Academic Calendar  
2012-2013

Summer Session 2012

Early-Bird Registration Begins (must pay same day) ............................................. April 17
Advising and Registration ....................................................................................... May 17-18
Classes Begin ................................................................................................. May 21
Last day to register or add a course ................................................................. May 23
Last day to drop a course to receive a refund ..................................................... June 1
Holiday (no classes) ..................................................................................... July 2-6
Last day to drop a course without grade penalty or to change from credit to audit ... July 9
Last day of classes ...................................................................................... August 3
Exam Days ..................................................................................................... August 6-7
Grades due ................................................................................................. 9:00 a.m., August 9

Fall Semester 2012

Early-Bird Registration Begins (must pay same day) ........................................... August 1
In-service & Planning .................................................................................... August 16-17
Advising and Registration ............................................................................... August 20-21
Classes Begin ................................................................................................ August 22
Last day to register or add a course ................................................................. August 29
Holiday (college closed) .............................................................................. September 3
Last day to drop a course to receive a refund ................................................ September 7
Faculty administer student evaluations ........................................................... October 22 – November 2
Last day to drop a course without grade penalty or to change from credit to audit ... October 29
Faculty In-Service (no classes) ........................................................................ October 30
Faculty In-service / Advising & Registration Kickoff for Spring 2013 (no classes) ... November 14
Holiday (college closed) ............................................................................... November 22-23
Last day of classes ........................................................................................ December 11
Exams ........................................................................................................... December 12-14; 17-18
Grades due .................................................................................................. 9:00 a.m., December 20
Faculty Research ........................................................................................ December 19-21
(Spring 2013 registration begins November 13 – must pay same day)

Spring Semester 2013

In-service & Planning ........................................................................................ January 2
Registration ..................................................................................................... January 3-4
Classes Begin ................................................................................................ January 7
Holiday (college closed) ............................................................................... January 21
Last day to register or add a course ................................................................. January 24
Last day to drop a course to receive a refund ................................................ January 25
Spring Break (no classes) ............................................................................. March 18-22
Faculty administer student evaluations .............................................................. March 25 – March 29
Last day to drop a course without grade penalty or to change from credit to audit ... March 25
Advising Kickoff for Summer and Fall 2013 ....................................................... April 15
(Spring Summer 2013 Registration begins April 15 – must pay same day)

Last day of classes ........................................................................................ April 29
Exams ........................................................................................................... April 30-May 3, 6
In-service/Planning ........................................................................................ May 7-9
Grades due ..................................................................................................... 9:00 a.m., May 8
Faculty Research ........................................................................................ May 10, 13-15
Graduation .................................................................................................. 10:00 a.m., Saturday, May 11
(Fall 2013 Registration begins August 1 – must pay same day)
Welcome to Patrick Henry Community College!

This year marks the 50th year that Patrick Henry Community College has served the communities in Martinsville, Henry County, Patrick County and the southern portion of Franklin County. Since our founding in 1962 as a two-year branch of the University of Virginia’s School of General Studies, an estimated 60,000 people have availed themselves of classes and services provided by the college.

We have seen many changes during the past 50 years both on our campus and in our community. Some haven’t been pleasant, as with the exodus of local manufacturing jobs leaving far too many people unemployed. Others have been more positive, like the renewed focus on education and student success, building blocks for the resurgence of economic stability.

We have watched with happiness and pride as our graduates have gone on to further their education at senior institutions or enter the workforce to become contributing members of our community. These are our future leaders and workers; the people who will guide the community as it looks ahead.

When you become a student at PHCC, you join a group of people who want to see you succeed. We encourage excellence and personal growth in not just our students, but in ourselves. I believe you will find our campus to be caring, safe and comfortable – just the right environment for the challenge of learning!

Sincerely,
Max F. Wingett
Main Campus
645 Patriot Avenue, Martinsville, Virginia 24112
(Route 174 to College Drive)
(276) 638-8777

Visit our Extended Campus Locations

Artisan Center
54 W. Church Street, Martinsville, Virginia 24112
(276) 656-5461, Retail Store: (276) 632-0066

Automotive & Auto Body Technology Center
Martinsville City Public Schools, Chester Lane Vocational Building
200 Hospital Drive, Martinsville, Virginia 24112
(276) 403-5790

PHCC-The Franklin Center for Advanced Learning and Enterprise
50 Claiborne Avenue, Rocky Mount, Virginia 24151
(540) 483-0179

PHCC-Patrick County Site
212 Wood Brothers Drive, Stuart, Virginia 24171
(276) 694-8778

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

PHCC Website: www.ph.vccs.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) 656-0212.
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 Programs of Study

Associate of Arts & Science

*Business Administration
*General Studies
*Specialization: Human Services
*Specialization: Parks, Recreation, and Leisure Studies
Specialization: Visual Arts
*Specialization: Teacher Education Preparation
*Science

Associate of Applied Science

Administration of Justice
*Business Technology: Major: Accounting
*Business Technology: Major: Administrative Support Technology
*Specialization: Medical Office
*Business Technology: Major: Management
*Specialization: E-Commerce
*Specialization: Entrepreneurship/Small Business
*Specialization: International Business

Education Assisting
Emergency Medical Services: Paramedic
General Engineering Technologies
Health Technology: Nursing
Industrial Electronics Technology
*Information Systems Technology
*Specialization: Accounting Information Systems
*Specialization: Game Design and Development
*Specialization: Internet Services
*Legal Assisting
Technical Studies
Specialization: Agribusiness
Specialization: Motorsports Technology

Certificate

Automotive Technology
*Bookkeeping
*Clerical Studies
Computer Aided Drafting & Design
Early Childhood Education
*General Business
*General Education
HVAC
Health Sciences
Industrial Welding
Practical Nursing
Therapeutic Massage

Career Studies Certificate

Art Studies
Automotive Engine Technology
Auto Body Technology
Building Trades Technology
Community Services Leadership
Computer Service Technician
Culinary Arts
Culinary and Hospitality Management
Customer Support Specialist
Early Childhood Instruction
*E-Commerce Management
Emergency Medical Technician-Basic
Emergency Medical Technician-Intermediate
Emergency Medical Technician-Paramedic
*Entrepreneurial Studies
Graphic Communications
HVAC
Horticulture
Industrial Controls
Industrial Maintenance Electronics
International Business
Internet Webmaster
*Management Assistant
Manufacturing Technician
*Medical Transcription
Microcomputer Literacy
Motorsports Engines Technology
Motorsports Fabrication and Set Up Technology
Motorsports Management
Nurse Aide Training
*Office Assisting
Pharmacy Technician
Residential/Commercial/Industrial Electrician
School-Age Child Care
Small Business Management
*Supervision
Theatre Arts
Viticulture
Welding
*Wellness

Note: Programs preceded by an asterisk (*) are available entirely through distance learning courses as well as classroom-based courses.
The College

Patrick Henry Community College 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, three off-campus sites have been established. Classes are offered at sites in Franklin County, Patrick County, and Uptown Martinsville.

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. The nursing program is accredited by the Virginia Board of Nursing and the National League for Nursing Accrediting Commission, Inc.

Mission

Patrick Henry Community College is a comprehensive two-year institution committed to student success, lifelong learning, and enrichment of the quality of life in the region it serves.

Vision

PHCC aspires to be nationally recognized as an exemplary learning college.

Core Values

PHCC upholds shared core values that guide the college, define its identity, and endure as constant ideals in a changing global society. As a community of teachers and learners, we value:

1. Excellence. We strive for excellence in instruction and service by upholding high academic and professional standards, providing a quality educational environment, and continuously seeking improvement in all aspects of our work.
2. Inclusiveness. We embrace inclusiveness of people and ideas by respecting the diversity and dignity of each individual, treating all with fairness and equity, recognizing the unique contributions of all individuals, and promoting tolerance, appreciation, and understanding of alternative ideas, beliefs, and cultures.
3. Innovation. We pursue excellence in teaching and learning through institutional encouragement and support of innovation, creativity, experimentation, imagination, originality, entrepreneurial spirit, and visionary leadership.
4. Integrity. We work together to achieve our mission by demonstrating high standards of ethical conduct and celebrating honesty, openness, and trust as foundations to our relationships in the community.
5. Student Centered Learning. We believe that students are the primary reason we exist, and our purpose is to meet their needs, aspirations, and goals.

Types of Programs Offered

In order to fulfill the mission and vision, the college offers programs 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 of the college. The program is designed to assist the individual with the development of the basic skills and understandings necessary to succeed in other college programs.

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:

1. 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:
   a. understand and interpret complex materials;
   b. assimilate, organize, develop, and present an idea formally and informally;
   c. use standard English;
   d. use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
   e. use listening skills;
   f. recognize the role of culture in communication.

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

3. 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:
   a. assess the impact that social institutions have on individuals and culture-past, present, and future;
   b. describe their own as well as others’ personal ethical systems and values within social institutions;
   c. recognize the impact that arts and humanities have upon individuals and cultures;
   d. recognize the role of language in social and cultural contexts;
   e. recognize the interdependence of distinctive worldwide social, economic, geo-political, and cultural systems.

4. 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:
   a. determine the nature and extent of the information needed;
   b. access needed information effectively and efficiently;
   c. evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
   d. use information effectively, individually or as a member of a group, to accomplish a specific purpose;
   e. understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

5. 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.

6. 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.

7. 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 include these activities:
• 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. Photocopy 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 will be notified in writing or through e-mail by the LRC staff. Students with overdue material will not be allowed to check out additional material, receive transcripts, certificates, diplomas, or degrees; nor will they be allowed to re-register. Community patrons with overdue material will not be allowed to check out additional library materials until the overdues have been cleared. 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 institutions 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.

**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.

**Math Lab**

The goal of the Math Lab is to provide math assistance to students in all levels of math offered by PHCC. The Math Lab provides free individual and group tutoring. Walk-ins during Math Lab 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 the day and evenings 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 which are available totally in a distance learning format. The majority of the 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 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 Support Services Program**

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; special counseling; 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).
Services for Students with Disabilities

Support services and accommodations are available, when necessary, appropriate, and reasonable, to allow the full participation of students with disabilities in all programs and services of the college. Disability-related support services 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-related support services. Students with disabilities are encouraged to contact a counselor in Student Support Services as early as possible in order to be eligible to receive and arrange for accommodations. In addition, Student Support Services will facilitate a student’s communication with instructors, when necessary, 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 Development Services Division exists to help meet the needs of students. Counseling staff assist students in making informed decisions regarding their vocational, educational and personal plans. As a part of this assistance, counselors provide appropriate tests, inventories and occupational and educational information, as well as employment, financial aid, and personal referrals. These services are provided in the Walker Fine Arts/Student Center.

Individual student assessment. The Integrated Advising, Testing, and Career Center promotes active curricular and course selection, decision making, lifelong learning, and career development skills. Key services provided through the Center include computerized placement testing, academic counseling, online services for career exploration, online resources for career development, online job posting, and retention services such as the faculty-based Early Warning Program, Peer/Faculty Mentoring, and development of career and transfer specific courses aimed at “reality counseling” related to transfer and career planning issues. In an effort to acquaint entering students with a general knowledge of their academic strengths and weaknesses, a planned assessment program is coordinated by student services staff. Students entering any degree, diploma or certificate program are required to take the college placement tests and are encouraged to do this as early as possible, preferably prior to or during SDV 108. Additionally, 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 25, and 104-105). The tests are administered periodically on campus in The Integrated Advising, Testing, and Career Center and, when requested, in the local high schools and in off-campus locations. Test results are used for counseling and placement rather than for college admission purposes. Results of the tests are discussed with the students during individual or group sessions following on-campus tests. A prospective student who does not receive an official report before enrolling should check with The Integrated Advising, Testing, and Career Center for a review of test results. Students who need developmental work 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. Student services staff also provide assessment tools for career interest, personality characteristics and other special concerns.

Orientation. PHCC offers a general orientation session in the summer of each year to acquaint new students with the purposes and programs of the college. New students should initiate a meeting with a college counselor to discuss interests, placement test results and curriculum choices. SDV 108 “College Survival Skills” course offers each student an opportunity to meet individual needs and receive academic credit toward graduation. SDV 108 should be completed within the first 15 credit hours of enrollment, and, for developmental students, in their first semester of enrollment.

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.

Career Counseling Services. Career counseling services available to new students include computerized career exploration programs, career inventories and personality tests. These services assist students in choosing a career path that is financially rewarding and personally satisfying. The Integrated Advising, Testing, and Career Center has a number of online resources which provide information on job outlook forecasts, job descriptions, and salary information about a number of occupational opportunities. Career inventories and tests provide important information about individual interests, abilities, values, likes and dislikes, and personality strengths and traits. Career inventories and tests used in the Career Center include Virginia VIEW, DISCOVER, and CareerScope. All of these
assessments tools create a “snapshot” of each individual as he or she relates to the world of work. The results are explained in a caring, open environment.

*A student who has been convicted of a felony or has a poor credit history may not be employable in their chosen career field. For additional information, contact the Advising Center in the Walker Fine Arts/Student Center.

**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. A counselor can help answer questions about articulation agreements and transfer processes. 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, and an activity period is provided weekly as a part of the regularly scheduled program. Students should consult the Student Handbook section of the college catalog on all student organizations and contact the Student Activities office in the Walker Fine Arts/Student Center 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. New students are informed who their advisors are when they are accepted to the college or when changing curriculum. Counselors serve as primary advisors for most non-curricular students and help advise some part-time students. Students who wish to change their majors may obtain necessary applications at the admissions office and should meet with the assigned advisor. If changes are approved, a new advisor is assigned. See the Student Handbook for detailed information about the role of faculty advisors. 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.

**Personal problems.** Complex problems may suddenly confront a student in situations presented in college; a professional person committed to an individual’s well-being and future success may be needed to assist in reaching a satisfactory decision. This is the function of a counselor. Sessions with a counselor are matters of strict confidence. Our on-campus counselor is located in the Admissions and Counseling office in the Walker Fine Arts/Student Center. Should a personal problem require assistance above and beyond that which the counselor feels prepared to handle, the student will be referred to an appropriate professional or agency that may be able to help more effectively.

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**Admission Information**

Individuals are eligible for admission to PHCC if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit from study at the college. Dual enrollment students will be admitted according to the provisions in the current Virginia Plan for Dual Enrollment. Other persons not meeting these admission criteria may apply to the college for special consideration for admittance.

The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines 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 that 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 student 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 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.

Regular students, whether full- or part-time, who are entering a specific curriculum may be required to take the college placement tests unless sufficient appropriate course work has been completed at another college. The test battery is administered at the college prior to registration. Results are discussed with the student by a counselor and used for course placement and curriculum choice.
Admission of Students on the Sexual Offender Registry

Section 23 - 2.2.1 of 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 Dean of Student Services. 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 received notification from the State Police, the student will be notified immediately that an appeal must be made to the Dean of Student Services within 7 calendar days. If no appeal occurs within 7 days, that 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:
A. The applicant or withdrawn student will receive a letter from the Dean of Student Services stating his/her denial of admission or potential administrative drop from classes.
B. The applicant/student may write a letter of appeal to the Dean of Student Services in which he/she provides the following information:
1. Disclosure of the nature of the offense for which he/ she has been convicted;
2. Justification for consideration of admission/reinstatement;
3. 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 Dean of Student Services within seven (7) calendar days of the administrative drop.
C. The Dean of Student Services will review the information submitted and make a decision within fourteen (14) calendar days of receiving the letter of appeal.
D. The Dean of Student Services will inform the applicant/dropped student by letter of the decision of the appeal. The decision of the Dean 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”;
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 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 beginning in order to receive financial aid for that term.

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.
   • 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.
   
International students – Students with educational credentials from foreign countries are required to have an educational level evaluation sent to the admissions office by one of the college-approved credential evaluation service listed below. If the student wishes to receive transfer credit for some of the work, a credit evaluation must also be sent to PHCC by the college-approved service. The student must absorb the costs for these services. PHCC faculty will make final decisions about the awarding of any credit.

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
Foundation for International Services, Inc.
21540 30th Drive SE, Suite 320
Bothell, WA 98021
Phone: (425) 487-2245 FAX: (425) 487-1989
Web: fis-web.com EMAIL: 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

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

After application materials have been submitted, you should speak with a counselor 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.

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 many 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

Students are classified as senior citizens if they are 60 years of age or older and enrolled in credit or non-credit courses without tuition charge under provisions of the Senior Citizen Higher Education Act of 1974, as amended.

Senior citizens are encouraged to enroll in college classes. Citizens of Virginia who are 60 years of age or older may be eligible to receive special benefits under the provisions of the Senior Citizens Higher Education Act of 1974, as amended. On the last day of registration, eligible senior citizens may enroll tuition-free in credit or noncredit courses on a space-available basis contingent upon a minimum of twelve (12) paying students registering for the course(s).

To be eligible for free tuition and comprehensive fees for credit courses a person must:
• be 60 years of age or older prior to the semester of enrollment;
• be a legal resident of Virginia;
• have had a taxable income not exceeding $15,000 for income tax purposes for the year preceding enrollment; and
• must be admitted to the college as a student.

To be eligible for free tuition for audit of credit courses, or for taking non-credit courses (not to exceed three courses per semester), a person must be:
• 60 years of age or older prior to the semester of enrollment;
• a legal resident of Virginia; and
• admitted to the college as a student.

Interested senior citizens should contact the admissions office 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 previous college, generally the student will not
be allowed to enroll in the same curriculum at PHCC until one semester elapses or until the student completes an approved developmental education program. 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 the change. 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 per semester, AND students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid.

High School Students

Any student attending high school who wishes to attend the college concurrently to take credit classes must coordinate consideration with the school guidance counselor and the college’s Accelerated Learning Coordinator. The admissions office will evaluate the merits of each case individually. Placement tests may be required depending on desired courses.

Dual Enrollment. Dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must 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. Any exceptions must be approved by the college president. Eligible students can enroll and receive dual credit in academic, fine arts, and career and technical subject areas according to a formal agreement between local school superintendents or boards and Patrick Henry Community College.

College credit shall be awarded by PHCC to the participating high school students upon successful completion of the course. The award shall be in compliance with state and regional accrediting standards. High school credit shall also be awarded to the participating high school students upon successful completion of the course. The award shall be based on the college credit hour, with one high school unit equivalent to six semester hours of college credit.

Dual enrollment courses are generally offered at the participating high school and meet the standards and criteria of on-campus classes.

Readmission After Suspension or Dismissal

Students desiring readmission after suspension or dismissal should contact the admissions office for appropriate application materials and counseling. 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 Admissions and Records Office 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 Coordinator of Admissions and Records. 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.

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 college makes an initial determination of a student applicant’s eligibility for in-state tuition rates (domiciliary status) based on the information supplied on 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.

A Virginia resident is one who has been domiciled in and has been an actual bona fide legal resident of Virginia and paid taxes to Virginia for one full year prior to enrolling.

Domicile involves more than presence in Virginia for a one-year period. The burden of proving domicile rests with the applicant. The intent of domicile is evidenced through the filing of state income tax, voter registration, automobile registration, driver’s license, and the like. 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.

If a student disagrees with the determination, an appeal may be filed with the Coordinator of Admissions and Records within 30 days of the notice of determination. The coordinator may require additional information, clarification or supporting evidence. Once all required information is received, the coordinator will review the case and notify the student of the decision within 10 working days. If the student disagrees, an appeal may be filed with the Domiciliary Status Appeal Committee within 10 days. The committee may require additional information before making a decision within 20 working days after receipt of all information. If the student is denied in-state tuition privileges by the final decision, an appeal may be made to the circuit court within 30 days of receipt of the committee’s decision. If a student initially classified as out-of-state wishes to have that status re-evaluated for a later semester, the student must submit an updated “Application for Virginia In-state Tuition Rates” to the Admissions office. That application MUST be submitted BEFORE the beginning of the term for which in-state tuition rate reclassification is sought.

Tuition and Fees

The State Board for Community Colleges establishes the cost for tuition each year. Tuition for 2012-13 is $111.50 per credit hour for in-state students and $288.10 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 (1) the student’s tuition charges and (2) revised tuition charges using the per-credit rate calculated from the number of credit hours in which the student remains enrolled. Students who withdraw from all classes by the refund date will also receive a refund of the student fee. Refund checks are mailed directly to students from the treasurer’s office in Richmond.

Student Fee

A student fee of $1.83 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

A $7.50 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 $15.00 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 Costs

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 charge 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 delinquent 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.

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 (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 prior to the semester beginning 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 College Scholarship Assistance Program (CSAP), 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 that do not require repayment. PHCC students may be eligible for the following types of grants:

- Federal Pell Grant (PELL)—Students may apply by completing the Free Application for Federal Student Aid (FAFSA). 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 and is prorated according to the number of hours enrolled per 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 if funds are available.
• College Scholarship Assistance Program (CSAP)—This program is administered by the State Council of Higher Education of Virginia and is available to Virginia residents who have financial need and are enrolled at least half-time.

• 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 provided 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) 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 is also assists with tuition only and based upon 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. Preference is given to students who are enrolled for at least six credit hours and who demonstrate financial need. Students desiring this form of assistance should contact the financial aid office and fill out the FAFSA.

Loans borrowed are to be repaid according to established 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. Links are made available under the Financial Aid section of our website for some lender options.

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.

• Christopher M. Abercrombie Memorial Endowed Scholarship— This scholarship is 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 a college transfer program. Preference is given to children of Virginia Mirror Company, Inc. employees. The scholarship is awarded annually and may be renewed after successful completion of 24 semester hours with a cumulative GPA of at least 2.5.

• Carolyn R. Adams, RN, Nursing Scholarship — This scholarship is awarded to qualified and deserving students who are enrolled in the second year of the RN nursing program. Students must provide a letter of recommendation from a member of the PHCC nursing faculty describing an applicant’s commitment to patient care. Students must maintain a 3.0 GPA.

• Sylvia Adams Nursing Scholarship— This scholarship is awarded to a nursing student who has good academic standing. Nursing students who plan to work in the nursing field in the Henry County area are encouraged to apply.

• J.D. Bassett, Sr. Endowed Scholarship—This scholarship is awarded annually to a full-time student who demonstrates financial need. First priority is given to transfer students who reside in Martinsville, Henry or Patrick County.

• Beta Sigma Phi, Virginia Xi Epsilon Chapter Scholarship—This scholarship is awarded to a financially and academically deserving female student who is 25 years of age or older returning to school. Students must be full-time and maintain a 3.0 GPA. Student cannot be receiving any other scholarships.

• Bill Brammer Memorial Endowed Scholarship—This scholarship is awarded to qualified and deserving full-time students who demonstrate financial need. First priority is given to employees or dependents of employees of Bassett Furniture Company. Students must have and maintain a cumulative GPA of at least 2.5.

• H. Earl Bullard Memorial Scholarship—This scholarship is awarded to students residing in the Fieldale area who are at least 25 years of age. Students must demonstrate community involvement and financial need. Students must maintain good academic standing.

• Samuel Byrd and Beatrice Minter May Memorial Scholarship— This scholarship is awarded to a full-time student enrolled in a degree or certificate program who resides in the community of Fieldale. Students should demonstrate financial need and maintain at least a 2.0 GPA.

• The Dr. J.W. Clark Memorial Endowed Scholarship— This scholarship is awarded to qualified and deserving full-time students who express the intention of entering a medical field. Students in pre-med, nursing, biological sciences, medical/health technology, or health-related programs are eligible. Students must maintain a 2.5 GPA.

• Commonwealth Legacy Scholarship— This scholarship was established by The Virginia Foundation for Community College Education. Awards will be made to full-time, associate’s degree seeking students who plan to graduate from a Virginia
Community College. Selections are based on academic excellence and 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**—This scholarship is awarded to qualified students who have a demonstrated commitment to community service by ongoing participation in volunteer activities or students who have diagnosed, documented ADD or learning disabilities and who are involved in community service. Recipients must maintain a 2.5 GPA.

- **Bernard Craig Scholarship**—This scholarship is awarded to a full-time student who has demonstrated financial need and maintains a 2.5 GPA. Preference is given to students pursuing a career in business.

- **Daughters of the American Revolution (DAR) Scholarship**—The General Joseph Martin Chapter of the Daughters of the American Revolution awards a scholarship to a deserving student enrolled in the educational field. Student must be a resident of Martinsville/Henry County, maintain a 2.0 GPA and demonstrate financial need.

- **Daughters of the American Revolution (DAR) Scholarship**—The Patrick Henry Chapter of the Daughters of the American Revolution awards a scholarship to a deserving student selected by the Financial Aid Advisory Committee. Student must have a 2.5 GPA.

- **Delta Kappa Gamma, Sigma Chapter, Sigma Memorial Scholarship**—This scholarship is given to a deserving Martinsville or Henry County high school graduate, preferably a female entering the education field. Must demonstrate financial need.

- **Alma M. Dillon Memorial Endowed Scholarship Fund**—This scholarship is awarded to a qualified and deserving student who has maintained at least a 2.5 GPA and is currently enrolled in the Horticulture program. Student must also have demonstrated community service.

- **H. Clay Earles Endowed Scholarship Fund**—This scholarship is awarded each year to an entering freshman who attained a 2.5 GPA upon graduating from high school.

- **Entre Nous Book Club Scholarship**—This scholarship is awarded to a resident of Martinsville or Henry County who demonstrates financial need and maintains a 2.5 GPA. Preference is given to students planning to pursue an English major.

- **Henry County Rotary Club Annual Scholarship**—The Henry County Rotary Club awards a scholarship to a Martinsville or Henry County high school graduate entering PHCC full time and who has at least a cumulative 2.5 GPA. Students must demonstrate financial need.

- **Henry County Rotary Club Endowed Scholarship**—This scholarship is awarded to a PHCC full-time student who is enrolled in a degree or certificate program. The student must reside in Martinsville or Henry County, must maintain a 2.5 GPA, and must demonstrate financial need. Student must agree to have picture published in local media as student of scholarship.

- **Figsboro-Pleasant Grove Endowed Scholarship**—Established by the Figsboro-Pleasant Grove Home Demonstration Club, two scholarships are given to students living within 25 miles of the Franklin County-Henry County line on state road 108-890 in all directions. Preference is given to students living in the Franklin County or Figsboro communities. Students must have attained a 2.0 GPA, demonstrate financial need, be of good character and be active in the community.

- **Gretchen Freeman Scholarship**—This scholarship is awarded to a deserving student who is enrolled full-time in the nursing field. Students must maintain a 2.0 GPA.

- **Dr. John D. French Memorial Scholarship**—This scholarship is awarded to deserving students who are preparing for careers in the medical field. Students must be enrolled full-time and maintain a 2.5 GPA.

- **Friends of Drewry Mason Scholarship**—Scholarships will be awarded to full-time students who are graduates of a Martinsville or Henry County school. Student must show financial need and maintain a 3.0 GPA.

- **Irving M. Groves, Jr. Endowed Scholarship**—This scholarship is awarded to deserving students. Students must maintain a 2.0 GPA.

- **Paul Grubb Memorial Scholarship**—This scholarship is awarded to a student in the Administration of Justice program who is enrolled for at least six semester credits, demonstrates financial need and has attained at least a 2.0 overall GPA.

- **Marguerite R. Hammack Scholarship**—This scholarship is awarded to students pursuing a career in education. Students must be enrolled full time and maintain a 3.0 GPA.

- **Human Services Scholarship**—This scholarship will be awarded to students enrolled in the Human Services Certificate program. The student should demonstrate financial need and maintain a 2.5 GPA.

- **E. Johnson Ingram Scholarship**—This scholarship is awarded to deserving full-time students pursuing a career in business. Students must maintain a 2.5 GPA.

- **Dr. Jethro Hurt Irby Endowed Nursing Scholarship**—This scholarship is awarded annually to deserving students preparing for a career in nursing. Students must be enrolled for at least 9 credit hours and maintain a 3.0 GPA.
• William R. Jamison, Jr., Memorial Scholarship—This scholarship is awarded to a deserving student who is enrolled full-time in the Administration of Justice program. Student must maintain a 2.5 GPA and demonstrate financial need.

• Jessie H. Key Memorial Scholarship—This scholarship is awarded to a deserving PHCC LPN student and will be presented at the LPN pinning ceremony. Student must plan to begin work in the geriatric field and award will help cover expenses of licensing exam, uniforms and nursing shoes.

• Evelyn Lawing Educational Scholarship — This scholarship is awarded to deserving students who reside within a 200-mile radius of the Henry County Clerk’s Office. Student must maintain 2.0 GPA.

• Kate Legard Honorary Scholarship—This scholarship will be awarded to a student who maintains a 3.0 GPA and is a resident of Martinsville or Henry County.

• Alice Lester Memorial Endowed Scholarship—This scholarship is awarded to full-time students, with first priority being given to residents of the counties of Henry, Patrick, Franklin or the city of Martinsville. Preference is given to students 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—This scholarship will be awarded to a worthy part-time student who demonstrates financial need. Student must maintain a 3.0 GPA.

• Ralph C. Lester Scholarship—This scholarship is awarded to a full-time student who has financial need. Student must maintain a 2.0 GPA.

• Wesley F. Martin Memorial Scholarship – This scholarship will be awarded to a student enrolled in the Education program. The student should demonstrate financial need and maintain a 3.0 GPA.

• Martinsville DuPont Credit Union Scholarship—This scholarship is given to a sophomore student enrolled in business curriculum. Student must be enrolled full-time, demonstrate financial need, and maintain a 2.0 GPA.

• Martinsville Garden Club Scholarship – This scholarship is awarded to a Martinsville or Henry County high school graduate. Student must maintain a 2.5 GPA. Preference will be given to students enrolled in the Viticulture/Enology/ Horticulture program.

• Martinsville and Henry County Lions Club Scholarship—This scholarship is awarded annually 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 will be given to the son, daughter or grandchild of a current Martinsville Lions Club member; second preference will be given to the son, daughter or grandchild of any past member; third preference will be given to the son, daughter or grandchild of a current member of any Lions Club. Preference will also be given to students pursuing a career in medicine, nursing or a health-related field.

• Martinsville Rotary Club Scholarship—This scholarship is awarded to a full-time student who has maintained a 2.0 GPA. Preference will be given to students who show community involvement. Students must also provide a list of completed courses and achievements, as well as a letter stating their goals/ambitions and why they are deserving of this scholarship.

• Julie Meador Honorary Scholarship—This scholarship is awarded to a student who is enrolled in a certificate or degree program and maintains at least 3.0 GPA. Priority will be given to a student living with a potentially disabling condition or who is the primary caretaker of a disabled relative.

• H. Grady Moore, Jr. Memorial Scholarship—This scholarship is awarded to a female student who is participating in the athletic program. Students must maintain a 2.0 GPA and be attending PHCC full time.

• Walter N. Morris Endowed Scholarship—This scholarship is awarded to a student who demonstrates financial need and maintains at least 2.5 GPA. Preference will be given to a resident of Henry County, Patrick County, or the City of Martinsville.

• Mystical Riders Motorcycle Organization Scholarship – This scholarship was established by the Mystical Riders Motorcycle Organization who is a non-profit organization that engages people from all walks of life that have two common interest—the motorcycle and becoming more active in addressing the priority needs of our community. By charity fund raising, investing funds, and volunteering service, the organization is committed to making a positive impact for those who need it most while promoting a positive image of the motorcycle community. The student must maintain a 2.0 GPA and attach a biographical statement of school, church or community involvement. Student must also attach an essay on “How To Improve Your Community” and a letter of reference from a PHCC faculty member.

• Virginia Laureate Beta Lambda Sorority, Wiley T. Nance Memorial Scholarship—This scholarship is awarded to qualified students who demonstrate financial need. Student must be in good academic standing.

• Fleetus Lee Owens Memorial Endowed Scholarship—This scholarship is awarded to students who has been accepted in Business Technology, with preference to students in the Entrepreneurship/Small Business specialization. Student must be full time, demonstrate financial need, and maintain a 3.0 GPA.
• **William Letcher Pannill Endowed Scholarship**—This scholarship is awarded to full-time students who demonstrate financial need and have at least a 2.5 GPA.

• **Patrick Henry Scholars**—This merit award program is administered by the Patrick Henry Community College Foundation. Up to ten students are selected from high schools in the college’s service region and granted a full-tuition scholarship. Selected by the foundation’s scholarship committee, Students must display academic and leadership potential. Students must maintain a 3.2 GPA at PHCC. Interested students should contact their high school guidance counselor for more information. Students selected as Patrick Henry Scholars become members of a prestigious community of scholars, and the program provides them an intense and enriching college experience. Selected scholars are afforded a variety of events, activities, and services designed to create a stimulating learning environment, and they receive special recognition as a group and as individuals for this distinguished achievement.

