wellness, 127  
Withdrawal from a Course, 27, 34, 37  
Withdrawal from the College, 34  
Woodworking and woodturning, 196  
Workforce Solutions, 194  
Workforce, Economic and Community Development (WECD), 192  
Working Students Success Network (WSSN), 32  
Workplace Violence Policy, 238  
Writing Center, 11

# NOTES





Patrick  
HENRY

Community College

645 Patriot Avenue  
Martinsville, VA 24112

276-638-8777

[www.patrickhenry.edu](http://www.patrickhenry.edu)

From here, YOU can go anywhere!