• **PHCC General Scholarship**—This scholarship was established by PHCC Foundation and will be awarded to a full-time student enrolled in a degree or certificate program. Student must maintain at least 2.0 GPA and demonstrate financial need.

• **A. L. Philpott Memorial Endowed Scholarship**—This scholarship is given to a student maintaining a 2.5 GPA and enrolling full-time. Financial need, leadership ability, and extracurricular activities are considered. First priority is given to a Bassett High School graduate. Second priority is given to students from any Martinsville or Henry County high school who meet the scholarship criteria.

• **Helen B. Racey Endowed Scholarship**—This scholarship is awarded to needy students in the educational field. Students must be enrolled full-time.

• **Barbara Emmett Richman Memorial Scholarship**—This scholarship will be available to a student who has been accepted into the nursing program or who is a pre-med student. The student is required to be full-time and maintain at least a 2.0 GPA.

• **Dr. Marion D. Richmond Memorial Award**—This scholarship is awarded to an academically deserving nursing student who will be specializing in pediatrics and is eligible for graduation at the time of the award.

• **Betty Jane Simpson Memorial Scholarship**—This scholarship is awarded to a qualified student who is enrolled in the nursing program. Students must maintain a 3.0 GPA.

• **William L. Slate Memorial Scholarship**—This scholarship is awarded to a full-time student who is a dependent of a full-time Martinsville city employee. Students must have a 2.5 GPA.

• **Peggy Spencer Memorial Scholarship**—This scholarship will be awarded to a student who maintains a 3.0 GPA and is a resident of Martinsville or Henry County.

• **Stanley Family Foundation Scholarship**—This scholarship will be given to a resident of the Bassett/Stanleytown area enrolling as a freshman in an occupational or technical program. Scholarship may be renewable for a second year provided the student maintains good academic standing at the college.

• **Frank J. Still Memorial Scholarship**—This scholarship is awarded to a full-time student who demonstrates financial need and maintains a 2.0 GPA.

• **Roy C. Stone Memorial Endowed Scholarship**—This scholarship is awarded to a qualified full-time student who demonstrates financial need and has at least a 2.5 GPA.

• **William F. Stone, Sr. Memorial Endowed Scholarship**—This scholarship is awarded to qualified students who demonstrate financial need and who exhibit the following traits and characteristics: personal honesty and good moral character; demonstrated willingness to work hard; respect for others as well as oneself as exhibited by neatness and personal grooming; and perceived commitment to improve oneself and one’s station in life by personal efforts.

• **Lloyd Swain Memorial Endowed Scholarship**—This scholarship is awarded to a student enrolled in the electronics or electrical program. The student will demonstrate financial need and maintain a 2.5 GPA.

• **Archie W. Vipperman Memorial Endowed Scholarship**—This scholarship is awarded to full-time students who demonstrate financial need. The students must be Virginia residents who have and maintain a cumulative GPA of at least 2.0 and who plan to pursue a four-year degree.

• **Virginia Firefighters Foundation Scholarship**—This scholarship is awarded to a Virginia firefighter or dependent of a Virginia firefighter.

• **Virginia Tobacco Indemnification and Community Revitalization Commission**—Students must be a Tobacco farmer, have an immediate family member who is a Tobacco farmer, or have an occupation that is related to the decline or loss of Tobacco production since the year 2000. Immediate family is defined on the application. Student must maintain good academic standing and be a Virginia resident in the Southside or Southwest region, as defined by the Tobacco Commission.

• **Virginia Transformer Corporation Scholarship**—This scholarship is awarded to students enrolled in a transfer program majoring in math/science related careers. Students must maintain a math and science GPA of 3.5 as well as a
cumulative GPA of 3.2. An essay addressing specific questions is required.

- **Virginia S. Windle Memorial Scholarship**—This scholarship will be awarded to a student who demonstrates financial need and maintains a 2.0 GPA.

### Satisfactory Academic Progress Policy

Federal regulations required that 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.

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>GPA Requirement</th>
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<tr>
<td>1-15</td>
<td>1.5</td>
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<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>30+</td>
<td>2.0</td>
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</tbody>
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**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 (with the exception of the 150% rule) 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.ph.vccs.edu under student info/financial aid/satisfactory academic appeal form). If supporting documentation exists, it must be submitted to the Financial Aid Office within 48 hours of submitting the appeal online. Appeals received after census date (see the PHCC 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 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 initially enroll in classes for audit purposes. “X” grades are considered as “W” grades for determining percentage of credits completed each semester.

*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 in section III for additional information.

*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.

*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 (with the exception of the 150% time frame) 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 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 they did not earn. 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 in the application for VA benefits, 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. 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 wardens, 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.

Policy on Refunds, Credits, and Reinstatement as a Result of a National Emergency

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding SCHEV Guidelines, PHCC shall provide tuition relief, refund, and reinstatement to students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from their enrollment. PHCC shall provide for the following:

A. 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 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". PHCC shall also grant refunds of Miscellaneous Education, General Program, Auxiliary Services and Student Activity fees to students subject to the conditions described in the Code of Virginia, Section 23-9.6:2. PHCC 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.

B. Deposits
PHCC shall grant refunds of deposits to students subject to the conditions described in the Code of Virginia, Section 23-9.6:2.

C. Textbooks
PHCC shall process refunds for textbooks according to contractual arrangement with local vendors.

D. Academic Credits and Grades
Students who are subject to conditions described in Code of Virginia, Section 23-9.6:2, 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 5.7.1 in accordance with the SCHEV Guidelines on Tuition Relief, Refund, and Reinstatement. Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.

E. 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 PHCC within one year of completing service required as a result of the national emergency. Students who are separated from the college, under conditions described in Code of Virginia, Section 23-9.6:2, shall be required to apply for readmission if they do not enroll within one year from the release from active duty (for reservists) or return from mobilization (active military).
College Programs

Associate Degree Programs

PHCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science 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 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 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.

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. A computer competent student will be able to:

- demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks;

- use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and communication applications

- access, retrieve, assess, and apply networked information resources (e.g., on-line catalogs, virtual libraries, the internet and world wide web); and

- use telecommunication software (e.g., electronic mail, listservs, bulletin boards, and newsgroups) to communicate with faculty, students and information providers.

Students may demonstrate their computer competence by successfully passing ITE 115 or by passing a proficiency test.

Developmental Education

The developmental education program helps students gain needed skills to pursue their college and career goals. The program serves those who are not ready for college level courses or 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 104-105). 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.

Great Expectations

Great Expectations is a college transition program designed to help young adults (17-24 years old) who are or were recently 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 program for individuals between the ages of 18 and 24 who do not have a high school diploma or GED. The program allows students to increase their income and employability by simultaneously pursuing a GED, community college education, and a workforce certification in a college environment. In addition, students receive academic and career readiness training. Middle College is an open enrollment program and is FREE to all participants. Middle College completers will earn: GED (approximately an 8 week program), Virginia’s Career Readiness Certificate (CRC), and College Credit (Career Education Course).
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 are encouraged to participate in a Placement Test Preparation Workshop prior to taking the test. Students should complete the placement test well in advance. Students must satisfactorily complete placement tests before enrolling in many courses. Up-to-date information is available from the counseling office. Students may have placement test requirements waived on the basis of prior completion of pertinent college courses, and should see a counselor for evaluation.

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 97-98. 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 should 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.

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 during the first week of the session. During the second week of the session, students may be able to obtain permission from the course instructor prior to registering or adding a class. Exceptions to this policy will be considered on the merits of the individual case. 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. A student may formally withdraw from a course without academic penalty during the first 60% of a session. The following procedures will apply:

- If a student formally withdraws from a class prior to the end of the drop period for the session (first 15% of a session), the student will be removed from the class roll and no grade will be awarded. A student may be administratively withdrawn by a faculty member for failure to attend classes.

- After the drop period, but prior to completion of 60% of a session, a student who formally withdraws from a course or who has been administratively withdrawn will be assigned a grade of “W”.

- After that time, if a student withdraws from a course, a grade of “F” will be assigned. Exceptions to this policy may be made under mitigating circumstances if approved by the vice president of academic and student services; such circumstances must be documented and a copy of the documentation placed in the student’s academic file.

Withdrawal from the College. A student who wishes to withdraw from the college should contact a counselor 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 who want to attend a class without taking examinations or receiving credit may do so by registering to audit the class. Students who want to audit a class will register in the usual manner and pay the regular tuition. Audited classes carry no credit and do not count as part of the student’s course load. Permission of the Registrar, a counselor, or the dean of student services is required to audit a class. Changes from credit to audit must be made by the official last day for students to withdraw from a class without academic penalty. The vice president of academic and student services must approve exceptions.

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 so 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 11). 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 and Records (276) 656-0311.

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 and Records.

Credit for formal military training will be evaluated using the American Council on Education’s “Guide to the Evaluation of Educational experiences in the Armed Services” subject to the determination of proficiency in the area being assessed by the faculty member or dean. Coursework must be appropriate to the curriculum being followed. Three credits of HLT elective are awarded for completion of basic military training. Documents accepted for evaluation of any military experience are DD214, official military certificates, CCAF transcript, or other official military training records.

Credit by examination (Internal means of achieving Advanced Standing through satisfactorily demonstrating subject matter competency by means of an examination administered by the college) may be obtained by completing the required application and submitting it to the division dean for approval. Once approved, students must pay $25 per examination prior to testing.

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. Awarding of such credit will be formalized after receipt of a $25 fee for each course of advanced credit which assists with the administrative cost of processing the necessary credits.

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.

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 Admissions and Records (276) 656-0311.

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, a student must file a “Course Substitution Request” form, available in the office of each division dean, and have it approved by both the advisor and division dean. Any deviation from the requirements outlined in this catalog must be approved by the advisor and division dean and recorded by the Registrar before the substituted 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 and reasonable time limit for making up an incomplete assignment. The student is responsible for making up all work missed during an absence.

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:

- **A** (Excellent) 4 grade points per credit
- **B** (Good) 3 grade points per credit
- **C** (Average) 2 grade points per credit
- **D** (Poor) 1 grade point per credit
- **F** (Failure) 0 grade point per credit
- **U** (Unsatisfactory). No credit; applies only to developmental education courses, ESL courses numbered 11-29, and specialized courses and seminars at the discretion of the college.

- **W** (Withdrawal). No 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 student will receive a grade of “F” except under mitigating circumstances which must be documented and approved by the academic vice president. A copy of the documentation will be placed in the student’s academic file.

- **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 50% of the course requirements 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 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 and ESL Courses

A grade of "S" (Satisfactory) will be assigned for satisfactory completion of each course in developmental education (courses numbered 01-09) and ESL courses numbered 11-29. Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental education courses or ESL 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) and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U". 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 counselor or 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. 14) 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 and Records, (276) 656-0311.

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.ph.vccs.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 and have completed 12 or more college credits for the semester 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.

Graduation Honors

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 Average Honor

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/counselor 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 Dean of Student Services 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/counselor. 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/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic suspension.

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/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic dismissal.

Graduation Requirements

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 submit an “Application to Graduate” to the Registrar’s office. To be awarded an associate degree, diploma, certificate, or career studies certificate at PHCC, a student must have been admitted to a curriculum; and

1. have fulfilled all of the course and credit hour requirements of the program as set forth in the college catalog; and
2. have acquired at least 25% of program requirements for an associate degree or diploma through course completion at PHCC; and
3. have demonstrated computer competency skills as defined by the college; and
4. have acquired at least 25% of the credits in specialized courses for a certificate through course completion at PHCC; and
5. have been recommended for graduation by the appropriate instructional authority in the program of study; and
6. have earned a grade point average of at least 2.0 in all courses attempted which are applicable toward graduation in the program of study;
7. have filed an application for graduation in the Registrar’s office; and
8. have resolved all financial obligations to the college and returned all library and other college materials.

Outcomes Assessment. In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

Second Degree, Diploma or Certificate

In awarding an additional certificate or degree, the college may grant credit for previously completed courses that also meet the requirements of the additional award. However, the awards must differ from one another by at least 25% of the credits.

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 electronic request received via myPHCC options on the college’s web site www.ph.vccs.edu or upon signed, written 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 are solely for the law enforcement purposes;
• 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 coordinator of admissions and records, (276) 656-0311.

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 USC 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 at the earlier of: 1) the attainment of age 18, or 2) attendance at an “institution of postsecondary education.” 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.

1. 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. 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.”

2. 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.
Associate of Arts & Sciences Degrees

Business Administration

General Studies
Specialization: Human Services
Specialization: Recreation, Parks, & Leisure Studies
Specialization: Visual Arts
Specialization: Teacher Education Preparation

Science

Associate of Applied Science Degrees

Administration of Justice

Business Technology
Major: Accounting
Major: Administrative Support Technology
  Specialization: Medical Office
Major: Management
  Specialization: E-Commerce
  Specialization: Entrepreneurship/Small Business
  Specialization: International Business

Education Assisting

Emergency Medical Services
Paramedic

General Engineering Technologies

Health Technology
Nursing

Industrial Electronics Technology

Information Systems Technology
Specialization: Accounting Information Systems
Specialization: Game Design and Development
Specialization: Internet Services

Legal Assisting

Technical Studies
Specialization: Agribusiness
Specialization: Motorsports Technology

Graduation Requirements
In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two-week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

Associate of Arts and Sciences
degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees.

Associate of Applied Science
degrees provide two years of instruction to develop knowledge and skills leading to employment or career advancement in specialized fields. These degrees are not intended as transfer programs.
Business Administration

Award: Associate of Arts & Sciences
Length: 4 Semesters

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.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Other Information: Students planning ahead for this curriculum 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: The student should become familiar with the requirements of the major department in the college or university to which transfer is contemplated 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.

Counselors have 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 listed below to be awarded this degree.

Program 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.
- Apply the principles of financial accounting and managerial accounting.
- Apply the principles of macroeconomics and microeconomics.

Program Requirements (37 Credits):

***General Education Requirements (23 Credits):***

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111-112</td>
<td>College Composition I-II</td>
<td>6</td>
</tr>
<tr>
<td>HIS 121-122</td>
<td>United States History I-II</td>
<td>6</td>
</tr>
<tr>
<td>MTH 163</td>
<td>Precalculus I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 271</td>
<td>Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>Wellness (2)— Health, P.E. or recreation courses which promote physical and emotional well being</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***Transfer Laboratory Science (8 Credits)***

Must complete a two semester sequence
Courses may be selected from the following (other combinations approved by Division Dean):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101-102</td>
<td>General Biology I-II</td>
<td></td>
</tr>
<tr>
<td>BIO 231-232</td>
<td>Human Anatomy and Physiology I-II</td>
<td></td>
</tr>
<tr>
<td>CHM 111-112</td>
<td>College Chemistry I-II</td>
<td></td>
</tr>
<tr>
<td>GOL 105-106</td>
<td>Physical Geology – Historical Geology</td>
<td></td>
</tr>
<tr>
<td>PHY 201-202</td>
<td>General College Physics I-II</td>
<td></td>
</tr>
<tr>
<td>PHY 241-242</td>
<td>University Physics I-II</td>
<td></td>
</tr>
</tbody>
</table>

***Social Science Elective (3 Credits):***

Courses may be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 210</td>
<td>People &amp; the Land: Introduction to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>PLS 211</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>PLS 212</td>
<td>U.S. Government II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 268</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

***Fine Arts Electives (3 Credits):***

Selected from among transfer courses in art, literature, foreign language, music, philosophy, religion, or communication studies and theatre.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ITE 119</td>
<td>Information Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MTH 241</td>
<td>Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>SDV 199</td>
<td>Supervised Study in Transfer Programs</td>
<td>1</td>
</tr>
</tbody>
</table>

Minimum required for degree: 60 Credits
Sample Schedule
Business Administration

FIRST YEAR

Fall Semester
ENG 111 College Composition I 3
HIS 121 United States History I 3
(or HIS 101)
MTH 163 Precalculus I 3
SDV 108 College Survival Skills 1
Science with Laboratory Elective 4
14

Spring Semester
ENG 112 College Composition II 3
HIS 122 United States History II 3
(or HIS 102)
ITE 119 Information Literacy 3
MTH 271 Applied Calculus I 3
Science with Laboratory Elective 4
16

SECOND YEAR

Fall Semester
ACC 211 Principles of Accounting I 3
MTH 241 Statistics I 3
ECO 201 Principles of Macroeconomics 3
College Transfer Elective 3
Wellness Elective 2
Fine Arts Elective 3
17

Spring Semester
ACC 212 Principles of Accounting II 3
ECO 202 Principles of Microeconomics 3
CST 110 Introduction to Communication 3
SDV 199 Supervised Study in Transfer Programs 1
Social Science Elective 3
13

Total Semester Hours: 60

General Studies

Award: Associate of Arts and Sciences
Length: 4 Semesters
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. There are five different options for the student seeking a General Studies degree. In addition to the basic program of general studies, students may specialize in the visual arts, human services, teacher education preparation, or parks, recreation, and leisure studies. Contact the division dean or an advisor for additional information.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Other Information: Students planning ahead for this curriculum 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: The student should become familiar with the requirements of the major department in the college or university to which transfer is contemplated 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.

Counselors have 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 as listed will be awarded this degree.

Program 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.
• Demonstrate an appreciation for the arts.
• Describe the importance of a historical and cultural perspective in the global community.
• Demonstrate competency in at least two areas within the field of theatre. (Performing Arts Specialization)
• Demonstrate competency in at least two areas within the field of visual arts. (Visual Arts Specialization)

General Education Requirements (23 Credits):
ENG 111-112 College Composition I-II (6)
CST 110 Introduction to Communication (3)
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)
[b] MTH 151 Mathematics for the Liberal Arts I (3)
and MTH 152 Mathematics for the Liberal Arts II (3)
[c] MTH 163 Precalculus I (3)
and MTH 164 Precalculus II (3)
[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)
[e] MTH 163 Precalculus I (3)
and MTH 241 Statistics I (3)
Wellness (2)—Health, P.E. or recreation courses which promote physical and emotional well being

Program Requirements (37 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)

English (Literature Elective)(3 Credits) selected from:
ENG 241-242 Survey of American Literature I-II (3)(3)
ENG 243-244 Survey of English Literature I-II (3)(3)
ENG 251-252 Survey of World Literature I-II (3)(3)
ENG 253-254 Survey of African-American Literature I-II (3)(3)

Transfer Laboratory Science (8 Credits):
Must complete a two semester sequence
Courses may be selected from the following (other combinations approved by Division Dean):
BIO 101-102 General Biology I-II
BIO 231-232 Human Anatomy and Physiology I-II
CHM 111-112 College Chemistry I-II
GOL 105-106 Physical Geology – Historical Geology
PHY 201-202 General College Physics I-II
PHY 241-242 University Physics I-II

Social Science (6 Credits):
Courses may be selected from the following:
ECO 201 Principles of Macroeconomics (3)
ECO 202 Principles of Microeconomics (3)
GEO 210 People & the Land: Intro. to Cultural Geography (3)
PLS 211 U.S. Government I (3)
PLS 212 U.S. Government II (3)
PSY 200 Principles of Psychology (3)
SOC 200 Principles of Sociology (3)
SOC 268 Social Problems (3)

Specified Fine Arts Course (3 credits) selected from:
ART 101 Appreciation and History of Art I (3)
[or ART 201 History of Art I (3)]
ART 102 Appreciation and History of Art II (3)
[or ART 202 History of Art II (3)]
MUS 121 Music Appreciation I (3)
CST 130 Introduction to the Theatre (3)
[or CST 231 History of the Theatre I (3)]

Fine Art Elective (3 credits):
Selected from transfer courses in business, information technology, science, mathematics, social sciences, the humanities, fine arts, physical education, and foreign language.

College Transfer Electives (9 credits):
Selected from transfer courses in business, information technology, science, mathematics, social sciences, the humanities, fine arts, physical education, and foreign language.

Minimum required for degree: 60 Credits
General Studies

Human Services Specialization

Award: Associate of Arts & Sciences
Length: 4 Semesters

General Education Requirements (20 Credits):
ENG 111-112 College Composition I-II (6)
CST 110 Introduction to Communication (3)
HIS 121-122 United States History I-II (6)
[or HIS 101-102 History of Western Civilization I-II (6)]
MTH 152 Mathematics for Liberal Arts II (3)
Wellness (2)— Health, P.E. or recreation courses which promote physical and emotional well being

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:
ITE 119 Information Literacy (3)
SDV 108 College Survival Skills (1)
SDV 199 Supervised Study in Transfer Programs (1)

Transfer Laboratory Science (8 Credits):
Must complete a two semester sequence
Courses may be selected from the following:
BIO 101-102 General Biology I-II
BIO 231-232 Human Anatomy and Physiology I-II

Social Science (6 Credits):
PSY 200 Principles of Psychology (3)
SOC 200 Principles to Sociology (3)

Humanities Elective (6 credits): Select from:
ART 101 Appreciation and History of Art I (3)
[or ART 201 History of Art I (3)]
ART 102 Appreciation and History of Art II (3)
[or ART 202 History of Art II (3)]
CST 130 Introduction to the Theatre (3)
[or CST 231 History of the Theatre I (3)]
ENG 241-242 Survey of American Literature I-II (3)(3)
ENG 243-244 Survey of English Literature I-II (3)(3)
ENG 251-252 Survey of World Literature I-II (3)(3)
ENG 253-254 Survey of African-American Literature I-II (3)(3)
MUS 121 Music Appreciation I (3)
PHI 101 Introduction to Philosophy I (3)
PHI 220 Ethics (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)
SPA 101-102 Beginning Spanish I-II (4)(4)

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) Select from:
PSY 216 Social Psychology (3)
PSY 230 Developmental Psychology (3)
SOC 215 Sociology of the Family (3)
SOC 268 Social Problems (3)
SOC 226 Human Sexuality (3)
HMS 251 Substance Abuse I (3)
PSY 215 Abnormal Psychology (3)
HMS 290 Coordinated Internship in Human (3)

Minimum required for degree: 60 Credits

General Studies

Recreation, Parks, and Leisure Studies Specialization

Award: Associate of Arts & Sciences
Length: 4 Semesters

General Education Requirements (23 Credits):
ENG 111-112 College Composition I-II (6)
CST 110 Introduction to Communication (3)
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)
Wellness (2)— Health, P.E. or recreation courses which promote physical and emotional well being

Program Requirements (37 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)

Laboratory Science Elective (8 Credits):
Must complete a two semester sequence
Courses may be selected from the following (other combinations approved by Division Dean):
BIO 101-102 General Biology I-II
BIO 231-232 Human Anatomy and Physiology I-II
CHM 111-112 College Chemistry I-II
GOL 105-106 Physical Geology – Historical Geology
PHY 201-202 General College Physics I-II
PHY 241-242 University Physics I-II

Social Science Elective (6 Credits): Select from:
ECO 201 Principles of Macroeconomics (3)
ECO 202 Principles of Microeconomics (3)
GEO 210 People & the Land: Intro. To Cultural Geography (3)
PLS211 U.S. Government I (3)
PLS212 U.S. Government II (3)
PSY 200 Principles of Psychology (3)
PSY 230 Developmental Psychology (3)
SOC 200 Principles to Sociology (3)

Humanities Electives (6 credits): Select from:
ART 101 Appreciation and History of Art I (3)
[or ART 201 History of Art I (3)]
ART 102 Appreciation and History of Art II (3)
[or ART 202 History of Art II (3)]
CST 130 Introduction to the Theatre (3)
[or CST 231 History of the Theatre I (3)]
ENG 241-242 Survey of American Literature I-II (3)(3)
ENG 243-244 Survey of English Literature I-II (3)(3)
ENG 251-252 Survey of World Literature I-II (3)(3)
ENG 253-254 Survey of African-American Literature I-II (3)(3)
MUS 121 Music Appreciation I (3)
PHI 101 Introduction to Philosophy I (3)
PHI 220 Ethics (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)
SPA 101-102 Beginning Spanish I-II (4)(4)

Human Services Electives (15 credits):
PED 210 Introduction to Physical Education and Health (3)
RPK 100 Introduction to Recreation, Parks, and Leisure Studies (3)
General Studies

Visual Arts Specialization

Award: Associate of Arts & Sciences
Length: 4 Semesters

General Education Requirements (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)]
Choose one of the following combinations to fulfill the Math requirement based on requirements of the transfer institution:
[a] MTH 163 Precalculus I (3)
   and 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)
[c] MTH 163 Precalculus I (3)
   and MTH 164 Precalculus II (3)
[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)
[e] MTH 163 Precalculus I (3)
   and MTH 241 Statistics I (3)
   and MTH 241 Statistics I (3)
CST 110 Introduction to Communication (3)
Wellness (2)—Health, P.E. or recreation courses which promote physical and emotional well being

Program Requirements (37 Credits):
ITE 119 Information Literacy (3)
SDV 108 College Survival Skills (1)
SDV 199 Supervised Study in Transfer Programs (1)

ART Electives (15): Select from:
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)
ART 151 Theory and Practice of Ceramics I (3)
ART 201 Art History I (3)
ART 202 Art History II (3)
ART 241 Painting I (3)
ART 242 Painting II (3)

English (Literature Elective)(3 Credits)—selected from:
ENG 241-242 Survey of American Literature I-II (3)(3)
ENG 243-244 Survey of English Literature I-II (3)(3)
ENG 251-252 Survey of World Literature I-II (3)(3)
ENG 253-254 Survey of African-American Literature I-II (3)(3)

Transfer Laboratory Science (8 Credits):
Must complete a two semester sequence

Social Science (6 Credits):
Courses may be selected from the following:
ECO 201 Principles of Macroeconomics (3)
ECO 202 Principles of Microeconomics (3)
GEO 210 People & the Land: Intro. to Cult. Geog. (3)
PLS 211 U.S. Government I (3)
PLS 212 U.S. Government II (3)
PSY 200 Principles of Psychology (3)
PSY 201 Introduction to Psychology I (3)
PSY 202 Introduction to Psychology II (3)
SOC 200 Principles of Sociology (3)
SOC 201 Introduction to Sociology I (3)
SOC 202 Introduction to Sociology II (3)

Electives (3 Credits)

Minimum required for degree: 60 Credits
Sample Schedule

General Studies
Without Specialization

FIRST YEAR

Fall Semester
ENG 111  College Composition I        3
HIS 121  United States History I       3
(or HIS 101)
MTH 163  Precalculus I              3
(or other approved math requirement )
SDV 108  College Survival Skills        1
Science with Laboratory

Spring Semester
ENG 112  College Composition II         3
HIS 122  United States History II         3
(or HIS 102)
MTH 271  Applied Calculus I         3
(or other approved math requirement )
ITE 119  Information Literacy         3
Science with Laboratory

SECOND YEAR

Fall Semester
CST 110  Introduction to Communication      3
ENG Lit. Literature Elective            3
Wellness                                2
Social Science                          3
College Transfer Elective              3
Fine Arts Elective                     3

Spring Semester
Social Science
3
SDV 199  Supervised Study in Transfer Programs 1
College Transfer Electives
6
Specified Fine Arts
3
Wellness
1

Total Semester Hours: 60

Human Services

FIRST YEAR

Fall Semester
ENG 111  College Composition I        3
HIS 121  United States History I       3
(or HIS 101)
SDV 108  College Survival Skills        1
HMS 100  Introduction to Human Services        3
Science with Laboratory

Spring Semester
ENG 112  College Composition II         3
HIS 122  United States History II         3
(or HIS 102)
HMS 162  Communication Skills for Human Services Professionals
3
PSY 200  Principles of Psychology I         3
Science with Laboratory

SECOND YEAR

Fall Semester
CST 110  Introduction to Communication      3
HMS 195  Introduction to Developmental Disabilities
3
HMS EEE Approved HMS Elective
3
Humanities Elective
3
SOC 200  Principles of Sociology         3
Wellness                                1

Spring Semester
HMS EEE  Approved Human Services Elective
3
ITE 119  Information Literacy         3
Humanities Elective
3
MTH 152  Math for Liberal Arts II         3
(or other approved math requirement )

SDV 199  Supervised Study in Transfer Programs 1
Wellness
1

Total Semester Hours: 60
Sample Schedule
Recreation, Parks, & Leisure Studies

FIRST YEAR

Fall Semester
ENG  111  College Composition I         3
HIS  121  United States History I         3
PED  210  Introduction to Physical Education & Health   3
SDV  108  College Survival Skills         1
Science with Laboratory

Spring Semester
ENG  112  College Composition II        3
HIS  122  United States History II        3
ITE  119  Information Literacy          3
RPK  100  Introduction to Recreation, Parks, & Leisure Studies   3
Science with Laboratory

SECOND YEAR

Fall Semester
CST  110  Introduction to Communication      3
Humanities Elective                      3
MTH  151  Math for Liberal Arts I         3
( or other approved math requirement )
RPK  201  Recreation & Parks Management    3
Social Science Elective                  3
Wellness

Spring Semester
Humanities Elective                      3
RPK  210  Principles & Psychology of Coaching  3
RPK  265  Risk Management                 3
SDV  199  Supervised Study in Transfer Programs  1
Social Science Elective                  3

Total Semester Hours: 60

Sample Schedule
Visual Arts

FIRST YEAR

Fall Semester
Art Program Elective              3
ENG  111  College Composition I        3
HIS  121  United States History I         3
( or HIS 101 )
SDV  108  College Survival Skills         1
Science with Laboratory

Spring Semester
Art Program Elective              3
ENG  112  College Composition II        3
HIS  122  United States History II        3
( or HIS 102 )
ITE  119  Information Literacy          3
Science with Laboratory

SECOND YEAR

Fall Semester
Art Program Elective              3
Art Program Elective              3
ENG Lit.  Literature Elective         3
Wellness
Social Science
MTH  163  Precalculus I             3
( or other approved math requirement )

Spring Semester
Art Program Elective              3
Social Science
MTH  271  Applied Calculus I          3
( or other approved math requirement )
CST  110  Introduction to Communication      3
SDV  199  Supervised Study in Transfer Programs  1

Total Semester Hours: 60
Teacher Education Preparation Specialization

**Award:** Associate of Arts & Sciences  
**Length:** 4 Semesters

**Purpose:** The curriculum is designed to prepare the student who plans to complete a baccalaureate degree program in early childhood education, elementary education, middle education, or special education. 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. This program is part of an agreement between the Virginia Community College System and various public and private four-year institutions in the Commonwealth of Virginia and is intended to facilitate entry into a teacher preparation program. Specifically, the following baccalaureate programs are targeted:
- Early Childhood [Pre-K through 3rd grade]
- Elementary [Pre-K through 6th grade]
- Middle Education [6th through 8th grade]
- Special Education

**Admission Requirements:** Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

**Other Information:** Students planning ahead for this curriculum 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. Scholarship money is available through the Tobacco Commission. Students entering this program should contact the Financial Aid office for complete information regarding scholarships.

**Transfer Information:** The student should become familiar with the requirements of the major department in the college or university to which transfer is contemplated 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. Students completing this curriculum are required to pass the PRAXIS I examination.

Counselors have 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. Students are required to pass PRAXIS I.**

**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 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.
- Demonstrate an appreciation for the arts.
- Describe the importance of a historical and cultural perspective in the global community.
- Describe the current status of teaching and education as a profession and the required path needed for teacher licensure in Virginia.

**General Education Requirements (29 Credits):**
- **ENG 111** College Composition I (3)
- **ENG 112** College Composition II (3)
- **ENG 241** Survey of American Literature I (3)  
  *(or ENG 242 Survey of American Literature II (3))*
- **ENG 243** Survey of English Literature I (3)
- **ENG 244** Survey of English Literature II (3)
- **ENG 251** Survey of World Literature I (3)
- **ENG 252** Survey of World Literature II (3)
- **HIS 121** United States History I (3)
- **HIS 122** United States History II (3)
- **HIS 101** History of Western Civilization I (3)
  *(or HIS 102 History of Western Civilization II (3))*

Choose one of the following combinations [a or b] to fulfill the Math requirement (choose based on the requirements of the transfer institution):
- (a) **MTH 151** Mathematics for the Liberal Arts I (3)
- **MTH 241** Statistics I (3)
- (b) **MTH 152** Mathematics for the Liberal Arts II (3)

Wellness (2)—Health, P.E. or recreation courses which promote physical and emotional well being

**Program Requirements (31 Credits):**
- **EDU 200** Introduction to Teaching as a Profession (3)
- **GEO 210** People and the Land: Intro to Cultural Geography (3)
- **ITE 119** Information Literacy (3)
- **SDV 101** Orientation to Education (1)
  *(or 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 Elective (6 Credits):**
- **ECO 201** Principles of Macroeconomics (3)
  *(or ECO 202 Principles of Microeconomics (3))*
- **PLS 135** American National Politics (3)
Humanities/Fine Arts Electives (6 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)
ART 201 History of Art I (3)
ART 202 History of Art II (3)
CST 130 Introduction to the Theatre (3)
MUS 121 Music Appreciation I (3)
MUS 122 Music Appreciation II (3)

Minimum required for degree: 60 Credits

Sample Schedule
Teacher Education Preparation

FIRST YEAR

Fall Semester
ENG 111 College Composition I 3
HIS 121 United States History I 3
MTH 163 Precalculus I (or MTH 151) 3
SDV 101 Orientation to Education (or SDV 108) 1
Wellness Elective 2

Total Semester Hours: 15

Spring Semester
ART/MUS/CST Humanities/Fine Arts Elective 3
ENG 112 College Composition II 3
HIS 122 United States History II 3
ITE 119 Information Literacy 3
MTH 241 Statistics I (or MTH 152) 3
PLS 135 American National Politics 3

Total Semester Hours: 18

SECOND YEAR

Fall Semester
BIO 101 General Biology I 4
ECO 201 Principles of Macroeconomics (or ECO 202) 3
EDU 200 Introduction to Teaching as a Profession 3
HIS 101 History of Western Civilization I (or HIS 102) 3
CST 110 Introduction to Communication 3

Total Semester Hours: 16

Spring Semester
ART/MUS/CST Humanities/Fine Arts Elective 3
BIO 102 General Biology II 4
ENG Literature Elective 3
GEO 210 People & the Land: Intro. to Cult. Geography 3
SDV 199 Supervised Study in Transfer Programs 1

Total Semester Hours: 14

Science

Award: Associate of Arts and Sciences
Length: 4 Semesters

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.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Other Information: Students planning ahead for this curriculum 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: The student should become familiar with the requirements of the major department in the college or university to which transfer is contemplated 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.

Counselors have 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 listed below to be awarded this degree.

Program 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.
General Education Requirements (24 Credits):
ENG 111-112 College Composition I-II (6)
CST 110 Introduction to Communication (3)
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)
[b] 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)
Wellness (3)—Health, P.E. or recreation courses which
promote physical and emotional well being

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
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):
Must complete 2 two-semester sequences

Social Science (6 Credits):
Courses may be selected from the following:
ECO 201 Principles of Macroeconomics (3)
ECO 202 Principles of Microeconomics (3)
GEO 210 People & the Land: Intro. to Cult. Geography (3)
PLS 211 U.S. Government I (3)
PLS 212 U.S. Government II (3)
PSY 200 Principles of Psychology (3)
SOC 200 Principles of Sociology (3)
SOC 268 Social Problems (3)

College Transfer Electives (6 Credits):
Selected from transfer courses in business, information
technology, science, mathematics, physical education, social
sciences, the humanities, and fine arts.

Fine Arts Electives (3 Credits):
Selected from college transfer courses in art, literature, foreign
language, music, philosophy, religion, or communication studies
and theatre.

Minimum required for degree: 60 Credits

Sample Schedule
Science

FIRST YEAR
Fall Semester
ENG 111 College Composition I 3
HIS 121 United States History I 3
MTH 163 Precalculus I (or HIS 101) 3
SDV 108 College Survival Skills 1
Science with Laboratory 4
Wellness 3

Spring Semester
ENG 112 College Composition II 3
HIS 122 United States History II (or HIS 102) 3
MTH 271 Applied Calculus I (or other approved math requirement) 3
Science with Laboratory 4

SECOND YEAR
Fall Semester
CST 110 Introduction to Communication 3
ITE 119 Information Literacy 3
Science with Laboratory 4
Social Science 3
Fine Arts Elective 3

Spring Semester
SDV 199 Supervised Study in Transfer Programs 1
Science with Laboratory 4
Social Science 3
College Transfer Electives 6

Total Semester Hours: 60
Administration of Justice

Award: Associate of Applied Science
Length: 4 Semesters

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: Graduates of this program will demonstrate general and career specific skills. Graduates will have demonstrated proficiency for employment requirements of local and state police departments, federal agencies, correctional institutions, and security officers in commercial or industrial areas.

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.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: The student must satisfactorily complete all general education, program and elective requirements to receive this degree.

Graduation Requirements: In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

General Education Requirements (21 Credits):
ENG 111-112  College Composition I-II (6)
MTH 120  Introduction to Mathematics (3)
HIS 101-102  History of Western Civilization (6)
[or HIS 121-122  U.S. History I-II (6)]
[or PLS 211-212  U.S. Government I-II (6)]
CST 110  Introduction to Communication (3)
Wellness (3)—Health, P.E. or recreation courses which promote physical and emotional well being.

Program Requirements (42 Credits):
ADJ 100  Survey of Criminal Justice (3)
ADJ 105  The Juvenile Justice System (3)
ADJ 107  Survey of 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)
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)
PSY 200  Introduction to Psychology I (3)
SOC 200  Introduction to Sociology I (3)

Sample Schedule
Administration of Justice

FIRST YEAR

Fall Semester
ADJ 100  Survey of Criminal Justice      3
ADJ 131  Legal Evidence I         3
ENG 111  College Composition I       3
ITE 115  Intro. to Computer Applications & Concepts 3
CST 110  Introduction to Communication 3

Spring Semester
ADJ 107 Survey of Criminology        3
ADJ 130 Introduction to Criminal Law      3
ADJ 236 Principles of Criminal Investigation 3
ENG 112  College Composition II      3
PSY 200  Introduction to Psychology       3
Wellness 3

SECOND YEAR

Fall Semester
ADJ 146  Adult Correctional Institutions 3
ADJ 111  Law Enforcement Organization & Administration 3
MTH 120  Introduction to Mathematics 3
PLS 211  U.S. Government I        3
[or HIS 101 or HIS 121]

SOC 200  Introduction to Sociology      3

Spring Semester
ADJ 105  The Juvenile Justice System      3
ADJ 228  Narcotics and Dangerous Drugs 3
ADJ 237  Advanced Criminal Investigation 3
ADJ 280  Capstone Project           1
ADJ 299  Supervised Study in ADJ       1
PLS 212  U.S. Government II         3
[or HIS 102 or HIS 122]

Elective 3

Total Semester Hours: 67
Program Requirements (48 Credits):

Promote physical and emotional well being.

All of the requirements listed below to be awarded this degree.

Curriculum Requirements: Students must satisfactorily complete computer skills will complete additional coursework.

Developmental education courses. Students with deficiencies in English or mathematics will complete appropriate admission requirements established by the college. Students with deficiencies in computer skills will complete additional coursework.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: Students must satisfactorily complete all of the requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

• Demonstrate effective verbal and written communication skills in a business setting.
• Apply mathematical and scientific reasoning skills to formulate and solve problems.
• Describe and use general business knowledge and skills.
• Apply the principles of financial accounting, managerial accounting, tax accounting, cost accounting, and payroll accounting.
• Prepare and interpret financial statements.
• 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.

General Education Requirements (20-21 Credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Introduction to Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>[or MTH 151]</td>
<td>Mathematics for the Liberal Arts I (3)</td>
<td></td>
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<tr>
<td>Science Elective [BIO, CHM, ENV, GOL, NAS, PHY] (3-4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Wellness (2)--Health, P.E. or recreation courses which promote physical and emotional well being.

Program Requirements (48 Credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 124</td>
<td>Payroll Accounting</td>
<td>3</td>
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<tr>
<td>ACC 211-212</td>
<td>Principles of Accounting I-II (6)</td>
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<tr>
<td>ACC 215</td>
<td>Computerized Accounting</td>
<td>3</td>
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<tr>
<td>ACC 221-222</td>
<td>Intermediate Accounting I-II (6)</td>
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<tr>
<td>ACC 231</td>
<td>Cost Accounting I</td>
<td>3</td>
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<tr>
<td>ACC 261</td>
<td>Principles of Federal Taxation I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 290</td>
<td>Coordinated Internship</td>
<td>3</td>
</tr>
<tr>
<td>[or ACC 297]</td>
<td>Cooperative Education (3)</td>
<td></td>
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<tr>
<td>ACC 299</td>
<td>Supervised Study in Accounting</td>
<td>1</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Applied Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>FIN 215</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITE 140</td>
<td>Spreadsheet Software</td>
<td>3</td>
</tr>
<tr>
<td>SDV 101</td>
<td>Orientation to Business Technology</td>
<td>1</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Minimum required for degree: 69 Credits

Sample Schedule
Accounting

FIRST YEAR

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Introduction to Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SDV 101</td>
<td>Orientation to Business Technology</td>
<td>1</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Applied Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ITE 140</td>
<td>Spreadsheet Software</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 221</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 215</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 261</td>
<td>Principles of Federal Taxation I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 130</td>
<td>Introduction to Internet Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Science Elective 3-4

Wellness 2

Total Semester Hours: 68-69
Business Technology
Administrative Support Technology Major

Award: Associate of Applied Science
Length: 4 Semesters

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.

Occupational 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 Certified Application Specialist (MCAS) - 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)

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 or keyboarding will complete additional coursework.

Curriculum Requirements: The student must satisfactorily complete all requirements listed below to receive this degree.

Program Requirements (49 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 113 Keyboarding for Speed and Accuracy (1)
- [or AST 154 Introduction to Voice Recognition Software (1)]
- AST 141 Word Processing (3)
- AST 234 Records and Database Management (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)
- [or AST 297 Cooperative Education (3)]
- AST 299 Supervised Study in AST (1)
- BUS 125 Applied Business Mathematics (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- ITE 130 Introduction to Internet Services (3)
- ITE 140 Spreadsheet Software (3)
- SDV 101 Orientation to Business Technology (1)
- SDV 108 College Survival Skills (1)
- SPA 103 Basic Spoken Spanish I (3)

Minimum required for degree: 68-69 Credits
Sample Schedule
Administrative Support Technology

FIRST YEAR

Fall Semester
AST 101  Keyboarding I           3  
CST 110  Introduction to Communication    3  
ENG 111  College Composition I       3  
ITE 115  Intro. to Computer Applications & Concepts 3  
MTH 120  Introduction to Mathematics   [or MTH 151] 3  
SDV 101  Orientation to Business Technology   1  
SDV 108  College Survival Skills        1  

17

Spring Semester
AST 102  Keyboarding II           3  
AST 141  Word Processing I        3  
AST 234  Records and Database Management   3  
BUS 125  Applied Business Mathematics     3  
ENG 112  College Composition II        3  
ITE 140  Spreadsheet Software       3  

18

SECOND YEAR

Fall Semester
AST 238  Word Processing Advanced Operations   3  
AST 243  Office Administration I       3  
AST 260  Presentation Software        3  
ITE 130  Introduction to Internet Services   3  
SPA 103  Basic Spoken Spanish I       3  
Wellness Elective 1

16

Spring Semester
ACC 124  Payroll Accounting [or ACC 211]   3  
AST 113  Keyboarding for Speed & Accuracy  [or AST 154]   1  
AST 244  Office Administration II       3  
AST 290  Coordinated Internship [or AST 297]   3  
AST 299  Supervised Study in AST        1  
Science Elective 3-4
Social Science Elective 3

17-18

Total Semester Hours:  68-69

Business Technology
Administrative Support Technology Major
Medical Office Specialization

Award:  Associate of Applied Science
Length:  4 Semesters

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.

Occupational 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, medical coder, 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 Certified Application Specialist (MCAS) - Word, PowerPoint, Access
• American Academy of Professional Coders – Certified Professional Coder (CPC) (requires related work experience and letters of recommendation)

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 or keyboarding will complete additional coursework.

Curriculum Requirements: The student must satisfactorily complete all requirements listed below to receive this degree.

Program Learning Outcomes: A student will be able to:
• Demonstrate effective verbal and written communication skills in a business setting.
• Apply mathematical and scientific reasoning skills to formulate and solve problems.
• Describe and use general business knowledge and skills.
• 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 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.
Demonstrate various methods of filing in storing and retrieving documents both manually and electronically.
Apply medical vocabulary in producing documents used in the health field.

General Education Requirements (21-22 Credits):
CST 110  Introduction to Communication (3)
ENG 111  College Composition I (3)
ENG 112  College Composition II (3)
HLT 143  Medical Terminology I (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] (3-4)
Social Science Elective [HIS, SOC, PSY, PLS, ECO, GEO] (3)

Program Requirements (47 Credits):
AST 101  Keyboarding I (3)
AST 102  Keyboarding II (3)
AST 154  Introduction to Voice Recognition Software (1)
AST 141  Word Processing (3)
AST 234  Records and Database Management (3)
AST 238  Word Processing Advanced Operations (3)
AST 243  Office Administration I (3)
AST 245  Medical Machine Transcription (2)
AST 260  Presentation Software (3)
AST 271  Medical Office Procedures I (3)
AST 290  Coordinated Internship (3)
[or AST 297  Cooperative Education (3)]
AST 299  Supervised Study in AST (1)
HIM 143  Managing Electronic Billing in a Med. Practice (2)
ITE 115  Intro. to Computer Applications & Concepts (3)
ITE 130  Introduction to Internet Services (3)
ITE 140  Spreadsheet Software (3)
SPA 103  Basic Spoken Spanish I (3)
SDV 101  Orientation to Business Technology (1)
SDV 108  College Survival Skills (1)

Minimum required for degree: 68-69 Credits

Sample Schedule
Medical Office

FIRST YEAR

Fall Semester
AST 101  Keyboarding I          3
ENG 111  College Composition I        3
HLT 143  Medical Terminology I        3
ITE 115  Intro. to Computer Applications & Concepts 3
MTH 120  Introduction to Mathematics [or MTH 151] 3
SDV 101  Orientation to Business Technology 1
SDV 108  College Survival Skills 1

Spring Semester
AST 102  Keyboarding II         3
AST 141  Word Processing I        3
AST 234  Records and Database Management 3
ENG 112  College Composition II       3
ITE 130  Introduction to Internet Services 3
ITE 140  Spreadsheet Software 3

SECOND YEAR

Fall Semester
AST 238  Word Processing Advanced Operations 3
AST 243  Office Administration I 3
AST 245  Medical Machine Transcription 2
AST 260  Presentation Software 3
Science Elective 3-4
CST 110  Introduction to Communication 3

Spring Semester
AST 154  Intro. to Voice Recognition Software 1
AST 271  Medical Office Procedures I 3
AST 290  Coordinated Internship [or AST 297] 3
AST 299  Supervised Study in AST 1
HIM 143  Managing Electronic Billing in a Med. Practice 2
Social Science Elective 3
SPA 103  Basic Spoken Spanish I 3

Total Semester Hours: 68-69
**Program Requirements (48 Credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Applied Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 165</td>
<td>Small Business Management</td>
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<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Human Resource Management</td>
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<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>BUS 280</td>
<td>Introduction to International Business</td>
<td>3</td>
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<td>BUS 290</td>
<td>Coordinated Internship</td>
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<tr>
<td>[or BUS 297]</td>
<td><em>Cooperative Education (3)</em></td>
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<td>BUS 299</td>
<td>Supervised Study in Business Management</td>
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<td>FIN 215</td>
<td>Financial Management</td>
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<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITE 130</td>
<td>Introduction to Internet Services</td>
<td>3</td>
</tr>
<tr>
<td>ITE 140</td>
<td>Spreadsheet Software</td>
<td>3</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 260</td>
<td>Customer Service Management</td>
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<td>SDV 101</td>
<td>Orientation to Business Technology</td>
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<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

**Minimum required for degree: 68-69 Credits**

**Sample Schedule Management**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>BUS 100 Introduction to Business 3</td>
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<tr>
<td></td>
<td>ENG 111 College Composition I 3</td>
</tr>
<tr>
<td></td>
<td>ITE 115 Intro. to Computer Applications &amp; Concepts 3</td>
</tr>
<tr>
<td></td>
<td>MTH 120 Introduction to Mathematics [or MTH 151] 3</td>
</tr>
<tr>
<td></td>
<td>SDV 101 Orientation to Business Technology 1</td>
</tr>
<tr>
<td></td>
<td>SDV 108 College Survival Skills 1</td>
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<tr>
<td></td>
<td>CST 110 Introduction to Communication 1</td>
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<tr>
<td></td>
<td>BUS 125 Applied Business Mathematics 3</td>
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<td>BUS 200 Principles of Management 3</td>
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<tr>
<td></td>
<td>ECO 201 Principles of Macroeconomics [or ECO 202] 3</td>
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<tr>
<td></td>
<td>ENG 112 College Composition II 3</td>
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<tr>
<td></td>
<td>ITE 130 Introduction to Internet Services 3</td>
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<tr>
<td></td>
<td>ITE 140 Spreadsheet Software 3</td>
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<tr>
<td>Spring Semester</td>
<td>BUS 165 Small Business Management 3</td>
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<tr>
<td></td>
<td>BUS 290 Coordinated Internship [or BUS 297] 3</td>
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<tr>
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<td>BUS 299 Supervised Study in Business Management 1</td>
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<td>FIN 215 Financial Management 3</td>
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<td>MKT 100 Principles of Marketing 3</td>
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<td></td>
<td>MKT 260 Customer Service Management 3</td>
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<td>Wellness Elective</td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>ACC 211 Principles of Accounting I 3</td>
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<tr>
<td></td>
<td>BUS 205 Human Resource Management 3</td>
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<tr>
<td></td>
<td>BUS 241 Business Law I 3</td>
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<tr>
<td></td>
<td>BUS 280 Introduction to International Business 3</td>
</tr>
<tr>
<td></td>
<td>MKT 100 Principles of Marketing 3</td>
</tr>
<tr>
<td></td>
<td>Wellness Elective</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>BUS 165 Small Business Management 3</td>
</tr>
<tr>
<td></td>
<td>BUS 290 Coordinated Internship [or BUS 297] 3</td>
</tr>
<tr>
<td></td>
<td>BUS 299 Supervised Study in Business Management 1</td>
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<td>FIN 215 Financial Management 3</td>
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<td>MKT 260 Customer Service Management 3</td>
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<tr>
<td></td>
<td>Science Elective</td>
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<td></td>
<td>Total Semester Hours: 68-69</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 68-69**
### Business Technology Management Major

#### E-Commerce Management Specialization

**Award:**  Associate of Applied Science  
**Length:**  4 Semesters

**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. Students will be provided knowledge, skills, and training necessary to perform mid-management level functions in a company using the Internet for marketing or sales or any company wanting to begin e-commerce in their operations. 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, electronic commerce, electronic marketing, web page design, and other areas related to electronic commerce and business management.

**Occupational Objectives:** Completion of this program may lead to employment or career advancement in a wide variety of positions such as Internet marketing specialist, e-commerce specialist, web page designer, electronic business advisor, or electronic advertising specialist.

**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 Certified Application Specialist (MCAS) – Excel

**Curriculum Requirements:** The student must satisfactorily complete requirements listed below to receive this degree.

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

- Demonstrate effective verbal and written communication skills in a business setting.
- Apply mathematical and scientific 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 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.
- Understand and demonstrate the ability to develop a comprehensive business plan.
- Understand contemporary approaches to management and methods to create a positive work environment.
- Demonstrate knowledge of skills and abilities needed to become a successful entrepreneur.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CST 110</td>
<td>Introduction to Communication (3)</td>
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<tr>
<td>ECO 201</td>
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<td>[or ECO 202]</td>
<td>Principles of Microeconomics (3)</td>
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<td>ENG 111</td>
<td>College Composition I (3)</td>
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<td>MTH 120</td>
<td>Introduction to Mathematics (3)</td>
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<tr>
<td>[or MTH 151]</td>
<td>Mathematics for the Liberal Arts I (3)</td>
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**Science Elective [BIO, CHM, ENV, GOL, NAS, PHY] (3-4)  
Wellness (2)—Health, P.E., or recreation courses which promote physical and emotional well-being.**

**Program Requirements (48 Credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I (3)</td>
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<tr>
<td>BUS 100</td>
<td>Introduction to Business (3)</td>
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<tr>
<td>BUS 125</td>
<td>Applied Business Mathematics (3)</td>
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<td>BUS 200</td>
<td>Principles of Management (3)</td>
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<td>BUS 241</td>
<td>Business Law I (3)</td>
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<td>BUS 280</td>
<td>Introduction to International Business (3)</td>
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<td>BUS 290</td>
<td>Coordinated Internship (3)</td>
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<tr>
<td>[or BUS 297]</td>
<td>Cooperative Education (3)</td>
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<td>BUS 299</td>
<td>Supervised Study in Business Management (1)</td>
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<td>ITD 110</td>
<td>Web Page Design I (3)</td>
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<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts (3)</td>
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<tr>
<td>ITE 130</td>
<td>Introduction to Internet Services (3)</td>
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<td>ITE 140</td>
<td>Spreadsheet Software (3)</td>
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<td>MKT 281</td>
<td>Principles of Internet Marketing (3)</td>
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<tr>
<td>SDV 101</td>
<td>Orientation to Business Technology (1)</td>
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<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
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**Minimum required for degree: 68-69 Credits**
## Sample Schedule

### E-Commerce Management

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>BUS</td>
<td>100</td>
<td>Introduction to Business</td>
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<tr>
<td>ENG</td>
<td>111</td>
<td>College Composition I</td>
<td>3</td>
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<tr>
<td>ITE</td>
<td>115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
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<tr>
<td>MTH</td>
<td>120</td>
<td>Introduction to Mathematics ([or MTH 151])</td>
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<td>SDV</td>
<td>101</td>
<td>Orientation to Business Technology</td>
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<td>SDV</td>
<td>108</td>
<td>College Survival Skills</td>
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<td>CST</td>
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<td>Introduction to Communication</td>
<td>3</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td>BUS</td>
<td>125</td>
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<td>Principles of Management</td>
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<td>ITE</td>
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#### SECOND YEAR

<table>
<thead>
<tr>
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<th>Course Code</th>
<th>Course Title</th>
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</tr>
<tr>
<td>ACC</td>
<td>211</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<td>BUS</td>
<td>241</td>
<td>Business Law I</td>
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<td>BUS</td>
<td>280</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>ITD</td>
<td>110</td>
<td>Web Page Design I</td>
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<tr>
<td>MKT</td>
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<td>Principles of Marketing</td>
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<td>Wellness Elective</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td>BUS</td>
<td>290</td>
<td>Coordinated Internship ([or BUS 297])</td>
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<td>Supervised Study in Business Management</td>
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<td>ECO</td>
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<td>Principles of Macroeconomics ([or ECO 202])</td>
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</table>

**Total Semester Hours: 68-69**

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### Business Technology Management Major

#### Entrepreneurship/Small Business Specialization

<table>
<thead>
<tr>
<th>Award</th>
<th>Associate of Applied Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>4 Semesters</td>
</tr>
</tbody>
</table>

**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. 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 Certified Application Specialist (MCAS) – Excel
- [Other certifications listed]

Program Learning Outcomes: A student will be able to:

- Demonstrate effective verbal and written communication skills in a business setting.
- Apply mathematical and scientific 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 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.
- Understand and demonstrate the ability to plan and development of a comprehensive business plan.
- Understand contemporary approaches to management and methods to create a positive work environment.
- Understand the importance of entrepreneurial behavior and the characteristics of successful entrepreneurs.
General Education Requirements (20-21 Credits):
ECO 201 Principles of Macroeconomics (3)
[or ECO 202 Principles of Microeconomics (3)]
ENG 111 College Composition I (3)
ENG 112 College Composition II (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] (3-4)
CST 110 Introduction to Communication (3)
Wellness (2)—Health, P.E., or recreation courses which promote physical and emotional well-being.

Program Requirements (48 Credits):
ACC 134 Small Business Taxes (3)
ACC 211 Principles of Accounting I (3)
BUS 100 Introduction to Business (3)
BUS 116 Entrepreneurship (3)
BUS 125 Applied Business Mathematics (3)
BUS 160 Legal Aspects for Small Business Operations (1)
BUS 165 Small Business 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)]
[or Approved Elective (3)]
BUS 299 Supervised Study in Business Management (1)
FIN 260 Financial Management for Small Business (2)
ITE 115 Intro. to Computer Applications & Concepts (3)
ITE 130 Introduction to Internet Services (3)
ITE 140 Spreadsheet Software (3)
MKT 160 Marketing for Small Business (3)
MKT 260 Customer Service Management (3)
SDV 101 Orientation to Business Technology (1)
SDV 108 College Survival Skills (1)

Minimum required for degree: 68-69 Credits

Sample Schedule
Entrepreneurship/Small Business

FIRST YEAR
Fall Semester
BUS 100 Introduction to Business 3
ENG 111 College Composition I 3
ITE 115 Intro. to Computer Applications & Concepts 3
MTH 120 Intro. to Mathematics [or MTH 151] 3
SDV 101 Orientation to Business Technology 1
SDV 108 College Survival Skills 1
CST 110 Introduction to Communication 3

Spring Semester
BUS 116 Entrepreneurship 3
BUS 125 Applied Business Mathematics 3
ENG 112 College Composition II 3
ITE 140 Spreadsheet Software 3
Science Elective 3-4
Wellness Elective 2

SECOND YEAR
Fall Semester
ACC 211 Principles of Accounting I 3
BUS 165 Small Business Management 3
BUS 241 Business Law I 3
BUS 280 Introduction to International Business 3
ECO 201 Principles of Macroeconomics [or ECO 202] 3
MKT 160 Marketing for Small Business 3

Spring Semester
ACC 134 Small Business Taxes 3
BUS 160 Legal Aspects for Small Business Operations 1
BUS 290 Coordinated Internship [or BUS 297] 3
BUS 299 Supervised Study in Business Management 1
FIN 260 Financial Management for Small Business 2
ITE 130 Introduction to Internet Services 3
MKT 260 Customer Service Management 3

Total Semester Hours: 68-69
Business Technology Management Major
International Business Specialization

Award:  Associate of Applied Science
Length:  4 Semesters

Purpose: Individuals seeking their first job or 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 knowledge, skills, and training necessary to perform mid-management level functions in a company involved in international business or trade and marketing goods or services to international locations. Course work includes instruction in math, critical thinking, technical writing, interpersonal skills, communications, team building, management, law, computer applications and the Internet, accounting, marketing, international business, international marketing, foreign trade, foreign currencies, international economics, foreign language, and other areas related to international business.

Occupational Objectives: Completion of this program may lead to employment or career advancement in a wide variety of positions such as office manager for an international firm, account representative for a multi-national business, import/export manager, international marketing specialist, overseas branch manager, manager in a state or federal government office with international responsibilities, or international salesperson.

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 Certified Application Specialist (MCAS) – Excel

Curriculum Requirements: The student must satisfactorily complete requirements listed below to receive this degree.

Program Learning Outcomes: A student will be able to:
• Demonstrate effective verbal and written communication skills in a business setting.
• Apply mathematical and scientific 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 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.
• Demonstrate the ability to plan.
• Describe contemporary approaches to management and methods to create a positive work environment.

General Education Requirements (20-21 Credits):
ECO 201 Principles of Macroeconomics (3)
[or ECO 202 Principles of Microeconomics (3)]
ENG 111 College Composition I (3)
ENG 112 College Composition II (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] (3-4)
CST 110 Introduction to Communication (3)
Wellness (2)—Health, P.E., or recreation courses which promote physical and emotional well-being.

Program Requirements (48 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)
BUS 280 Introduction to International Business (3)
BUS 290 Coordinated Internship (3)
[or BUS 297 Cooperative Education (3)]
BUS 299 Supervised Study in Business Management (1)
FIN 215 Financial Management (3)
GEO 210 People and the Land: Introduction to Cultural Geography (3)
ITE 115 Intro. to Computer Applications & Concepts (3)
ITE 130 Introduction to Internet Services (3)
ITE 140 Spreadsheet Software (3)
MKT 100 Principles of Marketing (3)
MKT 275 International Marketing (3)
SDV 101 Orientation to Business Technology (1)
SDV 108 College Survival Skills (1)
Foreign Language Elective (3)

Minimum required for degree: 68-69 Credits
Sample Schedule
International Business

FIRST YEAR

Fall Semester
BUS 100  Introduction to Business  3
CST 110  Introduction to Communication  3
ENG 111  College Composition I  3
ITE 115  Intro. to Computer Applications & Concepts  3
MTH 120  Introduction to Mathematics [or MTH 151]  3
SDV 101  Orientation to Business Technology  1
SDV 108  College Survival Skills  1

Total Semester Hours:  17

Spring Semester
BUS 125  Applied Business Mathematics  3
BUS 200  Principles of Management  3
BUS 280  Introduction to International Business  3
ECO 201  Principles of Macroeconomics [or ECO 202]  3
ENG 112  College Composition II  3
ITE 140  Spreadsheet Software  3

Total Semester Hours:  18

SECOND YEAR

Fall Semester
ACC 211  Principles of Accounting I  3
BUS 241  Business Law I  3
GEO 210  People & the Land: Intro. to Cultural Geography  3
ITE 130  Introduction to Internet Services  3
MKT 100  Principles of Marketing  3
Wellness Elective  2

Total Semester Hours:  17

Spring Semester
BUS 290  Coordinated Internship [or BUS 297]  3
BUS 299  Supervised Study in Business Management  1
FIN 215  Financial Management  3
Foreign Language Elective  3
MKT 275  International Marketing  3
Science Elective  3-4

Total Semester Hours:  16-17

Total Semester Hours:  68-69
Education Assisting

Award: Associate of Applied Science
Length: 4 Semesters

Purpose: The program is designed to meet a current workforce development need within the educational delivery system. It will provide the basic or entry-level skill sets required within the teaching profession as it relates to direct instruction and a variety of instructional assistance. Graduates will be prepared to meet Virginia certification (PRAXIS) requirements for preschool public and private agencies as well as public school teaching assistants. Students will learn to use an array of teaching methods, approaches to classroom management, and styles of behavior guidance. The program is a terminal degree for regional workforce development and not intended for transfer. Students who know they want to acquire a bachelor’s degree and a license to teach should investigate the PHCC General Studies degree.

Program Learning Outcomes: The graduate of the program will be qualified to facilitate learning in a variety of environments.
Occupational Objectives: Graduates of this program may qualify as educators in a variety of facilities and capacities such as teacher’s aides, public school tutors, and various positions in day care settings including but not limited to directors/administrators.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or Mathematics will complete appropriate developmental prerequisites, prior to enrollment in the program requirements. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: The student must satisfactorily complete all general education requirements and program requirements to receive an Associate of Applied Science in Education Assisting.

Graduation Requirements: In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

General Education Requirements (23 Credits)
ENG 111 College Composition I (3)
ENG 112 College Composition II (3)
HLT 100 First Aid and Cardiopulmonary Resuscitation (3)
MTH 120 Introduction to Mathematics (3)
PSY 200 Introduction to Psychology (3)
PSY 230 Developmental Psychology (3)
SPA 103 Basic Spoken Spanish I (3)
SDV 101 Orientation to Education as a Discipline (1)
SDV 108 College Survival Skills (1)

Program Requirements (46 Credits)
CHD 118 Methods and Materials in the Language Arts for Children (3)
CHD 121 Child Educational Development (3)
CHD 125 Creative Activities for Children (3)
CHD 126 Science and Math Concepts for Children (3)
CHD 165 Observation and Participation in ECE Settings (3)
CHD 210 Introduction to Exceptional Children (3)
CHD 220 Introduction to School Age Child Care (3)
CHD 120 Introduction to Early Childhood Education
CHD 225 Curriculum Development for School Age Children (3)

Minimum required for degree: 69 Credits

Sample Schedule
Education Assisting

FIRST YEAR
Fall Semester
ENG 111 College Composition I 3
ITE 115 Intro. to Computer Applications & Concepts 3
CHD 121 Childhood Educational Development I 3
CHD 165 Observation & Participation in ECE Settings 3
SDV 101 Orientation to Education as a Discipline 1
SDV 108 College Survival Skills 1

Spring Semester
CHD 220 Introduction to School Age Child Care 3
ENG 112 College Composition II 3
SPA 103 Basic Spoken Spanish I 3
PSY 120 Introduction to Mathematics 3
PSY 200 Introduction to Psychology 3

Summer Session
CHD 225 Curriculum Development for School Age Children 3
EDU 225 Audio Visual Materials & Computer Software 3
HLT 100 First Aid and Cardiopulmonary Resuscitation 3

SECOND YEAR
Fall Semester
CHD 118 Language Arts for Young Children 3
CHD 265 Adv. Observation & Participation in Early Childhood Settings 3
EDU 200 Introduction to Teaching as a Profession 3
HLT 135 Health, Safety & Nutrition Education 3
PSY 230 Developmental Psychology 3

Spring Semester
CHD 126 Science & Math Concepts for Children 3
CHD 230 Behavior Management for School Age Child Care 3
CHD 235 Health and Recreation for School Age Child Care 3
CHD 210 Introduction to Exceptional Children 3
CHD 125 Creative Activities for Children 3
EDU 299 Supervised Study in Education Assisting 1

Total Semester Hours: 58
Award: Associate of Applied Science  
Length: 5 Semesters

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. After successful completion of the program, students will be eligible for the National Registry of Emergency Medical Technicians Paramedic Certification examination.

Program Learning Outcomes: Graduates of the program will have the knowledge and skills to practice as a paramedic in a variety of health service facilities. A graduate of the program will have demonstrated mastery of generic and specific basic and advanced life support paramedic skills prior to graduation. Skill attainment is assured through regular, valid and reliable comprehensive assessment.

Occupational 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 care agencies.

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 reading, writing 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–Basic, 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 Technician – Basic, 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 (COMPASS), 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 EMT-B 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 eyehand 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 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.

**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-Basic, 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:
- Books $650
- Uniforms $100
- Physical Examination $100
- AHA BCLS CPR certification $100
- Transportation to clinical agencies, seminars, etc. as required.

**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 tests 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 level test, 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.

In order to graduate, students must also be able to demonstrate the college’s specified computer competency requirements.

**General Education Requirements (15 Credits):**
- CST 110 Introduction to Speech Communication (3)
- ENG 111 College Composition I (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- PSY 230 Developmental Psychology (3)
- SOC 200 Principles of Sociology (3)

**Program Requirements (54 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 (2)
- EMS 170 ALS Internship I (2)
- EMS 172 ALS Clinical Internship II (2)
- EMS 173 ALS Field Internship II (1)
- EMS 201 Professional Development (2)
- EMS 205 Advanced Pathophysiology (3)
- 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)
- NAS 150 Human Biology (4)
  [or BIO 141 Human Anatomy and Physiology I (4)]
  [or BIO 142 Human Anatomy and Physiology II (4)]
- SDV 108 College Survival Skills (1)

**Minimum required for degree: 69 Credits**
Sample Schedule
Emergency Medical Services
Paramedic Major

FIRST YEAR

Spring Semester
EMS 111 Emergency Medical Technician – Basic 7
EMS 120 EMT-Basic Clinical 1
NAS 150 **Human Biology 4
SVD 108 College Survival Skills 1

Fall Semester
EMS 151 Introduction to Advanced Life Support 4
EMS 153 Basic ECG Recognition 2
EMS 157 ALS Trauma Care 3
EMS 170 ALS Internship I 2
ENG 111 College Composition I 3

Spring Semester
EMS 155 ALS Medical Care 4
EMS 159 ALS Special Populations 2
EMS 172 ALS Clinical Internship II 2
EMS 173 ALS Field Internship II 1
EMS/HLT Elective 1
CST 110 Introduction to Speech Communication 3

SECOND YEAR

Fall Semester
EMS 201 Professional Development 2
EMS 205 Advanced Pathophysiology 3
EMS 207 Advanced Patient Assessment 3
EMS 242 ALS Clinical Internship III 1
EMS 243 ALS Field Internship III 1
ITE 115 Introduction to Computer Applications 3
PSY 230 Developmental Psychology 3

Spring Semester
EMS 209 Advanced Pharmacology 4
EMS 211 Operations 2
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 Elective 1
SOC 200 Principles of Sociology 3

Total Semester Hours: 69

General Engineering Technologies

Award: Associate of Applied Science
Length: 4 Semesters

Purpose: Upon successful completion of this program, graduates will possess broad skills in both the application of theories and hands-on experience in a variety of manufacturing related disciplines. Students seeking the unique technical skills in a specific discipline should review related PHCC programs of study.

Program Learning Outcomes: Program graduates’ have generic and specific occupational skills to be competitive in technology-based positions in a variety of engineering settings such as industrial, manufacturing, and commercial. Graduates demonstrate proficiency in 21st Century skills and use of current technological tools of the profession.

Occupational Objectives: Graduates will be qualified in jobs such as engineer’s assistant, supervisor trainee, manufacturing specialist, quality assurance auditor, CAD technician, maintenance lead person, team leader, and computer controlled process technician.

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: The student must satisfactorily complete all requirements to receive an Associate of Applied Science Degree in Engineering Technologies.

Graduation Requirements: In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

Advancement Options: Old Dominion University, East Tennessee State University, Virginia State University, and North Carolina A&T offers graduates of this program advanced credit transfer options for completing a baccalaureate degree. Program specializations offer Industry Certification Examinations.

General Education Requirements (21 Credits):

ECO 201 Principles of Macroeconomics (3)
[or ECO 202 Principles of Microeconomics (3)]
ENG 111 College Composition I (3)
ENG 112 College Composition II (3)
HLT 100 First Aid and Cardiopulmonary Resuscitation (3)
MTH 163 Pre-Calculus I (3)
CST 110 Introduction to Communication (3)
Social Science Elective (3)
Core Program Requirements (36 Credits):

- DRF 200 Survey of Computer Aided Drafting (3)
- DRF 226 Computer Aided Machining (3)
- EGR 120 Introduction to Engineering (2)
- EGR 206 Engineering Economics (3)
- EGR 285 Capstone Project (1)
- EGR 299 Supervised Study in Engineering (1)
- ELE 113 Electricity I (3)
- IND 101 Quality Assurance Technology I (3)
- IND 137 Team Concepts & Problem Solving (3)
- IND 190 Coordinated Internship (2)
- IND 290 Coordinated Internship (2)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- MEC 113 Material & Processes of Industry (3)
- PHY 131 Applied Physics I (3)
- SDV 108 College Survival Skills (1)

Technical Electives (12 credits)
See engineering advisor for approved sequence.

Minimum required for degree: 69 Credits

Sample Schedule

General Engineering Technologies

FIRST YEAR

Fall Semester
- ENG 111 College Composition I 3
- ELE 113 Electricity I 3
- EGR 120 Introduction to Engineering 2
- ITE 115 Intro. to Computer Applications & Concepts 3
- MTH 163 Pre-Calculus I 3
- SDV 108 College Survival Skills 1

Spring Semester
- EGR 206 Engineering Economics 3
- DRF 200 Survey of Computer Aided Drafting 3
- ENG 112 College Composition II 3
- HLT 100 First Aid and Cardiopulmonary Resuscitation 3
- MEC 113 Materials and Processes of Industry 3
- CST 110 Introduction to Communication 3

SECOND YEAR

Fall Semester
- ECO 201 Principles of Macroeconomics [or ECO 202] 3
- IND 101 Quality Assurance Technology I 3
- IND 190 Coordinated Internship 2
- DRF 226 Computer Aided Machining 3
- Social Science Elective 3
- Elective 4

Spring Semester
- EGR 285 Capstone Project 1
- IND 137 Team Concepts & Problem Solving 3
- IND 290 Coordinated Internship 2
- PHY 131 Applied Physics I 3
- Electives 8
- EGR 299 Supervised Study in Engineering 1

Total Semester Hours: 69

Health Technology

Nursing Major

Award: Associate of Applied Science
Length: 4 Semesters

Purpose: The nursing major prepares selected students to qualify as practitioners of technical nursing in a variety of health service facilities. After successful completion of the program, students will be eligible for the National Council Licensure Exam-Registered Nurse in the Commonwealth of Virginia.

Program Learning Outcomes: Graduates of the program will have the knowledge and skills to practice as a graduate nurse and be eligible to take the National Council Licensure Examination for Registered Nurses. A graduate of the program will have demonstrated mastery of generic and specific nursing skills prior to graduation. Skill attainment is assured through regular, valid and reliable comprehensive assessment.

Special Accreditation Status: The program is approved by the Virginia Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

Occupational Objectives: Employment opportunities for the registered nurse include staff positions in hospitals, nursing homes, health departments, physicians offices, clinics, day care centers, industry, and home health care agencies.

Admission Procedure: Applications to the nursing program are processed twice a year 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 (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.

1. Be accepted as a student to the college.
2. Graduation from high school or satisfactory completion of the GED.
3. Complete the Compass 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 1-6). 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 better in all related and general education requirements completed before admission into the nursing program.
6. After meeting the above criteria, submit an Application for Nursing Program form 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 (45th 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 fall of their sophomore year. Interested high school juniors should see their counselors in the spring 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 prior to enrolling in the Associate Degree Nursing program. Any charges or costs to secure the evaluation will be the responsibility of the student (estimated cost $50).

The National League for Nursing Accreditation Council is a resource for information regarding the required tuition, fees and length of nursing programs. They can be contacted at:

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
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 accredited practical nursing school.
2. Passed the LPN licensing exam and hold a current license.
LPN’s receiving advanced placement will be required to take NUR 115, LPN Transition, (3 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 $265
- Physical Examination $100
- Graduation Pin $700-$1200
- AHA BCLS CPR certification $218
- Standardized Tests
- Criminal Background Checks $50
- Application for Licensure fees $370
- 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 are required to successfully pass HESI or equivalent tests at various points in the curriculum in order to continue in the program. Students who are unsuccessful will be counseled and guided in their remediation efforts. Upon successful completion of remedial requirements and passing the appropriate level test, a student may continue to the next clinical course.

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, psychology and health courses is required to continue in the nursing program.

**Graduation Requirements:** In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing. In order to graduate, students must also be able to demonstrate the college’s specified computer competency requirements.

**General Education Requirements (18 Credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111-112</td>
<td>College Composition I-II</td>
<td>6</td>
</tr>
<tr>
<td>HLT 230</td>
<td>Principles of Nutrition and Human Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Principles of Sociology [or PSY 200]</td>
<td>3</td>
</tr>
<tr>
<td>PSY 230</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
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</table>

**Program Requirements (51 Credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIO 141-142</td>
<td>Human Anatomy and Physiology I-II</td>
<td>8</td>
</tr>
<tr>
<td>NUR 111</td>
<td>Nursing I</td>
<td>7</td>
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<tr>
<td>NUR 118</td>
<td>First Level Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>NUR 135</td>
<td>Drug Dosage Calculations</td>
<td>3</td>
</tr>
<tr>
<td>NUR 247</td>
<td>Psychiatric/Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 221-222</td>
<td>Second Level Nursing Principles &amp; Concepts I-II</td>
<td>19</td>
</tr>
<tr>
<td>NUR 254</td>
<td>Dimensions of Professional Nursing</td>
<td>2</td>
</tr>
<tr>
<td>SDV 101*</td>
<td>Orientation to Careers</td>
<td>1</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
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</table>

**Minimum requirement for degree: 69 Credits**

*Corequisite with NUR 111

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**Sample Schedule**

**Nursing**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
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<td>BIO 141</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
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<td>Drug Dosage Calculations</td>
<td>2</td>
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<td></td>
<td>NUR 111</td>
<td>Nursing I</td>
<td>7</td>
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<tr>
<td></td>
<td>PSY 230</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
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<td></td>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
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<tr>
<td></td>
<td>SDV 101</td>
<td>Orientation to Careers</td>
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**Second Semester**

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<td>BIO 142</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td></td>
<td>NUR 247</td>
<td>Psychiatric/Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 118</td>
<td>First Level Nursing II</td>
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<td>SOC 200</td>
<td>Principles of Sociology [or PSY 200]</td>
<td>3</td>
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**SECOND YEAR**

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Third</td>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
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<td></td>
<td>HLT 230</td>
<td>Principles of Nutrition &amp; Human Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 221</td>
<td>Second Level Nursing Principles &amp; Concepts I</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>CST 110</td>
<td>Introduction to Communication</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth</td>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 222</td>
<td>Second Level Nursing Principles &amp; Concepts II</td>
<td>10</td>
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<td></td>
<td>NUR 254</td>
<td>Dimensions of Professional Nursing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 69**
Award: Associate of Applied Science
Length: 4 Semesters

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: The focus of this program is to provide highly skilled industrial technicians. Today's complex, computerized/automated industries demand technicians with knowledge and skills to maintain complex electrical/electronic systems and equipment. Training in the following areas and technologies are included in the Industrial Electronics Technology Program: Sensors and Transducers, Automated Controls, Programmable Logic Controllers (PLCs) Motor Control Circuits, AC and DC Motor Drives, Pneumatics, Microprocessors and Computer Programming, Computer Hardware and Software Applications, Instrumentation, Electronic Data Communication, Systems Troubleshooting and Preventive Maintenance.

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

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: The student must satisfactorily complete all general education, program and elective requirements to be awarded the Associate of Applied Science in Industrial Electronics Technology.

Graduation Requirements: In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

General Education Requirements (17 Credits):
ECO 201 Principles of Macroeconomics (3) [or ECO 202 Principles of Microeconomics (3)]
or PLS 130 Basics of American Politics (3)=
ENG 111 College Composition I (3)
MTH 120 Introduction to Mathematics (3)
CST 110 Introduction to Communication (3)
Social Science Elective (3)
Wellness (2)--Health, P. E. or recreation courses which promote physical and emotional well being.

Program Requirements (49 Credits):
ELE 216 Industrial Electricity (3)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ELE 225</td>
<td>Electrical Control Systems (4)</td>
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<tr>
<td>ELE 143</td>
<td>Programmable Controllers (3)</td>
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</tr>
<tr>
<td>ETR 100</td>
<td>Electronic Problem Solving Lab (1)</td>
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<tr>
<td>ETR 113-114</td>
<td>D.C. and A.C. Fundamentals I-II (8)</td>
<td></td>
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<tr>
<td>ETR 143-144</td>
<td>Devices and Application I-II (7)</td>
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<tr>
<td>ETR 151</td>
<td>Electronic Circuits and Troubleshooting (2)</td>
<td></td>
</tr>
<tr>
<td>ETR 250</td>
<td>Solid State Circuits (4)</td>
<td></td>
</tr>
<tr>
<td>ETR 267</td>
<td>Microprocessor Applications I (3)</td>
<td></td>
</tr>
<tr>
<td>ETR 282-283</td>
<td>Digital Systems I-II (6)</td>
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<tr>
<td>ETR 299</td>
<td>Supervised Study in Industrial Electronics (1)</td>
<td></td>
</tr>
<tr>
<td>INS 210</td>
<td>Principles of Instrumentation (3)</td>
<td></td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts (3)</td>
<td></td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
<td></td>
</tr>
</tbody>
</table>

Minimum required for degree: 66 Credits

Sample Schedule

Industrial Electronics Technology

FIRST YEAR

Fall Semester
ENG 111 College Composition I 3
ETR 113 D.C. and A.C. Fundamentals I 4
ETR 143 Devices and Applications I 3
ETR 282 Digital Systems I 3
MTH 120 Introduction to Mathematics 3
SDV 108 College Survival Skills 1

Total Semester Hours: 17

Spring Semester
ETR 114 D.C. and A.C. Fundamentals II 4
ETR 144 Devices and Applications II 4
ETR 283 Digital Systems II 3
ITE 115 Intro. to Computer Applications & Concepts 3
Wellness Elective 2

Total Semester Hours: 16

SECOND YEAR

Fall Semester
ETR 250 Solid State Circuits 4
ETR 267 Microprocessor Applications I 3
ELE 216 Industrial Electricity 3
Social Science Elective 3
CST 110 Introduction to Communication 3

Total Semester Hours: 16

Spring Semester
ELE 143 Programmable Controllers I 3
ELE 225 Electrical Control Systems 4
ETR 100 Electronic Problem Solving Lab 1
ETR 151 Electronic Circuits and Troubleshooting 2
INS 210 Principles of Instrumentation 3
ECO 201 Principles of Macroeconomics [or ECO 202 or PLS 130] 3
ETR 299 Supervised Study in Industrial Electronics 1

Total Semester Hours: 17
Information Systems Technology

Award: Associate of Applied Science
Length: 4 Semesters

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.

Occupational 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 Certified Application Specialist (MCAS) – Access, Excel
- CompTIA - A+, Network+
- Certiport, Inc. - IC3

Potential Transfer: PHCC and Radford University have an articulation agreement which allows for transfer of the IST program into programs at Radford University in Computer Science and Technology and Information Science and Systems including concentrations in Computer Science, Software Engineering, Database, Networks, Information Systems, Business Systems Development, and Web Systems Development. The remaining credits required at Radford University vary from 61 to 80 credits to obtain the B.S. degree, depending upon specialization. You must contact your advisor if you are interested in this program. There are required course substitutes if you plan to enroll at Radford University under the current articulation agreement.

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 or keyboarding will complete additional coursework.

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 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.
- Demonstrate the use of logical thinking to make rational decisions in solving computer-related problems and issues.
- Demonstrate a working knowledge of computer programming, networking, hardware, and software.

General Education Requirements (20-21 Credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
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<tr>
<td>MTH 151</td>
<td>Mathematics for the Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 163</td>
<td>PreCalculus I</td>
<td></td>
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<tr>
<td>[or MTH 163 PreCalculus I]</td>
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<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective [HIS, SOC, PSY, PLS, ECO, GEO]</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Wellness</td>
<td>Health, P.E., or recreation courses which promote physical and emotional well-being</td>
<td>2</td>
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</tbody>
</table>

Wellness

Program Requirements (48 Credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITD 110</td>
<td>Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>ITD 112</td>
<td>Web Page Design I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 110</td>
<td>Designing Web Page Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ITP 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITP 119</td>
<td>Information Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ITP 130</td>
<td>Introduction to Internet Services</td>
<td>3</td>
</tr>
<tr>
<td>ITP 140</td>
<td>Spreadsheet Software</td>
<td>3</td>
</tr>
<tr>
<td>ITP 150</td>
<td>Desktop Database Software</td>
<td>3</td>
</tr>
<tr>
<td>ITP 290</td>
<td>Coordinated Internship</td>
<td>3</td>
</tr>
<tr>
<td>[or ITP 297 Cooperative Education]</td>
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<tr>
<td>ITP 299</td>
<td>Supervised Study in IST</td>
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<tr>
<td>ITN 101</td>
<td>Introduction to Network Concepts</td>
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<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
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<td>ITN 107</td>
<td>Personal Computer Hardware &amp; Troubleshooting</td>
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<td>ITP 110</td>
<td>Visual Basic Programming I</td>
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<td>ITP 160</td>
<td>Intro. to Game Design and Development</td>
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<td>MKT 260</td>
<td>Customer Service Management</td>
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<td>SDV 101</td>
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<td>SDV 108</td>
<td>College Survival Skills</td>
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Minimum required for degree: 69 Credits
## Sample Schedule
### Information Systems Technology

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>CSC</td>
<td>110</td>
<td>Introduction to Computing</td>
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<tr>
<td>ENG</td>
<td>111</td>
<td>College Composition I</td>
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<tr>
<td>Science Elective</td>
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<td>ITE</td>
<td>115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MTH</td>
<td>151</td>
<td>Mathematics for the Liberal Arts I [or MTH 163]</td>
<td>3</td>
</tr>
<tr>
<td>SDV</td>
<td>101</td>
<td>Orientation to Information Systems</td>
<td>1</td>
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<td>SDV</td>
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<td>College Survival Skills</td>
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<td>ENG</td>
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<td>College Composition II</td>
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<td>ITE</td>
<td>130</td>
<td>Introduction to Internet Services</td>
<td>3</td>
</tr>
<tr>
<td>ITE</td>
<td>140</td>
<td>Spreadsheet Software</td>
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<td>ITN</td>
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<td>CST</td>
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#### SECOND YEAR

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<th>Course Title</th>
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</tr>
<tr>
<td>ITD</td>
<td>110</td>
<td>Web Page Design I</td>
<td>3</td>
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<tr>
<td>ITE</td>
<td>150</td>
<td>Desktop Database Software</td>
<td>3</td>
</tr>
<tr>
<td>ITN</td>
<td>106</td>
<td>Introduction to Network Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MKT</td>
<td>260</td>
<td>Customer Service Management</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
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<tr>
<td>Wellness Elective</td>
<td></td>
<td></td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITD</td>
<td>112</td>
<td>Designing Web Page Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ITE</td>
<td>290</td>
<td>Coordinated Internship [or ITE 297]</td>
<td>3</td>
</tr>
<tr>
<td>ITE</td>
<td>299</td>
<td>Supervised Study in IST</td>
<td>1</td>
</tr>
<tr>
<td>ITN</td>
<td>107</td>
<td>Personal Computer Hardware &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>ITP</td>
<td>110</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>ITP</td>
<td>160</td>
<td>Introduction to Game Design &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**Total Semester Hours:** 68-69
• Demonstrate a working knowledge of computer networking, hardware, and software.
• Demonstrate the use of accounting software to generate financial statements and reports to solve business-related problems.
• Apply the principles of financial accounting, managerial accounting, and payroll accounting.

General Education Requirements (20-21 Credits):

**ENG 111** College Composition I (3)
**ENG 112** College Composition II (3)
**MTH 151** Mathematics for the Liberal Arts I (3)
*or MTH 163 Precalculus I (3)*
Science Elective [BIO, CHM, ENV, GOL, NAS, PHY] (3-4)
**CST 110** Introduction to Communication (3)
Social Science Elective [HIS, SOC, PSY, PLS, ECO, GEO] (3)
Wellness Health, P.E., or recreation courses which promote physical and emotional well-being (2)

Program Requirements (48 Credits):

**ACC 124** Payroll Accounting (3)
**ACC 211** Principles of Accounting I (3)
**ACC 212** Principles of Accounting II (3)
**ACC 215** Computerized Accounting (3)
**CSC 110** Introduction to Computing (3)
**ITE 115** Intro. to Computer Applications & Concepts (3)
**ITE 119** Information Literacy (3)
**ITE 140** Spreadsheet Software (3)
*or ITE 297 Cooperative Education (3)]*
**ITE 299** Supervised Study in IST (1)
**ITN 106** Microcomputer Operating Systems (3)
**ITP 160** Intro. to Game Design and Development (3)
**MKT 260** Customer Service Management (3)
**SDV 101** Orientation to Information Systems (1)
**SDV 108** College Survival Skills (1)

Minimum required for degree: 68-69 Credits

Sample Schedule

Accounting Information Systems

**FIRST YEAR**

**Fall Semester**
**ACC 211** Principles of Accounting I 3
**CSC 110** Introduction to Computing 3
**ENG 111** College Composition I 3
**ITE 119** Information Literacy 3
**ITE 140** Spreadsheet Software 3
**ITE 299** Supervised Study in IST 1

**Spring Semester**
**ACC 212** Principles of Accounting II 3
**ENG 112** College Composition II 3
**ITE 119** Information Literacy 3
**ITE 140** Spreadsheet Software 3
**ITE 106** Microcomputer Operating Systems 3
**CST 110** Intro. to Speech Communication 3

**SECOND YEAR**

**Fall Semester**
**ACC 215** Computerized Accounting 3
**ITD 110** Web Page Design I 3
**MKT 260** Customer Service Management 3
**Science Elective** 3-4
**Social Science Elective** 3
**Wellness Elective** 2

**Spring Semester**
**ACC 124** Payroll Accounting 3
**ITD 112** Designing Web Page Graphics 3
**ITE 299** Supervised Study in IST 1
**ITP 110** Visual Basic Programming I 3
**ITP 160** Introduction to Game Design & Development 3

Total Semester Hours: 68-69
Information Systems Technology
Game Design and Development Specialization

Award: Associate of Applied Science
Length: 4 Semesters

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.

Occupational Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions 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) – Visual Basic, C++
- Certiport, Inc. - IC3

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 or keyboarding will complete additional coursework.

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:
- Work as a part of a team to develop and design software applications and graphics related to the game and simulation industry.
- Demonstrate principles of quality customer service.

General Education Requirements (20-21 Credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
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<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 151</td>
<td>Mathematics for the Liberal Arts I</td>
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</tr>
<tr>
<td>[or MTH 163</td>
<td>Precalculus I (3)</td>
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<tr>
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<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
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<tr>
<td>Social Science Elective [HIS, SOC, PSY, PLS, ECO, GEO]</td>
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</tr>
<tr>
<td>Wellness</td>
<td>Health, P.E., or recreation courses which</td>
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<tr>
<td></td>
<td>promote physical and emotional well-being</td>
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</table>

Wellness Health, P.E., or recreation courses which promote physical and emotional well-being (2)

Program Requirements (48 Credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
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<td>History and Appreciation of Art I</td>
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<tr>
<td>ART 121</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
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<tr>
<td>CSC 110</td>
<td>Introduction to Computing</td>
<td>3</td>
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<td>ITD 110</td>
<td>Web Page Design I</td>
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<tr>
<td>ITD 112</td>
<td>Designing Web Page Graphics</td>
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</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITE 119</td>
<td>Information Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ITE 290</td>
<td>Coordinated Internship</td>
<td>3</td>
</tr>
<tr>
<td>[or ITE 297</td>
<td>Cooperative Education (3)</td>
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</tr>
<tr>
<td>ITE 299</td>
<td>Supervised Study in IST</td>
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</tr>
<tr>
<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITP 110</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
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<tr>
<td>ITP 136</td>
<td>C# Programming</td>
<td>3</td>
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<tr>
<td>[or ITP 132</td>
<td>C++ Programming I (3)</td>
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<tr>
<td>ITP 160</td>
<td>Intro. to Game Design and Development</td>
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<tr>
<td>MKT 260</td>
<td>Customer Service Management</td>
<td>3</td>
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<tr>
<td>SDV 101</td>
<td>Orientation to Information Systems</td>
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<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Minimum required for degree: 68-69 Credits
Sample Schedule
Game Design and Development

FIRST YEAR

Fall Semester
ART 121 Drawing I 3
CSC 110 Introduction to Computing 3
ENG 111 College Composition I 3
ITE 115 Intro. to Computer Applications & Concepts 3
MTH 151 Mathematics for the Liberal Arts I [or MTH 163] 3
SDV 101 Orientation to Information Systems 1
SDV 108 College Survival Skills 1
17

Spring Semester
ART 101 History and Appreciation of Art I 3
ENG 112 College Composition II 3
ITN 106 Microcomputer Operating Systems 3
ITP 110 Visual Basic Programming I 3
ITP 160 Introduction to Game Design & Development 3
CST 110 Intro. to Communication 3
18

SECOND YEAR

Fall Semester
ITD 110 Web Page Design I 3
ITE 119 Information Literacy 3
ITP 136 C# Programming [or ITP 132] 3
MKT 260 Customer Service Management 3
Science Elective 3-4
Wellness Elective 2
17-18

Spring Semester
ART 241 Painting I 3
ITD 112 Designing Web Page Graphics 3
ITE 290 Coordinated Internship [or ITE 297] 3
ITE 299 Supervised Study in IST 1
ITP 120 Java Programming I 3
Social Science Elective 3
16

Total Semester Hours: 68-69

Information Systems Technology
Internet Services Specialization

Award: Associate of Applied Science
Length: 4 Semesters

Purpose: Individuals seeking their first employment or 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.

Occupational 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:
• Microsoft Certified Application Specialist (MCAS) - Access
• CompTIA - A+, Network+
• Certified Internet Webmaster (CIW) – CIW Associate
• Certiport, Inc. - IC3

Potential Transfer: PHCC and Radford University have an articulation agreement which allows for transfer of the IST program into programs at Radford University in Computer Science and Technology and Information Science and Systems including concentrations in Computer Science, Software Engineering, Database, Networks, Information Systems, Business Systems Development, and Web Systems Development. The remaining credits required at Radford University vary from 61 to 80 credits to obtain the B.S. degree, depending upon specialization. You must contact your advisor if you are interested in this program. There are required course substitutes if you plan to enroll at Radford University under the current articulation agreement.

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 or keyboarding will complete additional coursework.

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 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 accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.
• Demonstrate the use of logical thinking to make rational decisions in solving computer-related problems and issues.
• Demonstrate a working knowledge of computer networking, hardware, and software.
• Demonstrate web design skills to create web pages.
• Use web development and database skills to query, store, and retrieve data.
• Design functional e-commerce web sites using an appropriate computer language.

General Education Requirements (20-21 Credits):
- ENG 111 College Composition I (3)
- ENG 112 College Composition II (3)
- MTH 151 Mathematics for the Liberal Arts I (3) [or MTH 163 Precalculus I (3)]
- Science Elective [BIO, CHM, ENV, GOL, NAS, PHY] (3)
- CST 110 Introduction to Communication (3)
- Social Science Elective [HIS, SOC, PSY, PLS, ECO, GEO] (3)
- Wellness Health, P.E., or recreation courses which promote physical and emotional well-being (2)

Program Requirements (48 Credits):
- CSC 110 Introduction to Computing (3)
- ITD 110 Web Page Design I (3)
- ITD 112 Designing Web Page Graphics (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- ITE 119 Information Literacy (3)
- ITE 130 Introduction to Internet Services (3)
- ITE 150 Desktop Database Software (3)
- ITE 290 Coordinated Internship (3) [or ITE 297 Cooperative Education (3)]
- ITE 299 Supervised Study in IST (1)
- ITN 101 Introduction to Network Concepts (3)
- ITN 106 Microcomputer Operating Systems (3)
- ITP 120 Java Programming I (3)
- ITP 136 C# Programming (3)
- ITP 160 Intro. to Game Design and Development (3)
- MKT 260 Customer Service Management (3)
- SDV 101 Orientation to Information Systems (1)
- SDV 108 College Survival Skills (1)

Minimum required for degree: 68-69 Credits

Sample Schedule

Internet Services

FIRST YEAR

Fall Semester
- CSC 110 Introduction to Computing       3
- ENG 111 English Composition I       3
- ITE 115 Intro. to Computer Applications & Concepts 3
- MTH 151 Mathematics for the Liberal Arts I [or MTH 163] 3
- Science Elective                   3-4
- SDV 101 Orientation to Information Systems 1
- SDV 108 College Survival Skills     1
                                          17-18

Spring Semester
- ENG 112 College Composition II       3
- ITE 130 Introduction to Internet Services 3
- ITN 106 Microcomputer Operating Systems 3
- ITN 101 Introduction to Network Concepts 3
- ITP 160 Introduction to Game Design & Development 3
- CST 110 Intro. to Communication       3
                                          18

SECOND YEAR

Fall Semester
- ITE 150 Desktop Database Software     3
- ITD 110 Web Page Design I             3
- ITP 136 C# Programming                 3
- MKT 260 Customer Service Management   3
- Social Science Elective                3
- Wellness Elective                      2
                                          17

Spring Semester
- ITD 112 Designing Web Page Graphics 3
- ITD 210 Web Page Design II            3
- ITE 119 Information Literacy          3
- ITE 290 Coordinated Internship [or ITE 297] 3
- ITE 299 Supervised Study in IST       1
- ITP 120 Java Programming I            3
                                          16

Total Semester Hours: 68-69
Legal Assisting

**Award:** Associate of Applied Science  
**Length:** 4 Semesters

**Purpose:** The curriculum provides knowledge and skills leading to immediate employment in the field of paraprofessionals in the legal setting.

**Program Learning Outcomes:** The program prepares graduates to work as paraprofessionals in a variety of legal, business and industry, and governmental environments that require legal knowledge and specialized skills.

**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.

**Admission Requirements:** Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses.

**Program Requirements:** Developmental requirements must be satisfied prior to enrolling in LGL 115.

**Curriculum Requirements:** The student must satisfactorily complete requirements listed below to receive this degree.

**General Education Requirements (20 Credits):**
- ENG 111-112 College Composition I-II (6)
- HLT-PED Health/Physical Education Elective(s) (2)
- MTH 120 Introduction to Mathematics (3)
- PLS 211 U. S. Government I (3)
- CST 110 Introduction to Communication (3)
- Social Science Elective (3)

**Program Requirements (48 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 126 Legal Research (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)

**Minimum required for degree:** 68 Credits

### Sample Schedule

**Legal Assisting**

#### FIRST YEAR

**Fall Semester**
- ENG 111 College Composition I 3
- ITE 115 Intro. to Computer Applications & Concepts 3
- LGL 110 Introduction to Law and the Legal Assistant 3
- LGL 125 Legal Research 3
- LGL 200 Ethics for the Legal Assistant 1
- MTH 120 Introduction to Mathematics 3
- SDV 101 Introduction to Legal Assisting 3
- SDV 108 College Survival Skills 1 18

**Spring Semester**
- BUS 125 Applied Business Mathematics 3
- ENG 112 College Composition II 3
- LGL 126 Legal Writing 3
- LGL 215 Torts 3
- CST 110 Introduction to Communication 3
- Social Science Elective 3 18

#### SECOND YEAR

**Fall Semester**
- ADJ 130 Introduction to Criminal Law 3
- HLT-PED Health/Physical Education Elective(s) 2
- LGL 115 Real Estate Law for Legal Assistants 3
- LGL 117 Family Law 3
- LGL 230 Legal Transactions 3
- PLS 211 U.S. Government I 3
- Elective 3 17

**Spring Semester**
- ADJ 130 Introduction to Criminal Law 3
- LGL 219 Basics of Litigation Support 3
- LGL 225 Estate Planning and Probate 3
- LGL 226 Real Estate Abstracting 3
- LGL 290 Coordinated Internship 2
- LGL 299 Supervised Study in Legal Assisting 1 15

**Total Semester Hours:** 68
Technical Studies
Agribusiness

Award: Associate of Applied Science
Length: 4 Semesters

Purpose: To provide a response to current and anticipated workforce shortage in the agribusiness industry. Individuals who are interested in owning or seeking employment in managing an agribusiness, farm, nursery, greenhouse, or other related fields may benefit from this program. The Agribusiness program will prepare the student to enter the rapidly changing areas of agricultural business and the challenges that are currently facing today’s agricultural industry. Agriculture is facing a period of change trying to compete in today’s world markets and to provide food for the growing world populations.

Program Learning Outcomes: Graduates of the Agribusiness Program will be prepared to meet today’s rapidly changing Agricultural Industry by studying the operation of both plant and animal enterprises. A student will be able to:
• Demonstrate knowledge of agricultural finance and how it affects specific agricultural operations.
• Demonstrate human resources management to effectively operate an agricultural enterprise and the associated service industries.
• Demonstrate skills needed to market agriculture commodities and services.
• Demonstrate knowledge of ag chemical uses and how to effectively use them with minimal effects on the environment.
• Demonstrate knowledge of agriculture products used in the production of biofuels and other energy resources.
• Demonstrate effective critical thinking skills to solve problems facing agricultural industry.
• Demonstrate proficiency in the use of oral communication, technology, math and reasoning skills.
• Apply a specialized area of agricultural production that meets industry and student needs.
• Demonstrate acceptable ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.

Occupational Objectives: Careers are available for students interested in farm management, nurseries, greenhouse, biofuels, and the farm service industry. Graduates will have prepared themselves to compete for more than 50,000 Agricultural jobs that have been estimated to be available in the period between 2005 and 2010 by the Department of Agriculture. Agribusiness Degree graduates are in great demand receiving salaries equal to or greater than those with higher degrees and our graduates will be able to meet a portion of that demand.

General Education Requirements (20 Credits):
ENG 111 College Composition I (3)
ENG 112 College Composition II (3)
[or ENG 131 Technical Writing (3)]
HUM 165 Controversial Issues in Contemporary American Culture (3)
ECO 201 Principles of Macroeconomics (3)
SOC 200 Principles of Sociology (3)

Program Requirements (49 Credits):
AGR 141 Introduction to Animal Science and Technology (4)
AGR 142 Introduction to Plant Science and Technology (3)
AGR 143 Introduction to Agribusiness and Financial Management (3)
AGR 144 Agricultural Human Resource Management (3)
AGR 205 Soil Fertility and Management (3)
AGR 231 Agribusiness Marketing Risk Management, and Entrepreneurship (3)
AGR 232 Professional Selling for Agribusiness (3)
AGR 233 Food Production, Safety, Biosecurity, and Quality Control (3)
AGR 234 Chemical Applications and Pest Management (3)
AGR 297 Cooperative Education (6)
AGR 299 Supervised Study in AGR (1)
AGR Electives (6)
ITE 115 Intro. to Computer Applications & Concepts (3)
SDV 101 Orientation to Agribusiness (1)
SDV 108 College Survival Skills (1)
Technical Elective [choose from ACC 211, CAD 200, or ITD 110] (3)

Minimum required for degree: 69 Credits
## Sample Schedule

### Agribusiness

**FIRST YEAR**

#### Fall Semester

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGR 141</td>
<td>Intr. to Animal Science and Technology</td>
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<tr>
<td>AGR 142</td>
<td>Intro. to Plant Science and Technology</td>
<td>3</td>
</tr>
<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SDV 101</td>
<td>Orientation to Agribusiness</td>
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<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
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#### Spring Semester

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<th>Course Title</th>
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<td>AGR 144</td>
<td>Agricultural Human Resource Management</td>
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<tr>
<td>AGR 233</td>
<td>Food Production, Safety, Biosecurity, and Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>AGR 232</td>
<td>Professional Selling for Agribusiness</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 165</td>
<td>Controversial Issues in Contemporary American Culture</td>
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**SECOND YEAR**

#### Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>AGR 143</td>
<td>Introduction to Agribusiness and Financial Management</td>
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<tr>
<td>AGR 205</td>
<td>Soil Fertility and Management</td>
<td>3</td>
</tr>
<tr>
<td>AGR 197</td>
<td>Cooperative Education</td>
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<td>PED/HLT</td>
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<td>SOC 200</td>
<td>Principles of Sociology</td>
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#### Spring Semester

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<tr>
<td>AGR 231</td>
<td>Agribusiness Marketing Risk Management, and Entrepreneurship</td>
<td>3</td>
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<td>AGR 234</td>
<td>Chemical Applications and Pest Management</td>
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<td>AGR 199</td>
<td>Supervised Study in AGR</td>
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<tr>
<td>AGR 297</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>AGR Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 69**

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### Technical Studies

#### Motorsports Technology

**Award:** Associate of Applied Science  
**Length:** 4 Semesters  
**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 about auto racing and race vehicles, their characteristics, specifications, rules, regulations, systems, current technology, and testing methods.
- Demonstrate critical thinking skills and the ability to apply mathematical and scientific knowledge and reasoning skills in solving technical problems.
- Demonstrate knowledge about components, systems, configuration, classification, terminology, and principles of functioning of high performance engines used in race competitions.
- Demonstrate the ability to assemble, test, and apply corrective methods to resolve technical issues related to maximum power performance of race engines using codes and specifications.
- Demonstrate the 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.
- Demonstrate understanding and application of information technology and general business knowledge, and their applicability to the motorsports industry.
- Describe contemporary approaches to management and demonstrate management and marketing skills relevant to the motorsports industry
- Demonstrate effective verbal, oral and written communication skills applicable in a business setting.
- Demonstrate acceptable ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.

**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 must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills and/or fundamental Motorsports terminology will complete additional coursework. Students may be required to complete a Motorsports Program Application and interview. Tools for the program are required.
Curriculum Requirements: The student must satisfactorily complete all general education, program and elective requirements to receive this degree. Student must maintain a 2.5 curricular grade point average to stay in program.

Graduation Requirements: In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

General Education Requirements (16 Credits):
- ENG 111 College Composition I (3)
- MTH 163 Precalculus I (3)
- [or MTH 151 Math for Liberal Arts I (3)]
- PHY 131 Applied Physics I (3)
- CST 110 Introduction to Communication (3)
- PED/HLT Elective (1)
- Social Science Elective (3)

Program Requirements (53 Credits):
- 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 210 Race Car Setup I (3)
- MTS 211 Race Car Setup II (3)
- MTS 240 Stock Car Engines II (3)
- MTS 250 Engine Machining Processes II (3)
- MTS 290 Coordinated Internship (2)
- MTS 295 Machining and Welding (3)
- MTS 295 Introduction to Pit Stop (2)
- MTS 298 Dyno Engine Performance (3)
- MTS 299 Supervised Study in Motorsports (1)
- SDV 101 Introduction to Motorsports (1)
- SDV 108 College Survival Skills (1)

Minimum required for degree: 69 credits

Sample Schedule

Motorsports Technology

FIRST YEAR

Fall Semester
- ENG 111 College Composition I (3)
- ITE 115 Intro. To Computer Applications & Concepts (3)
- MTS 130 Motorsports Structural Technology I (3)
- MTS 210 Race Car Setup I (3)
- MTS 295 Machining and Welding (3)
- SDV 101 Introduction to Motorsports (1)
- SDV 108 College Survival Skills (1)

Spring Semester
- MTH 163 Precalculus I [or MTH 151] (3)
- MTS 131 Motorsports Structural Technology II (3)
- MTS 132 Motorsports Structural Technology III (3)
- MTS 135 Sheet Metal Fabrication (3)
- MTS 211 Race Car Setup II (3)
- CST 110 Introduction to Communication (3)

SECOND YEAR

Fall Semester
- MTS 126 Motorsports Technology II (3)
- MTS 140 Stock Car Engines I (3)
- MTS 150 Engine Machining Process I (4)
- MTS 195 High Performance Engine Induction Systems (3)
- MTS 210 Race Car Setup I (3)
- MTS 211 Race Car Setup II (3)
- MTS 240 Stock Car Engines II (3)
- MTS 250 Engine Machining Processes II (3)
- MTS 290 Coordinated Internship (2)
- MTS 295 Machining and Welding (3)
- MTS 295 Introduction to Pit Stop (2)
- MTS 298 Dyno Engine Performance (3)
- MTS 299 Supervised Study in Motorsports (1)
- PED/HLT Elective (1)
- SDV 101 Introduction to Motorsports (1)
- SDV 108 College Survival Skills (1)

Spring Semester
- MTS 240 Stock Car Engines II (3)
- MTS 250 Engine Machining Process II (3)
- MTS 290 Coordinated Internship (2)
- MTS 298 Dyno Engine Performance (3)
- MTS 295 Introduction to Pit Stop (2)
- MTS 299 Supervised Study in Motorsports (1)
- SDV 101 Introduction to Motorsports (1)
- SDV 108 College Survival Skills (1)

Total Semester Hours: 69

75
Certificates

Automotive Technology
Bookkeeping
Clerical Studies
Computer Aided Drafting & Design
Early Childhood Education
General Business
General Education
Heating, Ventilation, Air Conditioning & Refrigeration
Health Sciences
Industrial Welding
Practical Nursing
Therapeutic Massage

Certificate programs can usually be completed in one year of full-time enrollment and offer specific general education along with key skill area courses. Certificate programs are often equal to the first year of a corresponding associate degree.
Automotive Technology

Award: Certificate
Length: 3 semesters

Purpose: This program has a dual purpose for workforce development of the region. 1) This program provides students basic knowledge and skills for transfer into the PHCC Motorsports Technology program. 2) This program also provides entry level skills and knowledge for employment in Automotive Industry and advanced skills for individuals currently employed in the field.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. (See Automotive Technology Advisor prior to enrollment)

Curriculum Requirements: The student must satisfactorily complete all general education, program and elective requirement listed below to receive a Certificate in Automotive Technology.

Industry Certification: A program graduate will be prepared for the ASE examination and certification.

General Education Requirements (9 Credits):
ENG 131 Technical Report Writing I (3)
(or ENG 111 College Composition I (3])
MTH 120 Introduction to Mathematics (3)
ITE 115 Intro. to Computer Applications & Concepts (3)

Program Requirements (39 Credits):
AUT 111 Automotive Engines I (3)
AUT 121 Automotive Fuel systems I (3)
AUT 125 Anti-Pollution Systems (3)
AUT 161-162 Automotive Diagnosis I & II (6)
AUT 165 Auto Diagnosis and Tune-Up (2)
AUT 190 Coordinated Internship (1)
AUT 215 Emissions Systems Diagnosis and Repair(2)
AUT 236 Automotive Climate Control (4)
AUT 241 Automotive Electricity I (3)
AUT 245 Automotive Electronics (3)
AUT 265 Automotive Braking System (3)
AUT 266 Auto Alignment, Suspension & Steering (3)
AUT 275 Shop Management (2)
SDV 108 College Survival Skills (1)

Minimum required for certificate: 48 credits

Sample Schedule
Automotive Technology

First Semester
ENG 131 Technical Report Writing I 3
(or ENG 111)
MTH 120 Introduction to Mathematics 3
AUT 111 Automotive Engines I 3
AUT 121 Automotive Fuel Systems I 3
AUT 265 Automotive Braking Systems 3
SDV 108 College Survival Skills 1
16

Second Semester
AUT 125 Anti-Pollution Systems 3
AUT 161 Automotive Diagnosis I 3
AUT 215 Emission Systems Diagnosis & Repair 2
AUT 236 Automotive Climate Control 4
AUT 241 Automotive Electricity I 3
AUT 275 Shop Management 2
17

Third Semester
AUT 162 Automotive Diagnosis II 3
AUT 165 Auto Diagnosis and Tune-Up 2
AUT 245 Automotive Electronics 3
AUT 266 Auto alignment, Suspension & Steering 3
AUT 190 Coordinated Internship 1
ITE 115 Intro. to Computer Applications & Concepts 3
16

Total Semester Hours: 48
Award: Certificate  
Length: 2 Semesters

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.

Occupational 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 Certified Application Specialist (MCAS) - Excel

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: Students must successfully complete all of the general education, program and elective requirements listed below to be awarded this certificate.

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 (29 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 100 Introduction to Business (3)  
BUS 125 Applied Business Mathematics (3)  
ITE 115 Intro. to Computer Applications & Concepts (3)  
ITE 140 Spreadsheet Software (3)  
SDV 108 College Survival Skills (1)

Minimum required for certificate: 34 Credits

Sample Schedule

| Fall Semester |  
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ACC 211 Principles of Accounting I | 3 |  
| BUS 100 Introduction to Business | 3 |  
| ENG 111 College Composition I | 3 |  
| ITE 115 Intro. to Computer Applications & Concepts | 3 |  
| MTH 120 Introduction to Mathematics | 3 |  
| SDV 108 College Survival Skills | 1 |  
| Total Semester Hours: 16 |

| Spring Semester |  
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ACC 124 Payroll Accounting | 3 |  
| ACC 212 Principles of Accounting II | 3 |  
| ACC 215 Computerized Accounting | 3 |  
| ACC 261 Principles of Federal Taxation I | 3 |  
| BUS 125 Applied Business Mathematics | 3 |  
| ITE 140 Spreadsheet Software | 3 |  
| Total Semester Hours: 18 |

Total Semester Hours: 34
Clerical Studies

**Award:** Certificate  
**Length:** 3 Semesters

**Purpose:** To provide competent entry-level office support personnel for immediate employment in business, industry, the professions, and government.

**Occupational 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 Certified Application Specialist (MCAS) – Word, Excel, Access, PowerPoint

**Admission Requirements:** Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills or keyboarding will complete additional coursework.

**Curriculum Requirements:** The student must satisfactorily complete all general education, program and elective requirements listed below to receive a Certificate in Clerical Studies.

**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 (35 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 113 Keyboarding for Speed and Accuracy (1)  
  *or AST 154 Intro. to Voice Recognition Software (1)*  
- AST 141 Word Processing I (Word 2007) (3)  
- AST 234 Records and Database Management (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 (PowerPoint 2007) (3)  
- BUS 125 Applied Business Mathematics (3)  
- ITE 115 Intro. to Computer Applications & Concepts (3)  
- ITE 140 Spreadsheet Software (3)  
- SDV 108 College Survival Skills (1)  

**Minimum required for certificate:** 41 credits

**Sample Schedule**

**Clerical Studies**

**Fall Semester**

- ACC 124 Payroll Accounting [or SPA 103] 3  
- AST 101 Keyboarding I 3  
- ENG 111 College Composition I 3  
- ITE 115 Intro. to Computer Applications & Concepts 3  
- MTH 120 Introduction to Mathematics 3  
- SDV 108 College Survival Skills 1  

**Spring Semester**

- AST 102 Keyboarding II 3  
- AST 141 Word Processing I 3  
- AST 234 Records and Database Management 3  
- AST 260 Presentation Software 3  
- BUS 125 Applied Business Mathematics 3  

**Summer Semester**

- AST 113 Keyboarding for Speed and Accuracy  
  *or AST 154 Introduction to Voice Recognition Software* 1  
- AST 238 Word Processing Advanced Operations 3  
- AST 243 Office Administration I  
  *or Approved Elective* 3  
- ITE 140 Spreadsheet Software 3  

**Total Semester Hours: 41**
Award: Certificate
Length: 3 Semesters

Purpose: Students will 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.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: The students must satisfactorily complete all requirements listed below to receive this certificate

General Education Requirements (6 Credits):
ENG 131 Technical Report Writing I (3)
[or ENG 111 College Composition I (3)]
MTH 120 Introduction to Mathematics (3)

Program Requirements (33 Credits):
CAD 111 Technical Drafting (3)
CAD 200 Survey of Computer Aided Drafting (3)
CAD 202 Computer Aided Drafting and Design II (3)
CAD 203 Computer Aided Drafting and Design III (3)
CAD 226 Computer Aided Machining (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)
CAD 230 Technical Drafting (3)
ITE 115 Intro. to Computer Applications & Concepts (3)
SDV 108 College Survival Skills (1)

Minimum required for certificate: 39 credits

Sample Schedule
Computer Aided Drafting & Design

First Semester
CAD 111 Technical Drafting I 3
CAD 200 Survey of Computer Aided Drafting 3
ENG 131 Technical Report Writing I 3
[or ENG 111]
ITE 115 Intro. to Computer Applications & Concepts 3
SDV 108 College Survival Skills 1

Second Semester
MTH 120 Introduction to Mathematics 3
CAD 202 Computer Aided Drafting and Design II 3
CAD 226 Computer Aided Machining 3
CAD 232 Computer Aided Drafting II 3
CAD 241 Parametric Modeling I 3

Third Semester
CAD 203 Computer Aided Drafting and Design III 3
CAD 233 Computer Aided Drafting III 3
CAD 242 Parametric Modeling II 3

CAD 280 Design Capstone Project (2)
ITE 115 Intro. to Computer Applications & Concepts (3)
SDV 108 College Survival Skills (1)

Total Semester Credit Hours 39
Early Childhood Education

**Award:** Certificate  
**Length:** 3 Semesters

**Purpose:** The curriculum is designed to train individuals in childcare and upgrade skills of those serving in a similar capacity.

**Program Learning Outcomes:** The graduate 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.

**Occupational Objectives:** Graduates may qualify for a position as a day care provider, teacher's aide in preschool programs, home care providers, and licensed day care administrators.

**Admission Requirements:** Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses.

**Curriculum Requirements:** Students must satisfactorily complete each of the requirements listed below to receive a Certificate in Early Childhood Education.

**General Education Requirements (15 Credits):**
- ENG 111 College Composition I (3)
- PSY 135 Child Care Psychology (3)
- HLT 100 First Aid & Cardiopulmonary Resuscitation (3)
- MTH 120 Introduction to Mathematics (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)

**Program Requirements (22 Credits):**
- CHD 118 Methods & Materials Language Arts for Children (3)
- CHD 120 Introduction to Early Childhood Education (3)
- CHD 125 Creative Activities for Children (3)
- CHD 126 Developing Science & Math Concepts for Children (3)
- CHD 205 Guiding the Behavior of Children (3)
- CHD 265 Advanced Observation & Participation in an Early Childhood Setting (3)
- HLT 135 Child Health and Nutrition (3)
- SDV 108 College Survival Skills (1)

**Minimum required for certificate:** 37 Credits

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**Sample Schedule**  
**Early Childhood Education**

**First Semester**
- CHD 118 Methods & Materials in the Language Arts for Children 3
- CHD 120 Introduction to Early Childhood Education 3
- ENG 111 College Composition I 3
- ITE 115 Intro. to Computer Applications & Concepts 3
- PSY 135 Child Care Psychology 3
- SDV 108 College Survival Skills 1

**Second Semester**
- CHD 125 Creative Activities for Children 3
- CHD 126 Developing Science & Math Concepts for Children 3
- CHD 205 Guiding the Behavior of Children 3
- CHD 265 Advanced Observation & Participation in an Early Childhood Setting 3
- HLT 100 First Aid and Cardiopulmonary Resuscitation 3

**Third Semester**
- HLT 135 Child Health and Nutrition 3
- MTH 120 Introduction to Mathematics 3

**Total Semester Hours:** 37
General Business

**Award:** Certificate

**Length:** 2 Semesters

**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):**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
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</tr>
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<td>[or ECO 202</td>
<td>Principles of Microeconomics]</td>
<td>[3]</td>
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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Introduction to Mathematics</td>
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**Program Requirements (22 Credits):**

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<th>Credits</th>
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<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Applied Business Mathematics</td>
<td>3</td>
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<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
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<td>BUS 241</td>
<td>Business Law</td>
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<td>ECO 201</td>
<td>Principles of Macroeconomics [or ECO 202]</td>
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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
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</table>

Minimum required for certificate: 31 Credits

**Sample Schedule**

**General Business**

**Fall Semester**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Introduction to Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
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</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS 125</td>
<td>Applied Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics [or ECO 202]</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 32**
General Education

Award: Certificate

Length: 2 Semesters

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts Elective (6 credits) selected from:

- HUM EEE (Humanities/Fine Arts Elective): ART 101 or ART 201, ART 102 or ART 202, ART 283, ART 284, CST 130 or CST 231, ENG 241, ENG 242, ENG 243, ENG 244, ENG 251, ENG 252, ENG 253, ENG 254, FRE 101, FRE 102, MUS 121, PHI 101, PHI 111, PHI 220, REL 200, REL 210, REL 231, SPA 101, SPA 102

Math Elective (3 credits) selected from:

- MTH EEE (Math Elective): MTH 150, MTH 151, MTH 152, MTH 157, MTH 163, MTH 164, MTH 166, MTH 173, MTH 174, MTH 175, MTH 176, MTH 177, MTH 178, MTH 240, MTH 241, MTH 271

Natural Science Elective (8 credits) selected from:

- NAS EEE (Natural Science Elective): BIO 101, BIO 102, BIO 141, BIO 142, BIO 231, BIO 232, CHM 111, CHM 112, GOL 105, GOL 106, PHY 201, PHY 202, PHY 241, PHY 242

Social Science Elective (9 credits) selected from:

- SSC EEE (Social Science Elective): ECO 201, ECO 202, GEO 210, HIS 101, HIS 102, HIS 121, HIS 122, HIS 141, HIS 142, PLS 211, PLS 212, PSY 200, PSY 215, PSY 230, PSY 235, SOC 200, SOC 215, SOC 226, SOC 268

Minimum required for certificate: 33 Credits

Sample Schedule

General Education

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM EEE</td>
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<tr>
<td>MTH EEE</td>
<td>Math Elective</td>
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</tr>
<tr>
<td>SDV 108</td>
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Second Semester

<table>
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<th>Credits</th>
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<tr>
<td>ENG 112</td>
<td>College Composition II</td>
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<tr>
<td>HUM EEE</td>
<td>Humanities/Fine Arts Elective</td>
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<td>NAS EEE</td>
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</tr>
<tr>
<td>SSC EEE</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours: 33
Heating, Ventilation, Air Conditioning & Refrigeration

**Award:** Certificate  
**Length:** 3 Semesters

**Purpose:** This program provides the student with entry-level skills for employment in residential, commercial and industrial fields. It also provides advanced and upgraded training for those presently employed. Theoretical classroom experiences as well as hands-on experiences are utilized.

**Program Learning Outcomes:** A graduate of the HVAC program will have demonstrated mastery of generic and specific residential, commercial and industrial occupational skills relative to the field. Graduates will be prepared for EPA Certification.

**Occupational Objectives:** Graduates of this program will qualify for positions with residential contractors, commercial installers and industrial HVAC maintenance mechanics.

**Admission Requirements:** Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics will complete appropriate developmental education courses.

**Curriculum Requirements:** The student must satisfactorily complete all general education, program and elective requirements listed below to receive a Certificate in Heating, Ventilation, Air Conditioning and Refrigeration.

**General Education Requirements (9 Credits):**
- ENG 131 Technical Report Writing I (3)
- [or ENG 111 College Composition I (3)]
- MTH 120 Introduction to Mathematics I (3)
- HLT 100 First Aid & Cardiopulmonary Resuscitation (3)

**Program Requirements (36 Credits):**
- AIR 117 Metal Layout I (3)
- AIR 121 Air Conditioning and Refrigeration I (4)
- AIR 134 Circuits and Controls I (4)
- AIR 154 Heating Systems I (3)
- AIR 190 Coordinated Internship (1)
- AIR 235 Heat Pumps (3)
- AIR 238 Advanced Troubleshooting and Service (3)
- AIR 253 Air Conditioning Systems III (3)
- AIR 257 Gas Fired Warm Air Furnaces (4)
- ELE 115 Basic Electricity (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- SDV 108 College Survival Skills (1)

**Minimum required for certificate:** 44 Credits

### Sample Schedule

**Heating, Ventilation, Air Conditioning & Refrigeration**

#### First Semester
- AIR 121 Air Conditioning and Refrigeration I (4)
- AIR 154 Heating Systems I (3)
- ENG 131 Technical Report Writing (3)  
  *(or ENG 111)*
- ELE 115 Basic Electricity (3)
- MTH 120 Introduction to Mathematics (3)
- SDV 108 College Survival Skills (1)

17 Credits

#### Second Semester
- AIR 134 Circuits and Controls (4)
- AIR 235 Heat Pumps (3)
- AIR 257 Gas Fired Warm Air Furnaces (4)
- ITE 115 Intro. to Computer Applications & Concepts (3)

14 Credits

#### Third Semester
- AIR 190 Coordinated Internship (1)
- AIR 238 Advanced Troubleshooting & Service (3)
- AIR 253 Air Conditioning Systems III (3)
- HLT 100 First Aid & Cardiopulmonary Resuscitation (3)
- AIR 117 Metal Layout I (3)

13 Credits

**Total Semester Hours:** 44
Health Sciences

Award: Certificate
Length: 2 semesters

Purpose: This program will prepare graduates for entry into many health science programs of study. Public School students may complete this program through dual enrollment for entry into many post secondary health science programs as a sophomore. The program is designed to serve both the needs of students interested in the associate degree nursing program at PHCC and those interested in allied health programs at other schools of choice. Students transferring to other schools are responsible for verifying transferability of PHCC courses.

Occupational Objectives: This certificate prepares the student for entry into many different health career programs though completion of this certificate does not prepare the student for any specific jobs in the healthcare field.

Admission Requirements: Students must meet the general admission requirements established by the college. Certain certificate-related courses require satisfactory scores on college placement tests. Students with deficiencies will be required to complete satisfactorily developmental education courses before enrolling in these courses. Admission to the Health Sciences Certificate does not guarantee admission to the associate degree nursing program. Students interested in being admitted to the associate degree nursing need to see the nursing advisor.

Curriculum Requirements: The student must satisfactorily complete all courses or approved substitutes in the curriculum to receive a Certificate in Health Sciences. Students who complete a Health Science Certificate must earn a “C” average in all science, social science and math classes.

Sample Schedule
Health Sciences

First semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDV 108</td>
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<td>College Survival Skills</td>
</tr>
<tr>
<td>CST 110</td>
<td>3</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>College Composition I</td>
</tr>
<tr>
<td>ITE 115</td>
<td>3</td>
<td>Intro. to Computer Applications &amp; Concepts</td>
</tr>
<tr>
<td>HLT 143</td>
<td>3</td>
<td>Medical Terminology I</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 112</td>
<td>3</td>
<td>College Composition II</td>
</tr>
<tr>
<td>BIO 141</td>
<td>4</td>
<td>Human Anatomy and Physiology I</td>
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<td>HLT 230</td>
<td>3</td>
<td>Principles of Nutrition and Human Development</td>
</tr>
<tr>
<td>PSY 230</td>
<td>3</td>
<td>Developmental Psychology</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BIO 142</td>
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<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>MTH 126</td>
<td>3</td>
<td>Mathematics for Allied Health</td>
</tr>
<tr>
<td>SOC 200</td>
<td>3</td>
<td>Principles to Sociology</td>
</tr>
</tbody>
</table>

Minimum required for certificate: 36 credits

Total Semester Hours: 36
Industrial Welding

Award: Certificate  
Length: 3 Semesters

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

**Program Learning Outcomes:** Program graduates’ have generic and specific occupational skills to be competitive in welding positions in a variety of settings such as welding specialist, welding assistant, self-employment and industrial maintenance. Graduates demonstrate proficiency in 21st Century skills and use of current technological tools of the profession, and take an American Welding Society D1.1 Structural Welding Code Certification Test.

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

**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.

**Curriculum Requirements:** The student must satisfactorily complete all general education, program and elective requirements listed below to receive a Certificate in Industrial Welding.

**General Education Requirements (9 Credits):**
- ENG 131 Technical Report Writing I (3)  
- MTH 120 Introduction to Mathematics (3)  
- HLT 100 First Aid & Cardiopulmonary Resuscitation (3)

**Program Requirements (30 Credits):**
- SDV 108 College Survival Skills (1)  
- 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 (4)

**Minimum required for certificate:** 39 Credits

**Sample Schedule**

**Industrial Welding**

**First Semester**
- ENG 131 Technical Report Writing I 3
  *(or ENG 111)*
- MTH 120 Introduction to Mathematics 3
- SDV 108 College Survival Skills 1
- WEL 117 Oxyacetylene Welding and Cutting 3
- WEL 123 ARC Welding (Basic) 4
- WEL 150 Welding Drawing and Interpretation 2
  **16**

**Second Semester**
- HLT 100 First Aid and Cardiopulmonary Resuscitation 3
- WEL 126 Pipe Welding I 3
- WEL 124 ARC Welding (Advanced) 4
- WEL 130 Inert Gas Welding 3
- WEL 145 Welding Metallurgy 3
  **16**

**Third Semester**
- WEL 198 Seminar and Project 4
- WEL 141 Welding Qualification Tests I 3
  **7**

**Total Semester Hours:** 39
Practical Nursing

Award: Certificate
Length: 3 Semesters

Purpose: The purpose of this program is to prepare selected students to qualify as practitioner of practical nursing in a variety of health service facilities. After successful completion of the program, students will be eligible for the National Council Licensure Examination-Practical Nurse. Passage of this exam will make the graduate eligible to be licensed as a Licensed Practical Nurse in the Commonwealth of Virginia.

Program Learning Outcomes: A graduate of the program will have demonstrated mastery of generic and specific occupational knowledge and skills prior to graduation. Skill and knowledge attainment is assured through regular, valid and reliable comprehensive assessment. Graduates of the program will be eligible to take the National Council Licensure Examination for Practical Nurses.

Special Accreditation Status: The program is approved by the Virginia Board of Nursing.

Occupational Objectives: Employment opportunities for the licensed practical nurse include staff positions in hospitals, long term care facilities, physicians’ offices, clinics, day care centers, industry, schools and home health care agencies.

Admission Requirements: The applicant must meet the following requirements for admission into the required clinical courses ((PNE 161, 141, 142, 163, 145, 151, 152, and 181). 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 95.
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 Form 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 (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.

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 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 prior to 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 $265
- Physical Examination $100
- Books $400-$800
- Graduation Pin cost depends on price of gold or silver $218
- AHA BCLS CPR certification $97
- Standardized Tests $50
- Application for Licensure fees $370
- Transportation to clinical agencies, seminars, etc. as required

Curriculum Requirements: Students must successfully complete all of the general education and program listed below to be awarded this certificate. 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.

**General Education Requirements (11 Credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG</td>
<td>111</td>
<td>College Composition I</td>
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<tr>
<td>NAS</td>
<td>150</td>
<td>Human Biology</td>
<td>4</td>
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<td>PSY</td>
<td>230</td>
<td>Developmental Psychology</td>
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<td>HLT</td>
<td>141</td>
<td>Introduction to Medical Terminology</td>
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**Program Requirements (38 Credits):**

<table>
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<tr>
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<td>161</td>
<td>Nursing in Health Changes I</td>
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<tr>
<td>PNE</td>
<td>141-142</td>
<td>Nursing Skills I-II</td>
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<tr>
<td>NUR</td>
<td>135</td>
<td>Drug Dosage Calculations</td>
<td>2</td>
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<tr>
<td>PNE</td>
<td>163</td>
<td>Nursing in Health Changes III</td>
<td>8</td>
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<tr>
<td>PNE</td>
<td>145</td>
<td>Trends in Practical Nursing</td>
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<tr>
<td>PNE</td>
<td>151-152</td>
<td>Med-Surgical Nursing I-II</td>
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<tr>
<td>PNE</td>
<td>173</td>
<td>Pharmacology for Practical Nurses</td>
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<tr>
<td>PNE</td>
<td>181</td>
<td>Clinical Experiences</td>
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<tr>
<td>SDV</td>
<td>108</td>
<td>College Survival Skills</td>
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Minimum required for certificate: **49 Credits**

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**Sample Schedule**

**Practical Nursing**

**First Semester**

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<th>Code</th>
<th>Title</th>
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<tr>
<td>PNE</td>
<td>161</td>
<td>Nursing in Health Changes I</td>
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<tr>
<td>PNE</td>
<td>141</td>
<td>Nursing Skills I</td>
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<tr>
<td>PNE</td>
<td>142</td>
<td>Nursing Skills II</td>
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<tr>
<td>NAS</td>
<td>150</td>
<td>Human Biology</td>
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<td>NUR</td>
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<td>Drug Dosage Calculations</td>
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<td>HLT</td>
<td>141</td>
<td>Introduction to Medical Terminology</td>
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<tr>
<td>SDV</td>
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<td>College Survival Skills</td>
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**Second Semester**

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<tr>
<td>PNE</td>
<td>163</td>
<td>Nursing in Health Changes III</td>
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<tr>
<td>PNE</td>
<td>173</td>
<td>Pharmacology for PN</td>
<td>2</td>
</tr>
<tr>
<td>PSY</td>
<td>230</td>
<td>Developmental Psychology</td>
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<tr>
<td>ENG</td>
<td>111</td>
<td>College Composition I</td>
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**Third Semester**

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<tr>
<td>PNE</td>
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<td>Medical-Surgical Nursing I</td>
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<tr>
<td>PNE</td>
<td>152</td>
<td>Medical-Surgical Nursing II</td>
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<td>PNE</td>
<td>181</td>
<td>Clinical Experience</td>
<td>5</td>
</tr>
<tr>
<td>PNE</td>
<td>145</td>
<td>Trends in Practical Nursing</td>
<td>1</td>
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</table>

**Total Semester Hours: 49**
**Therapeutic Massage**

**Award:** Certificate  
**Length:** 4 Semesters

**Purpose:** To prepare graduates for the national certification in Massage Therapy in Virginia.

**Program Learning Outcomes:** A graduate of the program will have demonstrated mastery of generic and specific occupational skills prior to graduation. Skill attainment is assured through regular, valid, and reliable comprehensive assessment. Graduates will be eligible to take the National Certification Board for Therapeutic Massage and Bodywork examination. After successful passage of this exam, the graduate will be eligible for licensure in Virginia as a Massage Therapist.

**Occupational Objectives:** Licensed graduates with national certification can work independently in a variety of health care, business, and recreational settings as well as self employment. Businesses using massage therapists include hotels, cruise ships, hospitals, corporations, doctors’ offices, and many spa or personal wellness agencies.

**National Certification:** Graduates of the program must have a minimum of 700 documented hours of supervised training to be eligible to take the national test. Passage of the test will allow graduates to become licensed as a Massage Therapist by the Commonwealth of Virginia.

**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. (See Allied Health Advisor prior to enrollment)

**Curriculum Requirements:** The student must satisfactorily complete all general education, program and elective requirements listed below to receive a Certificate in Therapeutic Massage.

**General Education Requirements (15 Credits):**
- ENG 111 College Composition I (3)   
- ENG 112 College Composition II (3)   
- BUS 165 Small Business Management (3)   
- HLT 105 Cardiopulmonary Resuscitation (1)   
- PED 109 Yoga (1)   
- NAS 150 Human Biology (4)

**Program Requirements (25 Credits):**
- HLT 195 Theories of Massage (3)   
- HLT 180 Therapeutic Massage I (3)   
- HLT 280 Therapeutic Massage II (3)   
- HLT 281 Therapeutic Massage III (3)   
- HLT 295 Specialized Massage Therapies (3)   
- HLT 220 Concepts of Disease (3)   
- HLT 143 Medical Terminology I (3)   
- HLT 116 Personal Wellness (3)   
- SDV 108 College Survival Skills (1)

Minimum required for certificate: 40 Credits

Students must complete each of the above requirements for a total of 40 credit hours. Please note this program is designed to be done part time with many of the classes scheduled in the evenings and weekends.

**Sample Schedule**  
**Therapeutic Massage**

**First Semester**
- ENG 111 College Composition I  3
- HLT 195 Theories of Massage  3
- HLT 180 Therapeutic Massage I  3
- NAS 150 Human Biology  4
- SDV 108 College Survival Skills  1
  **14**

**Second Semester**
- ENG 112 College Composition II  3
- HLT 116 Personal Wellness  3
- HLT 280 Therapeutic Massage II  3
- HLT 295 Specialized Massage Therapies  3
- PED 109 Yoga  1
  **13**

**Third Semester**
- HLT 143 Medical Terminology  3
- BUS 165 Small Business Management  3
- HLT 105 Cardiopulmonary Resuscitation  1
- HLT 220 Concepts of Disease  3
- HLT 281 Therapeutic Massage III  3
  **13**

**Total Semester Hours: 40**
Career Studies
Certificates

Art Studies
Automotive Engine Technology
Auto Body Technology
Building Trades Technology
Community Services Leadership
Computer Service Technician
Culinary Arts
Culinary and Hospitality Management
Customer Support Specialist
Early Childhood Instruction
E-Commerce Management
Emergency Medical Technician – Basic
Emergency Medical Technician-Intermediate
Emergency Medical Technician-Paramedic
Entrepreneurial Studies
Graphic Communications
Heating, Ventilation, Air Conditioning & Refrigeration
Horticulture
Industrial Controls
Industrial Maintenance Electronics
International Business

Internet Webmaster
Management Assistant
Manufacturing Technician
Medical Transcription
Microcomputer Literacy
Motorsports Engines Technology
Motorsports Fabrication and Set-Up Technology
Motorsports Management
Nurse Aide Training
Office Assisting
Pharmacy Technician
Residential/Commercial/Industrial Electrician
School-Age Child Care
Small Business Management
Supervision
Theatre Arts
Viticulture
Welding
Wellness

Career Studies Certificates require less than a full year of study in an occupational area, but include key courses for a strong introduction to the area of study. They are designed primarily to enhance or develop job skills.
Career Studies Certificates

**Length:** Variable for upgrading, retraining and continuing career students. The options within this program 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.

**Purpose:** Many students seek post-secondary career programs of study that are less than the conventional one-or two-year programs. The Career Studies Certificate 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.

**Certificate Award:** After satisfactorily completing courses with a “C” average (2.0), the student should contact the registrar’s office and apply for graduation after verification that all program requirements have been met. Students interested in a certificate, diploma or associate degree should talk to a counselor to investigate the possibilities of using these courses in other curricula.

**Admission Requirements:** Students must meet the general admission requirements established by the college.

**Other Information:** Certain certificate-related courses require satisfactory scores on college placement tests. Students with deficiencies will be required to complete satisfactorily developmental education courses before enrolling in these courses. Other certificate-related courses may be taken while developmental education are being completed. Some programs, such as Therapeutic Massage require additional expenditures for supplies and equipment. Please check with the appropriate division dean for this information.

### Art Studies

**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.
- Demonstrate competency in at least two areas within the field of visual arts.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 121</td>
<td>Drawing I (3)</td>
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<tr>
<td>ART 122</td>
<td>Drawing II (3)</td>
<td></td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II (3)</td>
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</tr>
<tr>
<td>ART 101</td>
<td>History and Appreciation of Art I (3)</td>
<td></td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I (3)</td>
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</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
<td></td>
</tr>
</tbody>
</table>

Student must complete the above 13 credits to be awarded the Career Studies Certificate in Art Studies.

### Automotive Engine Technology

**Purpose:** This program is designed for students who wish to enter advanced Motorsports engine courses. Students must score 80 points or higher on the PHCC engine technology assessment to proceed. Students with deficiencies in Automotive Technology will complete additional course work. Students must complete all required courses as advised by department faculty and maintain a 2.5 Curriculum Grade Point Average to continue in the program. Tools for the program are required.

**Program Learning Outcomes:** Graduates will have fundamental skills for advanced training in dynamics of high performance engines. Graduates will demonstrate proficiency in automotive engine repair and maintenance.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AUT 109</td>
<td>Applied Mathematics for Automotive Technicians (3)</td>
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<tr>
<td>AUT 111</td>
<td>Automotive Engines I (3)</td>
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<tr>
<td>AUT 112</td>
<td>Automotive Engines II (3)</td>
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<tr>
<td>AUT 113</td>
<td>Cylinder Block Service I (3)</td>
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<tr>
<td>AUT 114</td>
<td>Cylinder Head Service II (3)</td>
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<tr>
<td>AUT 120</td>
<td>Introduction to Automotive Machine Shop (3)</td>
<td></td>
</tr>
<tr>
<td>AUT 190</td>
<td>Coordinated Internship (1)</td>
<td></td>
</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
<td></td>
</tr>
</tbody>
</table>

Students must complete the above 20 credit hours to be awarded the Career Studies Certificate in Automotive Engine Technology.

### Auto Body Technology

**Purpose:** This program is designed for students who wish to gain basic skills for entry level positions in Auto Body repair.

**Program Learning Outcomes:** Graduates will have fundamental skills for entry level auto body repair. Graduates will demonstrate proficiency in automotive collision repair and maintenance.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUB 106</td>
<td>Basic Sheet Metal Operations (4)</td>
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<tr>
<td>AUB 116</td>
<td>Auto Body Repair (4)</td>
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</tr>
<tr>
<td>AUB 118</td>
<td>Automotive Paint Preparation (4)</td>
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</tr>
<tr>
<td>AUB 119</td>
<td>Automotive Painting (4)</td>
<td></td>
</tr>
<tr>
<td>AUB 290</td>
<td>Coordinated Internship (3)</td>
<td></td>
</tr>
</tbody>
</table>

Students must complete the above 19 credit hours to be awarded the Career Studies Certificate in Auto Body Technology.
Building Trades Technology

**Purpose:** This program is designed to provide introductory training for individual seeking entry-level employment in trades-related fields.

**Program Learning Outcomes**
Graduates will have fundamental skills for entry level construction tradesman. Graduates will demonstrate proficiency in fundamental carpentry, electricity, plumbing, and masonry.

- BLD 105 Shop Practices and Procedures (3)
- BLD 111 Blueprint Reading and Building Code (3)
- BLD 135 Building Construction Carpentry (3)
- BLD 140 Principles of Plumbing Trade I (3)
- BLD 147 Principles of Block and Bricklaying (3)
- BLD EEE Elective (3)
- ELE 110 Home Electric Power (3)
- ENG 111 College Composition I (3)
- MTH 21 Survey of Technical Mathematics I (3)
- SDV 108 College Survival Skills (1)

Students must complete the above 28 credit hours to be awarded the Career Studies Certificate in Building Trades Technology.

Community Services Leadership

**Purpose:** This program is designed for front-line and mid-level supervisors and aspiring leaders in community service-oriented organizations within the region, such as Piedmont Community Services.

**Program Learning Outcomes:**
Graduates will develop supervisory and leadership skills necessary to become effective supervisors, managers, and leaders.

- BUS 111 Principles of Supervision I (3)
- BUS 112 Principles of Supervision II (3)
- BUS 205 Human Resource Management (3)
- BUS 265 Ethical Issues in Management (3)
- CST 115 Small Group Communication (3) **or**
- CST 110 Introduction to Communication (3)
- BUS or PBS Elective (3)

Students must complete the above 18 credit hours to be awarded the Career Studies Certificate in Community Services Leadership.

Computer Service Technician

**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.

**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.

- CSC 110 Introduction to Computing (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- ITE 199 Supervised Study-Certification Exam Preparation (3)
- ITN 106 Microcomputer Operating Systems (3)
- ITN 107 Personal Computer Hardware and Troubleshooting (3)
- SDV 108 College Survival Skills (1)

Students must complete the above 16 credit hours to be awarded the Career Studies Certificate in Computer Service Technician.

Culinary Arts

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

**Program Learning Outcomes:**
Upon completion, each student has a working knowledge of food production in a professional culinary work environment.

- 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 Elective (3)
- ITE 115 Intro. To 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

**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)
- 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)
Students must complete the above 29 credit hours to be awarded the Career Studies Certificate in Culinary and Hospitality Management.

Customer Support Specialist

**Purpose:** This program is designed to provide skills and knowledge for employment as a customer support/help desk associate and certification from the Help Desk Institute as a Customer Support Specialist.

**Program Learning Outcomes:** A student will be able to:
- Demonstrate knowledge and skills related to the customer service profession in the areas of professionalism, customer service skills, and customer service processes.
- Demonstrate proficiency in personal computer operations and applications.

Students must complete the above 13 credit hours to be awarded the Career Studies Certificate in Customer Support Specialist.

Early Childhood Instruction

**Purpose:** This program is designed to provide individuals working in supportive roles in education with appropriate knowledge and skills needed in the classroom. Students should complete all necessary developmental courses prior to or in conjunction with these courses.

**Program Learning Outcomes:** Graduates will have fundamental skills for entry level classroom assistance. Graduates will demonstrate proficiency in education methods, instructional technology, presentations, and lesson planning.

Students must complete each of the above requirements for a total of 27 credits to be awarded the Career Studies Certificate in Early Childhood Instruction.

Emergency Medical Technician – Basic**

**Pending approval**

**Purpose:** This program is designed to provide knowledge and skills to prepare the student to qualify as practitioners of emergency medical services in a variety of health service facilities. Employment opportunities for the emergency medical technician include pre-hospital EMS agencies, municipal fire departments, emergency departments in hospitals, nursing homes, physician’s offices, clinics, industry, and home health care agencies. After successful completion of the program students will be eligible to take both the National Registry of Emergency Medical Technicians and the Virginia Office of EMS Emergency Medical Technician certification examination.

**Program Learning Outcomes:** Graduates of the program will have the knowledge and skills to practice as an Emergency Medical Technician in a variety of health service facilities. A graduate of the program will have demonstrated mastery of generic and specific basic life support skills prior to graduation. Skill attainment is assured through regular, valid and reliable comprehensive assessment.

**Admission Requirements:** Students must meet the following requirements for admission to the EMT – Basic Career Studies Certificate 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.
3. Completion of PHCC Admission Placement tests unless appropriate college level English or math courses have been successfully completed.
4. Students holding current Virginia certification as either an Emergency Medical Technician–Basic or EMT-Enhanced may be considered for advanced placement after all other admission requirements are met.

The typical physical demands of an emergency medical technician 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 emergency medical technician 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.

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 program.

To graduate from the program, a student must have a “C” or above in all EMS courses.

EMS 111   Emergency Medical Technician – Basic (7)
EMS 120   EMT-Basic Clinical (1)
SDV 108   College Survival Skills (1)

Students must complete the above 9 credits to be awarded the Career Studies Certificate in EMT-Basic.

Emergency Medical Technician-Intermediate** (Pending approval)

Purpose: This program is designed to provide knowledge and skills to prepare the student to qualify as practitioners of emergency medical services in a variety of health service facilities. Employment opportunities for the EMT-Intermediate include pre-hospital EMS agencies, municipal fire departments, emergency departments in hospitals, nursing homes, physician’s offices, clinics, industry, and home health care agencies. After successful completion of the program students will be eligible to take the National Registry of Emergency Medical Technicians EMT-Intermediate certification examination.

Program Learning Outcomes: Graduates of the program will have the knowledge and skills to practice as an EMT-Intermediate in a variety of health service facilities. A graduate of the program will have demonstrated mastery of generic and specific basic and advanced life support skills prior to graduation. Skill attainment is assured through regular, valid and reliable comprehensive assessment.

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 reading, writing 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-Basic 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.
Purpose: 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.

- Be accepted as a student to the college.
- 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.
- Completion of PHCC Admission Placement tests unless appropriate college level English or math courses have been successfully completed. If any developmental courses in reading, writing 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.
- 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. 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.
- 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.

Emergency Medical Technician-Paramedic**

(Pending approval)

Purpose: This program is designed to provide knowledge and skills to prepare the student to qualify as practitioners of emergency medical services in a variety of health service facilities. 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 care agencies. After successful completion of the program students will be eligible to take the National Registry of Emergency Medical Technicians Paramedic certification examination.

Program Learning Outcomes: Graduates of the program will have the knowledge and skills to practice as a Paramedic in a variety of health service facilities. A graduate of the program will have demonstrated mastery of generic and specific basic and advanced life support paramedic skills prior to graduation. Skill attainment is assured through regular, valid and reliable comprehensive assessment.

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.

- Be accepted as a student to the college.
- 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.
- Completion of PHCC Admission Placement tests unless appropriate college level English or math courses have been successfully completed. If any developmental courses in reading, writing 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.
- 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. 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.
- 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 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.

To remain in the program, a student must have a “C” or above in all courses.

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMS 151</td>
<td>Introduction to Advanced Life Support (4)</td>
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<tr>
<td>EMS 153</td>
<td>Basic ECG Recognition (2)</td>
<td></td>
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<tr>
<td>EMS 155</td>
<td>ALS Medical Care (4)</td>
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<tr>
<td>EMS 157</td>
<td>ALS Trauma Care (3)</td>
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<tr>
<td>EMS 159</td>
<td>ALS Special Populations (2)</td>
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<tr>
<td>EMS 170</td>
<td>ALS Internship I (2)</td>
<td></td>
</tr>
<tr>
<td>EMS 172</td>
<td>ALS Clinical Internship II (2)</td>
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<tr>
<td>EMS 173</td>
<td>ALS Field Internship II (1)</td>
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<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
<td></td>
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<tr>
<td>EMS 211</td>
<td>Operations (2)</td>
<td></td>
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<tr>
<td>EMS 205</td>
<td>Advanced Pathophysiology (3)</td>
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<tr>
<td>EMS 207</td>
<td>Advanced Patient Assessment (3)</td>
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<td>EMS 209</td>
<td>Advanced Pharmacology (4)</td>
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<td>EMS 211</td>
<td>Operations (2)</td>
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<td>EMS 242</td>
<td>ALS Clinical Internship III (1)</td>
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<td>EMS 243</td>
<td>ALS Field Internship III (1)</td>
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<td>EMS 245</td>
<td>ALS Field Internship IV (1)</td>
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<td>NAS 150</td>
<td>**Human Biology (4)</td>
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</tr>
<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
<td></td>
</tr>
</tbody>
</table>
** Student may substitute BIO 141 – Human Anatomy & Physiology I or BIO 142 – Human Anatomy & Physiology II Student must complete the above 23 credits to be awarded the Career Studies Certificate in EMT-Paramedic

**E-Commerce Management**

**Purpose:** This program is designed to provide skills related to electronic commerce, electronic marketing, and web page design to entrepreneurs and other business professionals.

**Program Learning Outcomes:** A student will be able to:
- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.
- Demonstrate the ability to plan.
- Demonstrate knowledge of design and construction of web pages for effective business use.

**BUS** 116 Entrepreneurship (3)
**BUS** 280 Introduction to International Business (3)
**ITD** 110 Web Page Design I (3)
**ITE** 115 Intro. to Computer Applications & Concepts (3)
**ITE** 130 Introduction to Internet Services (3)
**MKT** 100 Principles of Marketing (3)
**MKT** 260 Customer Service Management (3)
**MKT** 281 Principles of Internet Marketing (3)
**SDV** 108 College Survival Skills (1)

Students must complete the above 25 credits to be awarded the Career Studies Certificate in E-Commerce Management.

**Entrepreneurial Studies**

**Purpose:** This program is designed to provide skills in establishing a successful small business.

**Program Learning Outcomes:** A student will be able to:
- Demonstrate knowledge in the development of a business plan.
- Describe the qualities needed for a successful entrepreneur.

**BUS** 165 Small Business Management (3)
**BUS** 116 Entrepreneurship (3)
**SDV** 108 College Survival Skills (1)

Approved Elective (3)

Students must complete the above 10 credits to be awarded the Career Studies Certificate in Entrepreneurial Studies.

**Graphic Communications**

**Purpose:** This program is designed to provide skills specifically related to the design and generation of computer graphics and page layout.

**Program Learning Outcomes:** A student will be able to:
- Demonstrate skills in the development of computer graphics.
- Demonstrate skills in the development of web pages.

**ART** 121 Drawing I (3)

**ITD** 110 Web Page Design I (3)
**ITD** 112 Designing Web Page Graphics (3)
**ITD** 220 Web Page Design II (3)
**ITE** 115 Intro. to Computer Applications & Concepts (3)
**ITE** 130 Introduction to Internet Services (3)
**ITP** 160 Intro. to Game Design & Development (3)
**SDV** 108 College Survival Skills (1)

Approved Fine Arts elective (3)

Students must complete the above requirements for a total of 25 credits to receive the Career Studies Certificate in Graphic Communications.

**Horticulture**

**Purpose:** The purpose of this program is to provide broad based skills to be applied to the horticultural industry. Graduates will be prepared for a variety of employment opportunities such as: Landscaper, Landscape Contractor, nursery employee, and estate grounds maintenance. Applicants must meet placement requirements of ENG 03, ENG 05, and MTH 02.

**HRT** 100 Introduction to Horticulture (3)
**HRT** 110 Principles of Horticulture (3)
**HRT** 115 Plant Propagation (3)
**HRT** 190 Coordinated Internship (2)
**HRT** 201 Landscape Plants I (3)
**HRT** 202 Landscape Plants II (3)
**HRT** 226 Greenhouse Management (3)
**HRT** 275 Landscape Construction and Maintenance (3)
**VEN** 120 Viticulture I (3)
**VEN** 121 Viticulture II (3)
Students must complete the above 29 credit hours to be awarded the Career Studies Certificate in Horticulture.

Industrial Controls

**Purpose:** This program is designed to provide the knowledge and 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 electrical codes, OSHA criteria, programming system controllers, and system troubleshooting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELE 113-114</td>
<td>Electricity I-II (6)</td>
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<tr>
<td>ELE 133-134</td>
<td>Practical Electricity I-II (6)</td>
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<tr>
<td>ELE 138</td>
<td>National Electrical Code (2)</td>
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<tr>
<td>ELE 239</td>
<td>Programmable Controllers (3)</td>
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<tr>
<td>ELE 240</td>
<td>Advanced Programmable Logic Controllers (3)</td>
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<tr>
<td>ETR 141</td>
<td>Electronics I (3)</td>
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<tr>
<td>ETR 151</td>
<td>Electronic Circuits/Troubleshooting (2)</td>
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<tr>
<td>ETR 168</td>
<td>Digital Circuits and Fundamentals (3)</td>
<td></td>
</tr>
<tr>
<td>ETR 198</td>
<td>Seminar and Project in Troubleshooting (1)</td>
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</tbody>
</table>

Students must complete each of the above requirements for a total of 29 credits to be awarded the Career Studies Certificate in Industrial Controls.

Industrial Maintenance Electronics

**Purpose:** This program is designed to provide 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 electrical codes, OSHA criteria, and system troubleshooting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELE 113-114</td>
<td>Electricity I-II (6)</td>
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<tr>
<td>ELE 133</td>
<td>Practical Electricity I (3)</td>
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<tr>
<td>ETR 141</td>
<td>Electronics I (3)</td>
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</tr>
<tr>
<td>ETR 151</td>
<td>Electronic Circuits and Troubleshooting (2)</td>
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<tr>
<td>ETR 168</td>
<td>Digital Circuits and Fundamentals (3)</td>
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<tr>
<td>ETR 198</td>
<td>Seminar and Project in Troubleshooting (1)</td>
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</tbody>
</table>

Students must complete the above 18 credits to be awarded the Career Studies Certificate in Industrial Maintenance Electronics.

International Business

**Purpose:** This program is designed to provide the business professional and entrepreneur with knowledge of international business principles and customs related to business transactions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 116</td>
<td>Entrepreneurship (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 280</td>
<td>Introduction to International Business (3)</td>
<td></td>
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<tr>
<td>GEO 210</td>
<td>People &amp; the Land: Intro. to Cult. Geography (3)</td>
<td></td>
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<tr>
<td>ITE 115</td>
<td>Intro. to Computer Applications &amp; Concepts (3)</td>
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<tr>
<td>ITE 130</td>
<td>Introduction to Internet Services (3)</td>
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<tr>
<td>MKT 100</td>
<td>Principles of Marketing (3)</td>
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<tr>
<td>MKT 260</td>
<td>Customer Service Management (3)</td>
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<tr>
<td>MKT 275</td>
<td>International Marketing (3)</td>
<td></td>
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<tr>
<td>SDV 108</td>
<td>College Survival Skills (1)</td>
<td></td>
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<tr>
<td>Foreign Language Elective (3)</td>
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</tbody>
</table>

Student must complete the above 28 credits to be awarded the Career Studies Certificate in International Business.

Internet Webmaster

**Purpose:** This program is designed to provide skills and knowledge for employment as a webmaster and certification from CIW as a Certified Internet Webmaster Associate.

**Program Learning Outcomes:** A student will be able to:
- Demonstrate basic knowledge of Internet fundamentals and technologies.
- Demonstrate skills in basic network infrastructure.
- Demonstrate web authoring fundamentals using XHTML.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSC 110</td>
<td>Introduction to Computing (3)</td>
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<tr>
<td>ITE 115</td>
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<tr>
<td>ITE 130</td>
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<td>ITN 101</td>
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<td>SDV 108</td>
<td>College Survival Skills (1)</td>
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</table>

Student must complete the above 19 credits to be awarded the Career Studies Certificate in Internet Webmaster.

Management Assistant

**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)
ENG 112 College Composition II (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 28 credits to be awarded the Career Studies Certificate in Management Assistant.

Manufacturing Technician

BUS 195 Business Ethics (1)
ELE 195 Applications in Motor Control (3)
ETR 115 AC/DC Circuits (3)
[or ELE 195 Applications in Basic Electricity(3)]
[or ELE 195 Mechatronics (3)]
ITE 102 Computers and Information Systems (2)
IND 195 KeyTrain Remediation (1)
IND 195 Systematic Problem Solving (1)
IND 181 World Class Manufacturing (3)
IND 195 Interpreting Engineering Drawings/Hand Tools/Metrology (2)
ITE 195 TekXam Certification (2)
MEC 195 Applications in Fluid Power (2)
MEC 195 Applications in Mechanical Systems (2)
SAF 195 Industrial Safety (1)
SDV 108 College Survival Skills (1)

Student must complete the above 24 credits to be awarded the Career Studies Certificate in Manufacturing Technician.

Medical Transcription

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.

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 (2)
AST 271 Medical Office Procedures I (3)
ENG 111 College Composition I (3)
HLT 143 Medical Terminology (3)
ITE 115 Intro. to Computer Applications & Concepts (3)
HIM 143 Managing Electronic Billing in a Medical Practice (2)
SDV 108 College Survival Skills (1)

Student must complete the above 27 credits to be awarded the Career Studies Certificate in Medical Transcription.

Microcomputer Literacy

Purpose: This program is designed to provide basic microcomputer literacy skills (terminology, hardware, Internet, email) and knowledge of a word processing, spreadsheet, database, and presentation software package leading to IC3 certification from Certiport, Inc.

Program Learning Outcomes: A student will be able to:
• Document skills related to fundamentals of computer hardware.
• Document skills related to the fundamentals of computer software, including operating systems, word processing, spreadsheet, presentation, and electronic mail software.
• Document skills related to use of the Internet and networks.

CSC 110 Introduction to Computing (3)
ITE 115 Intro. to Computer Applications & Concepts (3)
ITE 130 Introduction to Internet Services (3)
ITE 150 Desktop Database Software (3)
ITE 199 Supervised Study-Certification Exam Preparation (3)
SDV 108 College Survival Skills (1)

Student must complete the above 16 credits to be awarded the Career Studies Certificate in Microcomputer Literacy.

Motorsports Engine Technology

Purpose: To provide advanced skills and knowledge in the production of high performance engines to meet workforce needs of race teams and engine manufacturers. Students must score 80 points on the PHCC Fundamental Automotive Technology Skills assessment to enter this program. Students determined to have deficiencies in Fundamental Automotive Skills will complete additional course work. Students must maintain a 2.5 Curriculum Grade Point Average to stay in the program. Tools for program are required.

Program Learning Outcomes: Graduates will have fundamental skills for race car component installation and repair. Graduates will demonstrate proficiency tear-down, component assessment, parts selection, and reassembly of a race engine.

MTS 126 Motorsports Technology II (3)
MTS 140 Stock Car Engines I (3)
MTS 150 Engine Machining Processes I (4)
MTS 195 High Performance Engine Induction Systems (3)
MTS 240 Stock Car Engines II (3)
MTS 250 Engine Machining Processes II (3)
MTS 290 Coordinated Internship (2)
MTS 295 Introduction to Pit Stop (2)
Motorsports Fabrication and Set Up Technology

**Purpose:** To provide advanced skills and knowledge in the production of round track race cars to meet workforce needs of race teams. Students must maintain a 2.5 Curriculum Grade Point Average to stay in the program.

**Program Learning Outcomes:** Graduates will have fundamental skills for race car component installation and repair. Graduates will demonstrate proficiency structural alignment, vehicle set up for prescribed environments, and adjustment to track conditions.

- MTS 130 Motorsports Structural Technology (3)
- MTS 131 Motorsports Structural Technology II (3)
- MTS 132 Motorsports Structural Technology III (3)
- MTS 135 Sheet Metal Fabrication (3)
- MTS 210 Race Car Setup I (3)
- MTS 211 Race Car Setup II (3)
- MTS 290 Coordinated Internship (2)
- MTS 295 Introduction to Pit Stop (2)
- MTS 295 Machine Welding (3)
- MTS 298 Race Car Setup III (3)
- SDV 108 College Survival Skills (1)

Students must complete the above 29 credit hours to be awarded the Career Studies Certificate in Motorsports Fabrication and Set Up Technology.

Motorsports Management

**Purpose:** This program is designed to give specialized skills related to the management of a motorsports-related business. Students must maintain a 2.5 Curriculum Grade Point Average to stay in the program.

- BUS 200 Principles of Management (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- MKT 100 Principles of Marketing (3)
- MKT 260 Customer Service Management (3)
- MTS 100 Introduction to Motorsports Management (3)
- MTS 110 Introduction to Motorsports Marketing (3)
- MTS 125 Motorsports Technology I (3)
- MTS 190 Coordinated Internship (3)
- MTS 298 Projects in Motorsports Marketing (3)
- SDV 108 College Survival Skills (1)

Students must complete the above 29 credits to be awarded the Career Studies Certificate in Motorsports Management.

Nurse Aide Training

**Purpose:** This program is designed to provide skills and knowledge to prepare the student to take the certification test as a certified Nurse Aide in Virginia. Developmental pre-requisites are: ENG 01, ENG 04, MTH 02; and ENG 03, ENG 05 for required HLT classes. Students must pass a criminal background check to be eligible for clinical experiences.

- HCT 101 Health Care Technician I (4)
- HCT 102 Health Care Technician II (4)
- HCT 110 Therapeutic Communication in the Health Care Setting (3)
- HLT 100 First Aid and Cardiopulmonary Resuscitation (3)
- ITE 95 Introduction to Microcomputers (2)
- SDV 108 College Survival Skills (1)

Students must complete each of the above requirements for a total of 17 credits to be awarded the Career Studies Certificate in Nurse Aide Training.

Office Assisting

**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 113 Keyboarding for Speed and Accuracy (1)
  [or AST 154 Introduction to Voice Recognition Software (1)]
- AST 141 Word Processing (3)
- AST 234 Records and Database Management (3)
- AST 243 Office Administration I (3)
- ENG 111 College Composition I (3)
- ENG 112 College Composition II (3)
- ITE 115 Intro. to Computer Applications & Concepts (3)
- SDV 108 College Survival Skills (1)
- Approved Elective (3)

Students must complete the above 29 credits to be awarded the Career Studies Certificate in Office Assisting.

Pharmacy Technician

**Purpose:** This program is designed to prepare personnel to perform skilled duties and to assist the pharmacist-in-charge. Some examples of job duties include: computer information entry, preparation of prescription labels, assisting the pharmacists in filling prescriptions, ordering pharmaceuticals and supplies, and customer assistance.

Students need to place out of developmental reading and algebra on the college placement test or have successfully completed those courses before registering for any of the required HLT or NUR courses.

Prior to registering for HLT 190, students are required to
undergo mandatory drug screening and criminal background checks. Students must have a negative drug screen and criminal background check in order to begin pharmacy tech clinical experiences.

ITE  80  Basic Keyboarding I (2)
HCT  110  Therapeutic Communication in Health Care Setting (3)
HLT  190  Coordinated Internship (5)
HLT  143  Medical Terminology (3)
HLT  261  Basic Pharmacy I (3)
HLT  262  Basic Pharmacy II (3)
MTH  126  Math for Allied Health (3)
NUR  135  Drug Dosage Calculations (2)
NUR  230  Pharmacology (3)
SDV  108  College Survival Skills (1)

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

Residential/Commercial/Industrial Electrician

Purpose: This program is designed to provide skills for entry-level positions in the practice of electrical servicing.

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, and wiring circuits.

ELE  113-114  Electricity I-II (6)
ELE  110  Home Electric Power: Residential (3)
ELE  133  Practical Electricity I: Commercial (3)
ELE  134  Practical Electricity II: Industrial (3)
ELE  138  National Electrical Code (2)
ELE  239  Programmable Controllers (3)

Student must complete each of the above classes for a total of 20 credits to be awarded the Career Studies Certificate in Residential/Commercial/Industrial Electrician.

School-Age Child Care

Purpose: This program is designed to meet the training needs of students who want to work with school-age children, age 5-12, in before- and after-school programs. The curriculum also offers an organized course of study for those who wish to increase their knowledge and understanding of child development.

Program Learning Outcome: Graduates will have fundamental skills for entry level classroom assistance. Graduates will demonstrate proficiency in education methods, instructional technology, presentations, and lesson planning.

CHD  125  Creative Activities (3)
CHD  220  Introduction to School-Age Child Care (3)

Small Business Management

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 behavior and describe the characteristics of successful entrepreneurs.
• Demonstrate the ability to plan and development of a comprehensive business plan.

ACC  134  Small Business Taxes (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  Intro. 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.

Supervision

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. to 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.

Theatre Arts

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.
• Demonstrate competency in at least one area related to theatre production.

CST 110 Introduction to Communication (3)
CST 131 Acting I (3)
CST 132 Acting II (3)
CST 136 Theatre Workshop (6)
CST 231 History of the Theatre I (3)
[or CST 130 Introduction to the Theatre (3)]
SDV 108 College Survival Skills (1)

Student must complete the above 19 credits to be awarded the Career Studies Certificate in Theater Arts.

Viticulture

Purpose: The purpose of this program is to provide skills and experience that may be applied to a rapidly expanding grape industry in the eastern portion of the country. The grape industry is centered in the western portion of the U.S. and their conditions vary greatly from those in the east. Students will gain insight into conditions and problems that face eastern growers and prepare themselves for jobs as vineyard workers, vineyard managers, winery personnel, and retail sales specialist. Applicants must meet placement requirements of ENG 03, ENG 05, and MTH 02.

VEN 100 Introduction to Viticulture (3)
VEN 110 Vineyard Establishment (3)
VEN 120 Viticulture I (3)
VEN 121 Viticulture II (3)
VEN 125 Vineyard Management (3)
VEN 130 Introduction to Winemaking (3)
VEN 135 Wine Production (3)
VEN 140 Grape Pest and Disease Management (3)
VEN 190 Coordinated Internship (3)

Students must complete the above 27 credits to be awarded the Career Studies Certificate in Viticulture.

Welding

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.

Wellness

Purpose: This program is designed to provide skills related to physical fitness and wellness and an understanding of human development.

Program Learning Outcomes: A student will be able to:
• Develop a strategy for lifetime fitness.
• Describe consequences of daily choices related to the development of mind and body.

HLT 100 First Aid and Cardiopulmonary Resuscitation (3)
HLT 116 Personal Wellness (3)
HLT 121 Introduction to Drug Use and Abuse (3)
HLT 200 Human Sexuality (3)
HLT 204 Women’s Health (3)
HLT 230 Principles of Nutrition & Human Development (3)
PED 101 Fundamentals of Physical Activity I (1)
PED 102 Fundamentals of Physical Activity II (1)
PED 109 Yoga (1)
PSY 230 Developmental Psychology (3)
SDV 108 College Survival Skills (1)

Student must complete the above 25 credits to be awarded the Career Studies Certificate in Wellness.
# Developmental Prerequisites

Students may not enroll in the following programs until they have demonstrated proficiency on the placement examination or completed the appropriate development.

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<th>Course Name</th>
<th>Developmental Requirement</th>
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<tr>
<td>ITD, ITE, ITN, ITP</td>
<td>It is important that you see your advisor prior to registering for any of these courses. All 3-digit ITD, ITE, ITN &amp; ITP courses require ENG 03, ENG 05, MTE 1-3 and ITE 101 or equivalent.</td>
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</table>
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 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.

ACC 124 PAYROLL ACCOUNTING (2-3 cr.)
Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation. Lecture 2-3 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

ACC 134 SMALL BUSINESS TAXES (2-3 cr.)
Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Lecture 2-3 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

XXX 100, 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 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.

ACC 211 PRINCIPLES OF ACCOUNTING I (3-4 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-prerequisite ACC 211 or equivalent. Lecture 3-4 hours per week.

ACC 215 COMPUTERIZED ACCOUNTING (3-4 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-prerequisite ACC 211 or equivalent. Lecture 3-4 hours per week.

ACC 221 INTERMEDIATE ACCOUNTING I (3-4 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 3-4 hours per week.

ACCOUNTING (ACC)

ACC 214 PAYROLL ACCOUNTING (2-3 cr.)
Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation. Lecture 2-3 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

ACC 215 COMPUTERIZED ACCOUNTING (3-4 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-prerequisite ACC 211 or equivalent. Lecture 3-4 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: ENG 03, ENG 05, MTH 02.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

ADJ 107 SURVEY OF CRIMINOLOGY (3 cr.) Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05.

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 for ADJ 112, 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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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.

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)

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.

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.

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. Prerequisite: ADJ 236 or equivalent.

ADJ 281 - 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 2-3 hours per week. Total 4-5 hours per week.

ADJ 282 - 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 2-3 hours per week. Total 4-5 hours per week.

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 2-3 hours per week. Total 5-6 hours per week.

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 2-3 hours per week. Total 4-5 hours per week.

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 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

AGR 231 - AGROBUSINESS 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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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 2 hours. Laboratory 2-3 hours per week. Total 4-5 hours per week.

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, layout. Teaches fundamentals of drafting, basic drawing instruments, lettering practices. Lecture 1-2 hours. Laboratory 3-6 hours. Total 5-7 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

AIR 121 - AIR CONDITIONING AND REFRIGERATION I (3-4 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 troubleshooting of small commercial systems. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

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, operation 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 (3-4 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 2-3 hours. Laboratory 2-6 hours. Total 4-8 hours per week.

AIR 190 COORDINATED INTERNSHIP (1-5 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. Prerequisites: AIR 121, AIR 134, AIR 235.

AIR 235 HEAT PUMPS (3-4 cr.) Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 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 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisite AIR 121, AIR 134, AIR 154 & AIR 235.

AIR 253 - AIR CONDITIONING SYSTEMS III (3-4 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 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AIR 257 GAS FIRED WARM AIR FURNACES (4 cr.) Covers the study of mid and high efficiency gas-fired warm air furnaces and their components. Includes equipment components, installation, servicing and maintenance. Prerequisite: AIR 155. Lecture
ARTS (ART)

ART 100 ART APPRECIATION (3 cr.)
Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05

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: ENG 03, ENG 05. May be taken out of sequence.

ART 102 HISTORY AND APPRECIATION OF ART II (3 cr.)
Introduces 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: ENG 03, ENG 05. May be taken out of sequence.

ART 120 BEGINNING DRAWING (2 cr.)
Introduces principles and practices of the various media used in drawing. Lecture 1 hour. Studio instruction 2 hours. Total 3 hours per week.

ART 121 DRAWING I (3-4 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 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 122 DRAWING II (3-4 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 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 201 HISTORY OF ART I (3 cr.)
Studies the historical conflict of art of the ancient, medieval, Renaissance and modern worlds. Includes research project. Part I of II. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05. May be taken out of sequence.

ART 202 HISTORY OF ART II (3 cr.)
Studies the historical conflict of art of the ancient, medieval, Renaissance and modern worlds. Includes research project. Part II of II. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05. May be taken out of sequence.

ART 221 DRAWING III (3-4 cr.)
Introduces advanced concepts and techniques of drawing as applied to the figure, still life and landscape. Gives additional instruction in composition, modeling, space and perspective. Encourages individual approaches to drawing. Part I of II. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week. Prerequisite: ART 122.

ART 222 DRAWING IV (3-4 cr.)
Introduces advanced concepts and techniques of drawing as applied to the figure, still life and landscape. Gives additional instruction in composition, modeling, space and perspective. Encourages individual approaches to drawing. Part II of II. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 241 PAINTING I (3-4 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 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 242 PAINTING II (3-4 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 II of II. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 248 – PAINTING III (3-4 cr.)
Introduces advanced concepts and techniques of representational and abstract painting as applied to the head/figure, still-life, landscape and other subject matter including non-objective painting. Gives additional instruction in color, composition, modeling, space and perspective. Encourages individual approaches to painting. Prerequisite: ART 242 to ART 248. Part I of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

ART 283 COMPUTER GRAPHICS I (3-4 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. Part I of II. Lecture 1-2 hours. Studio instruction 3-4 hours. Total 5-6 hours per week.

ART 284 COMPUTER GRAPHICS II (3-4 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. Part II of II. Lecture 1-2 hours. Studio instruction 3-4 hours. Total 5-6 hours per week.

AMERICAN SIGN LANGUAGE (ASL)

ASL 101 AMERICAN SIGN LANGUAGE I (3-4 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 I of II. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ASL 102 AMERICAN SIGN LANGUAGE II (3-4 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 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ADMINISTRATIVE SUPPORT TECHNOLOGY (AST)

AST 80 BASIC KEYBOARDING I (1-2 cr.)
Introduces students to the basic operation of the microcomputer with the focus on the development of keyboarding skills using basic keyboarding by touch. Lecture 1-2 hours per week.

AST 101 KEYBOARDING I (2-4 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
necessary to provide organizational and administrative support role and the skills
Develops an understanding of the
AST 243 OFFICE ADMINISTRATION I (3 cr.)
Lecture 2-4 hours per week. Prerequisite: AST 101. A laboratory co-requisite (AST 104) may be required. Lecture 2-4 hours per week.

AST 113 KEYBOARDING FOR SPEED AND ACCURACY (1 cr.) Focuses on improving keyboarding speed and accuracy through assigned exercises that diagnose problem areas. Emphasizes increased productivity through improved speed and accuracy. Prerequisite AST 101 or equivalent. Lecture 0-1 hours. Laboratory 0-2 hours. Total 1-2 hours per week.

AST 141 WORD PROCESSING (SPECIFY SOFTWARE) (2-4 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 2-4 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 234 RECORDS AND DATABASE MANAGEMENT (2-4 cr.) Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. A laboratory co-requisite (AST 235) may be required. Lecture 2-4 hours per week. Prerequisite: ENG 03, ENG 05, ITE 115.

AST 238 WORD PROCESSING ADVANCED OPERATIONS (2-4 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 2-4 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 (2-4 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 2-4 hours per week. Prerequisite: HLT 143.

AST 260 PRESENTATION SOFTWARE (SPECIFY SOFTWARE) (2-4 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 2-4 hours per week. Prerequisite: ENG 03, ENG 05, 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, 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 body preparation for painting, the use of 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 (1-5 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.

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, piston displacement. Lecture 3 hours per week.

AUT 111 AUTOMOTIVE ENGINES I (3-4 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 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

AUT 112 AUTOMOTIVE ENGINES II (3-4 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 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

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.
Lecture 3 hours. Laboratory 0-3 hours. Total 5 hours per week.

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 corequisite for all other machinist courses. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

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 3 hours. Laboratory 0-3 hours. Total 3-6 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: ENG 03, ENG 05, MTH 02.

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: ENG 03, ENG 05, MTH 02.

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 (1-5 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.

AUT 215 EMISSIONS SYSTEMS DIAGNOSIS AND REPAIR (2 cr.)
Presents logical diagnostic paths to identify vehicle HC-CO, O2, and NOx 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 2-3 hours. Laboratory 2-3 hours. Total 4-6 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 2-3 hours. Laboratory 2-3 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.

AUT 265 AUTOMOTIVE BRAKING SYSTEMS (3-4 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 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

AUT 266 AUTO ALIGNMENT, SUSPENSION AND STEERING (3-4 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 1-2 hours. Laboratory 6 hours. Total 7-8 hours per week.

AUT 275 SHOP MANAGEMENT (2-3 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 2-3 hours per week.

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: ENG 03, ENG 05. May be taken out of sequence.

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: ENG 03, ENG 05. May be taken out of sequence.

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 2-3 hours. Total 5-6 hours per week. Prerequisite: ENG 03, ENG 05, 2 units of college prep high school science.
with a grade of C or better, or an approved equivalent such as NAS 150.

**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 2-3 hours. Total 5-6 hours per week. Prerequisite: BIO 101-102 or divisional approval. Lecture 3 hours. Total 5-6 hours per week. Part II of II. Lecture 3 hours. Laboratory 2-3 hours. Total 5-6 hours per week. Prerequisite: BIO 101-102 or divisional approval.

**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.

**BIO 231 HUMAN ANATOMY AND PHYSIOLOGY I (4 cr.)** Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data.

**BIO 232 HUMAN ANATOMY AND PHYSIOLOGY II (4 cr.)** Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data.

**BIO 270 GENERAL ECOLOGY (3-4 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.

**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: ENG 03, ENG 05.

**BUS 111 PRINCIPLES OF SUPERVISION I (3-4 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 3-4 hours per week. Prerequisite: BUS 111. Lecture 3-4 hours per week. Prerequisite: ENG 03, ENG 05.

**BUS 112 PRINCIPLES OF SUPERVISION II (3-4 cr.)** Develops skills in carrying out the responsibilities of a supervisor including interviewing, evaluating and disciplining, and problem-solving techniques. Prerequisite BUS 111. Lecture 3-4 hours per week. Prerequisite: ENG 03, ENG 05.

**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: ENG 03, ENG 05.

**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: ENG 03, ENG 05, MTH 120 or division approval.

**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. Prerequisites: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

CHD 108 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: ENG 01, ENG 04.

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: ENG 01, ENG 04.

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 CHILD EDUCATIONAL DEVELOPMENT (3 cr.) 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. Lecture 3 hours per week Prerequisite: ENG 01, ENG 04, MTH 02.

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 2-3 hours. Laboratory 0-3 hours. Total 3-4 hours per week. Prerequisites: ENG 01, ENG 04, MTH 02.

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 6 hours. Total 7 hours per week.

CHD 205 GUIDING THE BEHAVIOR OF CHILDREN (3 cr.) 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 programing 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 hrs. 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
CHD 265 OBSER. AND PART, IN EARLY CHILDREN. Students will spend one hour each of appropriate activities and materials for settings (kindergarten through third grade). Montessori schools, or public school such as child care centers, pre-school, and participates in early childhood settings.

CHM 110 SURVEY OF CHEMISTRY
Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Non-science major. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: ENG 0, ENG 05.

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 I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: ENG 0, ENG 05. Corequisite: MTH 163.

CHM 121 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, synthesis, and typical reactions. Emphasizes reaction mechanisms. Corequisite CHM 243-244 or CHM 245-246. Part I of II. Lecture 3 hours per week. Prerequisite: ENG 0, ENG 05, MTH 163.

CHM 242 ORGANIC CHEMISTRY II (3 cr.)
Introduces fundamental chemistry of carbon compounds, including structures, physical properties, synthesis, and typical reactions. Emphasizes reaction mechanisms. Corequisite CHM 243-244 or CHM 245-246. Part II of II. Lecture 3 hours per week. Prerequisite: ENG 0, ENG 05, MTH 163.

CHM 244 ORGANIC CHEMISTRY LABORATORY I (1 cr.)
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.

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. Prerequisite: ENG 01, ENG 04.

CST 115 SMALL GROUP COMMUNICATION (3 cr.)
Emphasizes the development of presentational ability in a group, decision-making, group maintenance, and leadership and participant skills. Incorporates a preliminary study of group dynamics. Lecture 3 hours per week.

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 (1-6 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 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: ENG 0, ENG 05.

COSMETOLOGY (COS)

COS 81 COSMETOLOGY THEORY I (4 cr.)
Covers bacteriology, finger waving, sterilization and sanitation, wet hair styling, draping, shampooing and rinsing, permanent waving, haircutting, and properties of the scalp and hair. Lecture 4 hours per week.

COS 82 COSMETOLOGY THEORY II (5 cr.)
Covers hair coloring, theory of massage, the salon business, chemical hair relaxing and soft curl permanent, facial and facial make-up, hair pressing, skin and its disorders, artistry and artificial nails, cells, anatomy and physiology, manicuring and pedicure, electricity and light therapy, nail and its disorders, chemistry and the State Board Review. Lecture 5 hours per week.

COMPUTER SCIENCE (CSC)

CSC 110 INTRODUCTION TO COMPUTING
(3 cr.) Introduces problem solving through computer applications and a programming language. Examines development of computers, social and ethical implications of computers, and properties of programming languages. Covers input, storage, data manipulation, software and hardware. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05, MTH 03.

COMPUTER AIDED DRAFTING & DESIGN (CAD)

CAD 111 TECHNICAL DRAFTING I (2-3 cr.) Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 1-2 hours. Laboratory 2-6 hours. Total 3-7 hours per week.

CAD 200 SURVEY OF COMPUTER AIDED DRAFTING (3-4 cr.) Surveys computer-aided drafting equipment and concepts. Develops general understanding of components, operations and use of a typical CAD system. Lecture 2 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisites: ENG 01, ENG 04, MTH 02.

CAD 202 COMPUTER AIDED DRAFTING AND DESIGN II (3-4 cr.) Teaches production drawings and advanced operations in computer aided drafting. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisites: ENG 03, ENG 05, MTH 03.

CAD 203 COMPUTER AIDED DRAFTING AND DESIGN III (3-4 cr.) Teaches advanced CAD applications. Includes customization and/or use of advanced software. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Prerequisite: CAD 211 or 212.

CAD 226 COMPUTER AIDED MACHINING (3-4 cr.) Teaches use of software to create numerical machine code to drive CNC milling machines or lathes. Introduces software and techniques to create, edit and produce CAD drawings, tool paths, and the numerical code for a CAM machine. Includes history, applications, hardware and software requirements, terminology, limitation and future trends. Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week.

CAD 232 COMPUTER AIDED DRAFTING II (2-3 cr.) Teaches advanced operation in computer-aided drafting. Prerequisite: CAD 231. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

CAD 233 COMPUTER AIDED DRAFTING III (2-3 cr.) Exposes student to 3-D and modeling. Focuses on proficiency in Production drawing using a CAD system. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

CAD 238 COMPUTER-AIDED MODELING AND RENDERING I (2-3 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 1-2 hours. Laboratory 0-2 hours. Total 2-4 hours per week.

CAD 239 COMPUTER-AIDED MODELING AND RENDERING II (2-3 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 1-2 hours. Laboratory 0-2 hours. Total 2-4 hours per week.

CAD 241 PARAMETRIC SOLID MODELING I (2-3 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 3-4 hours. Laboratory 0-3 hours. Total 3-7 hours per week.

CAD 242 PARAMETRIC SOLID MODELING II (2-3 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 3-4 hours. Laboratory 0-3 hours. Total 3-7 hours per week.

CAD 280 DESIGN CAPSTONE PROJECT (2-3 cr.) Focuses on design projects developed in consultation with the Instructor. Topics covered but not limited to, parametric modeling, civil, mechanical piping, architectural applications, structural, electro-mechanical, 3-D Solids, exploration of application software and the integration of CAD/CAM. Prerequisites: CAD 211 or 212 and CAD 201- or 199. Lecture 2-3 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: ENG 03, ENG 05, MTH 02.

ECO 202 PRINCIPLES OF MICROECONOMICS (3 cr.) Introduces the basic concepts of microeconomics. 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: ENG 03, ENG 05, MTH 02.

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: ENG 03, ENG 05.
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: ENG 03, ENG 05.

ENGINEERING (EGR)

EGR 120 INTRODUCTION TO ENGINEERING (1-2 cr.) Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. Lecture 0-2 hours. Laboratory 0-3 hours. Total 1-4 hours per week. Prerequisites: ENG 03, ENG 05, MTH 03.

EGR 206 ENGINEERING ECONOMICS (2-3 cr.) Presents economic analysis of engineering alternatives. Studies economic and cost concepts, calculation of economic equivalence, comparison of alternatives, replacement economy, economic optimization in design and operation, depreciation, and after tax analysis. Lecture 2-3 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, 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.) (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 114 ELECTRICITY II (3 cr.) (3 cr.) Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part II 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 2-3 hours per week. Prerequisites: ENG 01, ENG 04, MTH 02.

ELE 133 PRACTICAL ELECTRICITY II (3 cr.) (3 cr.) Teaches the fundamentals of electricity, terminology, symbols and diagrams. Includes the principles essential to the understanding of general practices, safety and practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Pre/Corequisite MTH 02 or equivalent.

ELE 134 PRACTICAL ELECTRICITY II (3 cr.) (3 cr.) Teaches the fundamentals of electricity, terminology, symbols and diagrams. Includes the principles essential to the understanding of general practices, safety and practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Pre/Corequisite MTH 02 or equivalent.

ELE 138 NATIONAL ELECTRIC CODE REVIEW I (2-3 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 2-3 hours per week.

ELE 143 PROGRAMMABLE CONTROLLERS I (3-4 cr.) Studies operating characteristics, programming techniques, interfacing, and networking capabilities of programmable logic controllers. Studies controllers with analog and/or digital interfacing, hand-held and/or software programming. Part I of II. Prerequisites: ETR 156, ELE 158, or equivalent. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ELE 144 PROGRAMMABLE CONTROLLERS II (3-4 cr.) Studies operating characteristics, programming techniques, interfacing, and networking capabilities of programmable logic controllers. Studies controllers with analog and/or digital interfacing, hand-held and/or software programming. Part II of II. Prerequisites: ETR 156, ELE 158, or equivalent. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ELE 195 APPLICATIONS IN MOTOR CONTROL (3 cr.) Studies electrical safety, three phase power & motors, manual motor control and protection, control ladder logic, troubleshooting, input devices, timers and other areas.

ELE 216 INDUSTRIAL ELECTRICITY (3-4 cr.) Studies rotating devices, single phase and polyphase distribution, magnetic devices, circuits and systems for industrial applications. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ELE 225 ELECTRICAL CONTROL SYSTEMS (4 cr.) Studies components, equipment and circuits that are used to control the operation of electrical machines. Explains the physical and operating characteristics of various electromagnetic, static, and programmable control devices. Investigates control schemes used to accomplish specific control objectives. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: ELE 217 or equivalent.

ELE 239 PROGRAMMABLE CONTROLLERS (2-3 cr.) Deals with installation, programming, interfacing, and concepts of troubleshooting programmable controllers. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week. Co/Prerequisite ETR 156 and ELE 211 or equivalent, or permission of instructor.

ELE 240 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (3-4 cr.) Advances further study of Programmable Logic Controllers that was initiated in ELE 239. Students will learn to use more advanced program instructions, including data manipulation, sequences and program control, and advanced PLC features, including timers, counters. Covers connectivity and use of a variety of real world I/O devices. Lecture 2-3 hours. Laboratory 0-3 hours. Total 3-6 hours per week. Prerequisite: ELE 239.

EMERGENCY MEDICAL SERVICES (EMS)

EMS 111 EMERGENCY MEDICAL TECHNICIAN- BASIC (6-7 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 4-5 hours. Laboratory 4 hours. Total 8- 9 hours.

EMS 120 EMERGENCY MEDICAL TECHNICIAN-BASIC CLINICAL (1 cr.)
Observe 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: ENG 01 and ENG 05, 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 170 ALS INTERNSHIP I (1-2 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 and Trauma Centers. Co-requisite: EMS 151. Laboratory 3-6 hours per week.

**EMS 159 ALS – SPECIAL POPULATIONS (2 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 1 hour. Laboratory 2 hours. Total 3 hours per week.

**EMS 161 BASIC TRAUMA LIFE SUPPORT (BTLS) (1 cr.)** Offers instruction for students in current topics of care for trauma patients and offers certification as an International Trauma Life Support Provider (ITLS) as defined by the American College of Emergency Physicians. Prerequisite: Current certification/licensure as an EMS provider or other allied healthcare provider. Lecture 1 hour per week.

**EMS 165 ADVANCED CARDIAC LIFE SUPPORT (ACLS) (1 cr.)** Prepares for certification as an Advanced Cardiac Life Support provider. Follows course as defined by the American Heart Association. Prerequisites: EMS 100 and EMS 153, or equivalent. Lecture 1 hour per week.

**EMS 168 EMERGENCY PEDIATRIC CARE (PEPP) (1 cr.)** Prepares the student for certification as a prehospital pediatric care provider as defined by the American Academy of Pediatrics. Covers primary assessment and emergency care of infants and children. Lecture 1 hour per week.

**EMS 169 PEDIATRIC ADVANCED LIFE SUPPORT (PALS) (1 cr.)** Prepares the student for certification as a pediatric advanced life support provider as defined by the American Heart Association. Covers primary assessment and emergency care of infants and children. Lecture 1 hour per week.

**EMS 172 ALS CLINICAL INTERNSHIP II (1-2 cr.)** Continues with the second in a series of clinical experiences providing supervised direct patient care 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 3-6 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 195 TOPICS IN (1 cr.)** Provides an opportunity to explore topical areas of interest to or needed by students. Offers instruction for students in current topics of care for medical patients and offers certification as an Advanced Medical Life Support Provider (AMLS) as defined by the National Association of Emergency Medical Technicians. Prerequisite: Current certification/licensure as an EMS provider or other allied healthcare provider. Lecture 1 hour per week.

**EMS 201 EMS PROFESSIONAL DEVELOPMENT (2 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 2 hours per week.

**EMS 205 ADVANCED PATHOPHYSIOLOGY (3 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 3 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.
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 1 hour. Laboratory 2 hours. Total 3 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 (1-2 cr.) Utilizes reinforcement and remediation of additional advanced life support skills, as needed. Laboratory 2-4 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 (1-2 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 and Trauma Centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 243 ALS FIELD INTERNSHIP III (1-2 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 3-6 hours per week.

EMS 244 ALS CLINICAL INTERNSHIP IV (1-2 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 3-6 hours per week.

EMS 245 ALS FIELD INTERNSHIP IV (1-2 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 3-6 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.

ENGLISH (ENG)

ENG 01 PREPARING FOR COLLEGE WRITING I (1-6 cr.) Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance in to their respective curricula. Guides students through the process of starting, composing, revising, and editing. Variable hours per week.

ENG 02 PREPARING FOR COLLEGE WRITING II (1-6 cr.) Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Variable hours per week. Prerequisite: ENG 01 or satisfactory score on placement test.

ENG 03 PREPARING FOR COLLEGE WRITING III (1-6 cr.) Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques, and ways to control reading pace. Variable hours per week. Prerequisite: ENG 03 or divisional approval. Lecture 3 hours per week. Prerequisite: ENG 04 or satisfactory score on placement test.

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: ENG 03, ENG 05, 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: ENG 03, ENG 05, 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: ENG 03, ENG 05.

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 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.

ENG 253 SURVEY OF AFRICAN-AMERICAN LITERATURE I (3 cr.) Examines selected works by Black American writers from the colonial period to the present. 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 254 SURVEY OF AFRICAN-AMERICAN LITERATURE II (3 cr.) Examines selected works by Black American writers from the colonial period to the present. 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: ENG 03, ENG 05.

ELECTRONICS TECHNOLOGY (ETR)

ETR 100 ELECTRONIC PROBLEM SOLVING LAB (1 cr.) Focuses on enabling the student to improve skills in various areas of study. Includes electronic measurements, circuit assembly, troubleshooting circuits and computer applications to problem solving. Lecture 0-1 hours. Laboratory 2-3 hours per week. Total 3 hours per week.

ETR 113 D.C. AND A.C. FUNDAMENTALS I (3-4 cr.) Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Part I of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 114 D.C. AND A.C. FUNDAMENTALS II (3-4 cr.) Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Part II of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 115 AC/DC CIRCUITS (3-4 cr.) Studies current flow in direct and alternating current circuits with emphasis upon practical problems. Reviews mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. Focuses on basic electrical/electronics/circuits applications. Lecture 3-4 hours per week.

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 143 DEVICES AND APPLICATIONS I (3-4 cr.) Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJTs), amplifiers and their parameters, FETs, and operational amplifiers. May include UJTs, oscillators, RF amplifiers, thermionic devices and others. Corequisite: knowledge of D.C./A.C. theory or permission of instructor. Part I of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 144 DEVICES AND APPLICATIONS II (3-4 cr.) Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJTs), amplifiers and their parameters, FETs, and operational amplifiers. May include UJTs, oscillators, RF amplifiers, thermionic devices and others. Corequisite: knowledge of D.C./A.C. theory or permission of instructor. Part II of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 151 ELECTRONIC CIRCUITS AND TROUBLESHOOTING I (2 cr.) Studies analog and digital circuits and systems with standard circuit test and troubleshooting procedures. Lecture 2 hours per week.

ETR 168 DIGITAL CIRCUIT FUNDAMENTALS (2-3 cr.) Covers the fundamentals of digital logic and the study of digital circuits and their applications. Lecture 2-3 hours per week.

ETR 225 DATA COMMUNICATIONS (4-5 cr.) Studies computer communication devices including configurations and protocols. May include modems multiplexing, teletex and interfacing with telecommunication systems such as local and area networks, microwave and satellite and delivery systems, fiber optic systems and packet systems. Lecture 3-4 hours. Laboratory 0-6 hours. Total 4-9 hours per week.

ETR 241 ELECTRONIC COMMUNICATIONS I (3-4 cr) Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part I of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 242 ELECTRONIC COMMUNICATIONS II (3-4 cr) Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part II of II. Lecture 2-
ETR 243 DIGITAL, ANALOG, AND DATA COMMUNICATION SYSTEMS I (4-5 cr.)
Teaches theory and implementation of digital and analog circuits in communication systems. Includes PCM, multiplexing, analog modulation, analysis and performance of transmitters and receivers. Includes optical satellite and other communication systems. Prerequisite: Knowledge of D.C./A.C. theory and devices. Part I of II. Lecture 3-4 hours. Laboratory 3 hours. Total 7-8 hours per week.

ETR 244 DIGITAL, ANALOG, AND DATA COMMUNICATION SYSTEMS II (4-5 cr.)
Teaches theory and implementation of digital and analog circuits in communication systems. Includes PCM, multiplexing, analog modulation, analysis and performance of transmitters and receivers. Includes optical satellite and other communication systems. Prerequisite: Knowledge of D.C./A.C. theory and devices. Part II of II. Lecture 3-4 hours. Laboratory 3 hours. Total 7-8 hours per week.

ETR 250 SOLID STATE CIRCUITS (4 cr.)
Teaches theory and application of amplifiers and oscillators. Includes amplifier circuit configurations, amplifier classes, operational amplifiers, power amplifiers, bandwidth distortion, and principles of feedback. Prerequisite: Knowledge of D.C./A.C. theory, and active devices and circuits. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 267 MICROPROCESSOR APPLICATIONS I (3 cr.)
Includes interfacing the CPU to peripheral equipment, displays, control circuits and systems. Teaches sequential operation, the programming, and analysis of microprocessor and complementary chips. Emphasizes instrumentation and microprocessor. May require preparation of a report as an out-of-class activity. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ETR 268 MICROPROCESSOR APPLICATIONS II (3 cr.)
Includes interfacing the CPU to peripheral equipment, displays, control circuits and systems. Teaches sequential operation, the programming, and analysis of microprocessor and complementary chips. Emphasizes instrumentation and microprocessor. May require preparation of a report as an out-of-class activity. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ETR 282 DIGITAL SYSTEMS I (3-4 cr.)
Includes programming, circuitry, logic, operation interfacing of computer and microprocessing systems. Includes pulse circuits and pulse logic systems as applied to computer and microprocessor technology. Part I of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 283 DIGITAL SYSTEMS II (3-4 cr.)
Includes programming, circuitry, logic, operation interfacing of computer and microprocessing systems. Includes pulse circuits and pulse logic systems as applied to computer and microprocessor technology. Part II of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

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: ENG 03, ENG 05, ACC 211.

FIN 260 FINANCIAL MANAGEMENT FOR SMALL BUSINESS (2 cr.)
Provides the tools of financial planning for the small business owner. Includes areas such as financial statements, ratio analysis, forecasting profits, 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 (4-5 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: ENG 03, ENG 05.

FRE 102 BEGINNING FRENCH II (4-5 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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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. Prerequisite: ENG 03, ENG 05.

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. Prerequisite: ENG 03, ENG 05.

HEALTH CARE (HCT)

HCT 101 HEALTH CARE TECHNICIAN I (3-4 cr.)
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. Lecture 3-4 hours per week. Prerequisites: ENG 01, ENG 04.

HCT 102 HEALTH CARE TECHNICIAN II (3-4 cr.)
Applies theory through laboratory experience for health care technicians to work in home health, long and short-term facilities. Prerequisite: HCT 101. Lecture 1-2 hours. Laboratory 2-6 hours. Total 4 hours per week.

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: ENG 04.

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: ENG 03, ENG 05. 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: ENG 03, ENG 05. 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: ENG 03, ENG 05. 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: ENG 03, ENG 05. May be taken out of sequence.

HIS 141 AFRICAN AMERICAN HISTORY I (3 cr.) Surveys the history of black Americans from their African origins to the present. Part I of II. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05. May be taken out of sequence.

HIS 142 AFRICAN AMERICAN HISTORY II (3 cr.) Surveys the history of black Americans from their African origins to the present. Part II of II. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05. May be taken out of sequence.

HEALTH INFORMATION MANAGEMENT (HIM)

HIM 143 MANAGING ELECTRONIC BILLING IN A MEDICAL PRACTICE (2-3 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 2-3 hours per week. Prerequisite: ENG 03, ENG 05.

HIM 141 INTRODUCTION TO MEDICAL TERMINOLOGY (1-2 cr.) Focuses on medical terminology for students preparing for careers in the health professions. Lecture 1-2 hours per week.

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: ENG 03, ENG 05.

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: ENG 05 and MTH 02.

HLT 190 COORDINATED INTERNSHIP (1-5 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. Prerequisite: HLT 261 Co-requisite: HLT 262.

HLT 195 TOPICS IN THERAPEUTIC MASSAGE (3 cr.) Introduces the student to the field of massage therapy. Includes hands on technique with emphasis on draping and proper manipulation of soft tissue muscles. Students will utilize effleurage, petrissage, and friction strokes to expand skills and enable the student to execute a full body Swedish massage. Individualized initial and continuing treatment plans will be developed. Contra-indications and endangerment sites will be emphasized during treatment plan. Students will study the historical benefits of massage as it has transcended through the ages. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Prerequisite: ENG 05, MTH 02; Co-requisite: HLT 180.

HLT 200 HUMAN SEXUALITY (3 cr.) Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3
Basic massage techniques are blended into mechanics, and anatomical landmarks. Relationship, draping, good body client interview, client-therapist benefits of massage, contraindications, techniques. Includes information about the ethics as well as massage movements and introduction to equipment, safety, and the terms and practice of massage with HLT 280 THERAPEUTIC MASSAGE II (3 cr.).

Compounds of drugs, dosage forms, drug reading prescriptions, symbols, packages, and classifications. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part I of II. Lecture 3 hours per week. Prerequisites: ENG 05 and MTH 126.

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: ENG 05 and MTH 126.

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 195. 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 hypertoncity, 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, NAS 150. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

HLT 295 SPECIALIZED MASSAGE THERAPIES (3 cr.) Introduces student to a variety of specialized types of massage treatment modalities. Lecture 3 hours. Total 3 hours per week. Pre-requisites HLT 180; Co-requisite HLT 280.

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 2-3 hours. Laboratory 0-3 hours. Total 3-5 hours per week.

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.

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.

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 2-3 hours. Laboratory 0-3 hours. Total 3-5 hours per week.

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.

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.

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.

HRI 190 COORDINATED INTERNSHIP (1-5 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.

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.

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.
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.

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.

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.

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.

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.

HRI 256 PRINCIPLES AND APPLICATIONS OF CATERING (2-3 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 2-3 hours. Laboratory 0-3 hours. Total 2-5 hours per week.

HRI 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 not to exceed 1:5 hours. May be repeated for credit. Variable hours.

HORTICULTURE (HRT)

HRT 100 INTRODUCTION TO HORTICULTURE (3 cr.) 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.

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.

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.

HRT 190 COORDINATED INTERNSHIP (1-5 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.

HRT 201 LANDSCAPE PLANTS I (3-4 cr.) Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Part I of II. Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week.

HRT 202 LANDSCAPE PLANTS II (3-4 cr.) Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Part II of II. Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week.

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.

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.

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: ENG 03, ENG 05

HMS 150 ACTIVITIES DOCUMENTATION AND PROGRAMMING (3 cr.) Introduces the student to the documentation process in long term care which serves as the foundation for developing quality activity programs designed to meet the needs of the clients. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05

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: ENG 03, ENG 05

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: ENG 03, ENG 05

HMS 250 PRINCIPLES OF CASE MANAGEMENT (3 cr.) Provides an overview of current case management theory and practice in the field of mental health. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05

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: ENG 03, ENG 05.
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.

HMS 297 COOPERATIVE EDUCATION (3 cr.) Supervises on-the-job training for pay in approved business, industrial and service firms, coordinated by the college’s cooperative education office. Is 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.

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: ENG 03, ENG 05, MTH 02.

IND 102 QUALITY ASSURANCE TECHNOLOGY II (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 II of II. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

IND 137 TEAM CONCEPTS & PROBLEM SOLVING (3 cr.) Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05, MTH 02.

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 190 COORDINATED INTERNSHIP (1-5 cr.) Supervises one-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 per week.

IND 195 INTERPRETING ENGINEERING DRAWINGS/HAND TOOLS/METROLOGY (2 cr.) Teaches how to interpret engineering drawings, reads machine schematics and prints. This course will also cover the use of the metric system in a manufacturing environment.

IND 195 KEYTRAIN REMEDIATION (1 cr.) Provides on-line remediation for the Reading for Information, Locating Information, Applied Mathematics, and Applied Technology. These are the components of the CRD + Manufacturing certification.

IND 195 SYSTEMATIC PROBLEM SOLVING (1 cr.) Provides experience in applying a systematic approach to solving problems for individuals or small groups working in problem solving teams. Teaches either 6 or 8 step methods, 5-Whys or other techniques.

IND 290 COORDINATED INTERNSHIP (1-5 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. Variable hours per week.

INFORMATION TECHNOLOGY (IT)

INFORMATION TECHNOLOGY-DESIGN & DATABASE (ITD)

ITD 110 WEB PAGE DESIGN I (3-4 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. Recommended prerequisite is ITE 115. Lecture 3-4 hours per week. Prerequisite: ITE 115.

ITD 112 DESIGNING WEB PAGE GRAPHICS (3-4 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). Recommended prerequisite is ITE 110. Lecture 3-4 hours per week. Prerequisite: ITD 110.

ITD 210 WEB PAGE DESIGN II (3-4 cr.) Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Recommended prerequisite is ITD 110. Lecture 3-4 hours per week. Prerequisite: ITD 110.

ITE 95 BASIC COMPUTER FUNDAMENTALS (2 cr.) Covers the fundamental functions and basic operations of computer hardware and software. Emphasis is on operating a computer, using a keyboard and mouse, accessing and manipulating files, printing documents, using basic operating system features, and performing basic applications operations. Lecture 2 hours per week.

ITE 100 INTRODUCTION TO INFORMATION SYSTEMS (3-4 cr.) Covers the fundamentals of computers and computing and topics which include impact of computers on society, ethical issues, and terminology. Provides discussion about available hardware and software as well as their application Lecture 3-4 hours per week. Prerequisite: ENG 03, ENG 05, MTH 02, ITE 101 or instructor approval.

ITE 101 INTRODUCTION TO MICROCOMPUTERS (1-2 cr.) Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers. Lecture 1-2 hours per week.

ITE 102 COMPUTERS AND INFORMATION SYSTEMS (1-2 cr) Introduces terminology, concepts, and methods of using computers in information systems. This course teaches computer literacy, not intended for Information Technology majors. Lecture 1-2 hours per week.

ITE 115 INTRO. TO COMPUTER APPLICATIONS & CONCEPTS (3-4 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 3-4
ITE 119 INFORMATION LITERACY (3 cr.)
Prerequisite: ENG 03, ENG 05.
Provides instruction on how to find, evaluate, and use information. Emphasizes algorithm development, coding, debugging, and documentation of graphical user interface applications. Recommended prerequisite: ITP 100.

ITE 130 INTRODUCTION TO INTERNET SERVICES (3-4 cr.)
Provides basic technology literacy certification for individuals not majoring in information technology programs. This certification provides a way for individuals to demonstrate their technology competencies to employers. Recommended prerequisite: ITE 100.

ITE 140 SPREADSHEET SOFTWARE (3-4 cr.)
Provides instruction in fundamentals of spreadsheet software to create and modify spreadsheets with formatted cells and cell ranges, charting, pivot tables, and other features. Recommended prerequisite: ITE 100.

ITE 150 DESKTOP DATABASE SOFTWARE (3-4 cr.)
Provides instruction in fundamentals of desktop database software. Recommended prerequisite: ITE 100.

ITE 165 JAVA PROGRAMMING I (3-4 cr.)
Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications. Recommended prerequisite: ITP 100.

ITE 170 JAVA PROGRAMMING II (3-4 cr.)
Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications. Recommended prerequisite: ITP 100.

ITE 180 DATABASE MANAGEMENT SYSTEMS (3-4 cr.)
Provides instruction in fundamentals of database management systems. Recommended prerequisite: ITE 100.
C++ applications. Lecture 3-4 hours per week. Prerequisite: ITE 115.

**ITP 136 C# PROGRAMMING** (3-4 cr.)
Provides instruction in fundamentals of object-oriented programming in C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET framework. Lecture 3-4 hours per week. Prerequisite: ITE 115.

**ITP 160 INTRODUCTION TO GAME DESIGN AND DEVELOPMENT** (3-4 cr.)
Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical contest, 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 3-4 hours per week. Prerequisite: ITE 115, CSC110.

**ITP 170 PROJECT MANAGEMENT** (3-4 cr.)
Introduces the concepts of project management as defined by the Project Management Institute, the accreditation body for project management. Lecture 3-4 hours per week. Prerequisite: ITE 115.

**ITP 212 VISUAL BASIC.NET II** (3-4 cr.)
Includes instruction in application of advanced event-driven techniques to application development. Emphasizes database connectivity, advanced controls, web forms, and web services using Visual Basic.NET. Prerequisite: ITP 112. Lecture 3-4 hours per week.

**ITP 220 JAVA PROGRAMMING II** (3-4 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. Recommended prerequisite: ITP 120. Lecture 3-4 hours per week. Prerequisite: ITP 120.

**INSTRUMENTATION (INS)**

**INS 210 PRINCIPLES OF INSTRUMENTATION** (3-4 cr.)
Introduces the basic concepts and terminology of process control systems. Presents types of control systems, applicable component elements, basic control analysis, and documentation requirements for measuring instruments and signal conditioning. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours 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: ENG 03, ENG 05.

**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: ENG 03, ENG 05.

**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: ENG 03, ENG 05.

**LGL 125 LEGAL RESEARCH** (3 cr.)
Provides an under-standing 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: ENG 03, ENG 05, MTH 02.

**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 218 CRIMINAL LAW** (3 cr.)
Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure. Prerequisite: LGL 126. 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.

**LGL 235 LEGAL ASPECTS OF BUSINESS ORGANIZATIONS** (3 cr.)
Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorships, partnerships, corporation, limited liability companies, and other business entities. Review...
preparation of the documents necessary for the organization and operation of businesses. 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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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 216 RETAIL ORGANIZATION AND MANAGEMENT (3 cr.) Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05.

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: ENG 03, ENG 05.

MKT 275 INTERNATIONAL MARKETING (3 cr.) Examines the role of global business as well as the environments in which they operate. Covers marketing strategies as they apply to global markets and contrasts them with domestic strategies. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05.

MKT 281 PRINCIPLES OF INTERNET MARKETING (3 cr.) Introduces students to Internet marketing. Discusses how to implement marketing programs strategically and tactically using online communications tools. Teaches e-marketing strategies. Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05.

MATH ESSENTIALS (MTE)

MTE 1 - OPERATIONS WITH POSITIVE FRACTIONS (1 cr.) 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. Lecture 1 hour per week. Prerequisite(s): MTE 1 or qualifying placement score

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 expressions. 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.

MATHEMATICS (MTH)

MTH 21 - SURVEY OF TECHNICAL MATHEMATICS I (2-5 cr.) Provides a foundation in mathematics with emphasis in arithmetic, algebra, geometry, and
trigonometry. Presents applications directed to specialty options. Prerequisite: a placement recommendation for MTH 21. Part I of II. Lecture 2-5 hours per week.

MTH 22 -SURVEY OF TECHNICAL MATHEMATICS II (2-5 cr.) Provides a foundation in mathematics with emphasis in arithmetic, algebra, geometry, and trigonometry. Presents applications directed to specialty options. Prerequisite: a placement recommendation for MTH 21. Part II of II. Lecture 2-5 hours per week.

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: MTH 02, ENG 04.

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: MTH 3.

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: ENG 05, MTH 04, MTH 06.

MTH 151 MATHEMATICS FOR THE LIBERAL ARTS I (3 cr.) Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week. Prerequisites: MTH 04, MTH 06, ENG 05.

MTH 152 MATHEMATICS FOR THE LIBERAL ARTS II (3 cr.) Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Prerequisites: a placement recommendation for MTH 152 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week. Prerequisites: MTH 04, MTH 06, ENG 05.

MTH 154 PRECALCULUS (3 cr.) Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Prerequisites: a placement recommendation for MTH 154 and Algebra I, Algebra II, and Geometry or equivalent. Lecture 3 hours per week. Prerequisites: MTH 04, MTH 06, ENG 05.

MTH 157 ELEMENTARY STATISTICS (3-4 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, or MTH 241.) Prerequisites: Algebra I, Algebra II and Geometry and a placement recommendation for MTH 157. Lecture 3-4 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: MTH 04, MTH 06, ENG 05.

MTH 164 PRECALCULUS II (3 cr.) Presents trigonometry, analytic geometry, and sequences and series. Prerequisite: MTH 163 or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week.

MTH 166 PRECALCULUS WITH TRIGONOMETRY (4-5 cr.) Presents college algebra, analytic geometry, trigonometry, and algebraic exponential, and logarithmic functions. Prerequisite: a placement recommendation for MTH 166 and Algebra I, Algebra II, and Geometry or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 4-5 hours per week.

MTH 173 CALCULUS WITH ANALYTIC GEOMETRY I (4-5 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: a placement recommendation for MTH 173 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 4-5 hours per week.

MTH 174 CALCULUS WITH ANALYTIC GEOMETRY II (4-5 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 4-5 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: 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. Prerequisite: ENG 05, MTH 04, MTH 05.

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. (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. Corequisite: MTH 175. Lecture 2 hours per week.

MTH 178 TOPICS IN ANALYTIC GEOMETRY (1-2 cr.) Covers conic sections, polar and parametric graphing. Designed for mathematical, physical, and engineering science programs. Co-requisite: MTH 176. Lecture 2 hours per week.

MTH 240 STATISTICS (3 cr.) Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Prerequisites: a placement recommendation for MTH 240 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05.
MTH 241 STATISTICS I (3 cr.) Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. Prerequisites: a placement recommendation for MTH 241 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week. Prerequisite: ENG 03, ENG 05.

MTH 242 STATISTICS II (3 cr.) Continues the study of estimation and hypothesis testing with emphasis on correlation ad regression, analysis of variance, chi-square tests, and non-parametric methods. Prerequisites: MTH 241 or equivalent. 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. (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture 3 hours per week.

MECHANICAL ENGINEERING TECHNOLOGY (MEC)

MEC 113 MATERIALS AND PROCESSES OF INDUSTRY (3-4 cr.) Studies engineering materials and accompanying industrial manufacturing processes. Investigates nature of materials structure and properties from a design standpoint. Analyzes the effects of various processes on materials, and the processes themselves. Includes machining, casting, forming, molding, hot/cold working, cipless machining, and welding. Addresses quality assurance and inspection procedures. Lecture 3-4 hours per week. Prerequisites: ENG 03, ENG 05, MTH 03.

MEC 195 APPLICATIONS IN FLUID POWER (2 cr.) Studies hydraulic power systems and basic circuits, pressure and flow, speed control, DCV’s, cylinders, relief valves, check valves, pumps and motors, accumulators and fluid conditioning.

MEC 195 APPLICATIONS IN MECHANICAL SYSTEMS (2 cr.) Teaches techniques for disassembly, inspection, lubrication, alignment and reassembly of industrial machinery. Includes hands on activities involving alignment of motor and pump shaft; tension of belt sheaves. Includes instruction on bearings, gears and pulley’s involving the proper assembly and disassembly.

MEDICAL LABORATORY (MDL)

MDL 105 PHLEBOTOMY (3-4 cr.) Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions. Lecture 2 hours; Laboratory 3-6 hours. Total 5-8 hours per week. Prerequisite: ENG 05. (This course is not for certification.)

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 (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.

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: ENG 03, ENG 05. Corequisite: MTS 95.

MTS 101 INTRODUCTION TO MOTORSPORTS 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: MTS 125. Corequisite: MTS 95.

MTS 102 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, carburation, and backup systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: MTS 125 and WEL 130. Corequisite: MTS 95.

MTS 103 MOTORSPORTS STRUCTURAL TECHNOLOGY I (3 cr.) Introduces the student to the basic design and fabrication of a roll cage. Develops skills in the use of tools, equipment, and materials selection to bending, 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. Corequisite: MTS 95.

MTS 104 MOTORSPORTS STRUCTURAL TECHNOLOGY II (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 bending, 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. Corequisite: MTS 95.

MTS 105 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. Corequisite: MTS 95.
MTS 210 RACE CAR SETUP 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: ENG 03, ENG 05, MTH 02. Corequisite: MTS 95.

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: ENG 03, ENG 05, MTH 02. Corequisite: MTS 95.

MTS 190 COORDINATED INTERNSHIP (1-3 cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice not to exceed 1.5 hours. May be repeated for credit. Variable hours.

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. Corequisite: MTS 95. Prerequisites: MTH 04, MTH 06.

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: ENG 03, ENG 05. Corequisite: 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: MTS 131. Corequisite: MTS 95.

MTS 211 RACE CAR SETUP II (3-4 cr.)
Explores the student to advanced racecar set-up. Emphasizes application of skills on-site and under race conditions. Lecture 1-2 hours. Laboratory 4 hours. Total 5-6 hours per week. Prerequisite: MTS 210. Corequisite: MTS 95.

MTS 240 STOCK CAR ENGINES I (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. Corequisite: MTS 95. Prerequisites: MTH 04, MTH 06.

MTS 241 STOCK CAR ENGINES II (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. Corequisite: 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 150, MTS 140. Corequisite: MTS 95. Prerequisites: MTH 04, MTH 06.

MTS 290 COORDINATED INTERNSHIP (1-3 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.

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. Corequisite: 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. Corequisite 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. Corequisite: MTS 95.

MTS 298 DYNOMETER 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. Corequisite: MTS 95.

MUSIC (MUS)

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: ENG 03, ENG 05.

NATURAL SCIENCE (NAS)

NAS 106 CONSERVATION OF NATURAL RESOURCES (3 cr.)
Describes the management of natural resources, balance of nature, and the human impact on the environment. Lecture 3 hours per week. Prerequisite: ENG 03, 05.

NAS 150 HUMAN BIOLOGY (3-4 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 3-4 hours per week. Prerequisite: ENG 05 and one high school college prep level science class with no grade below C.

NAS 195 INTRODUCTION TO EARTH SCIENCE (3 cr.)
Examines the dynamics of the earth and its relation to the solar
system. Applies the principles of geology, oceanography, meteorology, and astronomy in a multi-disciplinary science environment. Stresses the effects of geologic processes on the environment. Lecture 3 hours per week. Prerequisite: ENG 03, 05.

NURSING (NUR)

NUR 111 NURSING I (7-8 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 1-7 hours. Laboratory 2-21 hours. Total 9-22 hours per week. Prerequisite: Must be accepted in the ADN Nursing program. Co-requisite: BIO 141, PSY 230, NUR 135, SDV 101.

NUR 115 LPN TRANSITION (2-7 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 1-7 hours. Laboratory 0-18 hours. Total 2-19 hours per week. Prerequisite: Must be accepted in the ADN Nursing program.

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 1-7 hours. Laboratory 2-21 hours. Total 9-22 hours per week. Prerequisites: NUR 111, BIO 141 & PSY 230. Co-requisite: BIO 142, NUR 247.

NUR 135 DRUG DOSAGE CALCULATIONS (1-2 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 1-2 hours per week. Prerequisite: MTE 1-6.

NUR 195 NCLEX-RN PREPARATION (2 cr.) Designed as a preparation for the NCLEX-RN Licensure exam. Open to all fourth semester Associate Degree Nursing students who wish to review the four semesters of the AD program in 5 weeks. This optional class will allow students to register any time prior to the beginning of class. Students who score less than the required score on the program exit exam will be encouraged to take the course as remediation for retaking the exit exam.

NUR 221 SECOND LEVEL NURSING PRINCIPLES AND CONCEPTS I (9-10 cr.) Focuses on nursing care of individuals, families, and/or groups with multidimensional 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, gastrointestinal, 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 1-9 hours. Laboratory 2-27 hours. Total 11-28 hours per week. Prerequisites: NUR 118, NUR 247, PSY 230 and BIO 141,142.

NUR 222 SECOND LEVEL NURSING PRINCIPLES AND CONCEPTS II (9-10 cr.) Focuses on nursing care of individuals, families, and/or groups with multidimensional 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 1-9 hours. Laboratory 2-27 hours. Total 11-28 hours per week. Prerequisite: NUR 247. Prerequisite: NUR 221.

NUR 230 PHARMACOLOGY (3cr.) Introduces general principles of drug action, pharmacology of the major drug classes, and specific agents within each class. Includes math calculations necessary to adapt dosages to the multidimensional needs of individuals across the lifespan. Lecture 3 hours per week. Prerequisite: ENG 05 and ENG 03.

NUR 247 PSYCHIATRIC/MENTAL HEALTH NURSING (3-4 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 1-3 hours per week. Laboratory 0-9 hours. Total 3-9 hours per week. Prerequisite: NUR 111. Co-requisites: NUR 118.

NUR 254 DIMENSIONS OF PROFESSIONAL NURSING (1-2 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 1-2 hour per week. Prerequisite NUR 221. Co-requisite: NUR 222.

PHYSICAL EDUCATION AND RECREATION (PED)

PED 100 PILATES (1-2 cr.) Provides a method of mind-body exercise and physical movement designed to stretch, strengthen, balance the body, and improve posture and core stabilization while increasing body awareness. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 101 FUNDAMENTALS OF PHYSICAL ACTIVITY I (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.
PED 102 FUNDAMENTALS OF PHYSICAL ACTIVITY II (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week. Prerequisite: PED 101.

PED 103 AEROBIC FITNESS I (1-2 cr.) Develops cardiovascular fitness though activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 104 AEROBIC FITNESS II (1-2 cr.) Develops cardiovascular fitness though activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 105 AEROBIC DANCE I (1-2 cr.) Focuses on physical fitness through dance exercises. Emphasizes the development of cardiovascular endurance, muscular endurance, and flexibility. Part I of II. Lecture 0-1 hours. Laboratory 2-4hours. Total 2-4 hours per week.

PED 107 EXERCISE AND NUTRITION I (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 108 EXERCISE AND NUTRITION II (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 109 YOGA (1-2 cr.) Focuses on the forms of yoga training emphasizing flexibility. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 110 ZUMBA (1-2 cr.) Focuses on Latin rhythms, dance moves and techniques in Zumba. Utilizes physical activity, cardiovascular endurance, balance, coordination and flexibility as related to dance. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 111 WEIGHT TRAINING I (1-2 cr.) Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 115 RECREATIONAL ACTIVITIES (1-2 cr.) Teaches card games, board games, and recreational lawn games appropriate for adults of all ages, including history application, and importance of games in society. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 117 FITNESS WALKING (1 cr.) Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level. Laboratory 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 119 BASEBALL FUNDAMENTALS II (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 120 YOGA II (1-2 cr.) Focuses on the forms of yoga training emphasizing flexibility. Lecture 0-1 hours. Laboratory 2 hours. Total 2-3 hours per week. Prerequisite: PED 109.

PED 123 TENNIS I (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 124 TENNIS II (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 128 HORSEBACK RIDING (1-2 cr.) Presents riding seats and preparation for riding, care and grooming of a horse, selection, use and care of equipment, and safety. Prerequisite appropriate riding skills or instructor’s permission for advanced course. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 129 SELF-DEFENSE (1-2 cr.) Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 133 GOLF I (1-2 cr.) Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 134 GOLF II (1-2 cr.) Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 135 BOWLING I (1-2 cr.) Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 136 BOWLING II (1-2 cr.) Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.
PED 137 MARTIAL ARTS I (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 138 MARTIAL ARTS II (1-2 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 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 149 CARDIO SCULPT I (1-2 cr.) Combines strength training and cardiovascular workouts that strengthen the major muscle groups as well as developing endurance. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 150 SOCCER (1-2 cr.) Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 152 BASKETBALL (1-2 cr.) Introduces basketball skills, techniques, rules, and strategies. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 154 VOLLEYBALL (1-2 cr.) Introduces skills, techniques, rules, and scoring. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 156 SOFTBALL (1-2 cr.) Emphasizes softball skills, techniques, strategies, and rules. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 157 SOCCER II (1-2 cr.) Emphasizes advanced soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0-1 hours. Laboratory 2 hours. Total 2-3 hours per week. Prerequisite: PED 150.

PED 163 JAZZ I (1-2 cr.) Introduces dance through contemporary jazz movements. Includes floor stretches, isolations, dance patterns and locomotor movements. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

PED 220 ADULT HEALTH AND DEVELOPMENT (2-3 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 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week. Prerequisite: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

PHI 220 ETHICS (3 cr.) Provides a systematic study of representative ethical systems. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05.

PHYSICS (PHY)

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: MTH 04, MTH 06, ENG 03, ENG 05.

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 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: MTH 174 or MTH 274 or divisional approval. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: ENG 03, ENG 05.

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.
PNE 141 NURSING SKILLS I (2-3 cr.) Studies principles and procedures essential to the basic nursing care of patients. Lecture 0-2 hour per week. Part I of II. Laboratory 3-6 hours per week. Total 5-7 hours per week. Co-requisites: NAS 150, NUR 135, & PNE 161.

PNE 142 NURSING SKILLS II (2-3 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 5-7 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.

PNE 151 MEDICAL-SURGICAL NURSING I (4 cr.) Studies etiology, symptoms, prescribed treatment, and experiences in the nursing care of patients with selected disorders. Selects learning experiences to correlate related patient care with classroom instruction whenever possible. Provides observational experiences when available. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: PNE 163.

PNE 152 MEDICAL-SURGICAL NURSING II (5 cr.) Studies etiology, symptoms, prescribed treatment, and experience in the nursing care of patients with selected disorders. Lecture 3-4 hours. Laboratory 3-6 hours.

PNE 161 NURSING IN HEALTH CHANGES I (6-7 cr.) Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 2-4 hours. Laboratory 6-15 hours. Total 10-17 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 (8-9 cr.) Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4-5 hours. Laboratory 9-15 hours. Total 14-19 hours per week. Prerequisite: PNE 161. PNE 141, PNE 142, PNE 163. Co-requisite: PSY 230, HLT 141. Must be accepted to the PN Program.

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 1-2 hours per week. Co-requisites: PNE 163.

PNE 181 CLINICAL EXPERIENCE I (5 cr.) Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Part I of II. Lab 15-18 hours per week. Co-requisite: PNE 151.

PNE 182 CLINICAL EXPERIENCE II (5 cr.) Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Part II of II. Lab 15-18 hours per week. Co-requisite: PNE 151. Prerequisite: PNE 163, PNE 173.

PSYCHOLOGY (PSY)

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: ENG 03, ENG 05.

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, psychopathology, therapy, and social psychology. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05, 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. Prerequisite PSY 200, 201, or 202. Lecture 3 hours per week.

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 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: ENG 03, ENG 05.

PSY 235 CHILD PSYCHOLOGY (3 cr.) Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child’s growth. Lecture 3 hours per week. Prerequisites: ENG 03, ENG 05.

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 03, ENG 05.
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 03, ENG 05.

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 03, ENG 05.

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 03, ENG 05.

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 135 PROGRAM PLANNING (3 cr.) Includes principles of program planning in the recreation setting. Analyzes participants' needs and demands, as well as social, physical, and psychological characteristics. Explains how to organize and lead programs. Includes a leadership practicum. Prerequisite: Completion of concurrent enrollment in RPK Leadership & Supervision. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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 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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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 (CPRR, 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: ENG 03, ENG 05.

SAFETY (SAF)

SAF 195 INDUSTRIAL SAFETY (1 cr.) Provides basic understanding of safety and health in an industrial situation. Includes hazardous materials, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the apprentice to protect himself/herself and others. Will provide training in the OSHA 10 hour training.

SOCIOLOGY (SOC)

SOC 200 PRINCIPLES TO 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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05.

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: ENG 03, ENG 05, and instructor approval.

SPANISH (SPA)

SPA 101 BEGINNING SPANISH I (4-5 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 4-5 hours per week. May include one additional hour of oral practice per week. Part I of II. Prerequisite: ENG 03, ENG 05.
SPA 102 BEGINNING SPANISH II (4-5 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 4-5 hours per week. May include one additional hour of oral practice per week. Part II of I. Prerequisite: ENG 03, ENG 05.

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
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 3-4 hours per week. May include one additional hour of oral practice per week. 3-4 credits

SPA 202 - INTERMEDIATE SPANISH
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 3-4 hours per week. May include one additional hour of oral practice per week. 3-4 credits

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. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 ORIENTATION TO (Specify the discipline.) (1-3 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 1-3 hour per week.

SDV 104 STUDY SKILLS (1-3 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 1-3 hours per week.

SDV 106 PREPARATION FOR EMPLOYMENT (1-2 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 1-2 hours per week.

SDV 107 CAREER EDUCATION (1-3 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 1-3 hours per week.

SDV 108 COLLEGE SURVIVAL SKILLS (1-3 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. Recommended for students enrolled in developmental courses. Lecture 1-3 hours per week.

SDV 109 COLLEGE SUCCESS SKILLS (1 cr.)
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. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

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 03, ENG 05, MTH 06, 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.

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.

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.

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.

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...
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.

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.

WEL 117 OXYFUEL WELDING AND CUTTING (3-4 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 3-6 hours. Total 5-8 hours per week.

WEL 123 SHIELDED METAL ARC WELDING (BASIC) (3-4 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 3-6 hours. Total 5-8 hours per week.

WEL 124 SHIELDED METAL ARC WELDING (ADVANCED) (3-4 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 3-6 hours. Total 5-8 hours per week.

WEL 126 PIPE WELDING I (3-4 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 2-3 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 130 INERT GAS WELDING (3-4 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 3-6 hours. Total 5-8 hours per week.

WEL 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.

WEL 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.

WEL 141 WELDER QUALIFICATION TESTS I (3-4 cr.) Studies techniques and practices of testing welded joints through destructive and non-destructive tests. Part I of II. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

WEL 142 WELDER QUALIFICATION TESTS II (3-4 cr.) Studies techniques and practices of testing welded joints through destructive and non-destructive tests. Part II of II. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

WEL 145 WELDING METALLURGY (3-4 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 2-3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

WEL 150 WELDING DRAWING AND INTERPRETATION (2-3 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 2-3 hours per week.

WEL 198 SEMINAR AND PROJECT (1-5 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.
Workforce Development & Continuing Education
Workforce Development and Continuing Education (WDCE)

WDCE is committed to plan, promote, and provide quality customized training and alternate learning opportunities for anyone, at any place, at any time to support improved quality of life and a vibrant community. We have programs to serve business and industry, individuals seeking continuing education for their careers, budding craft and culinary artisans, and lifelong learners looking for engaging ways to enrich their lives.

Do you want to bring one of our programs to your business? We can do that! We offer an extensive curriculum of technology, business, and professional development programs. We can integrate and customize these resources to best fit your needs.

We strive to offer programs and courses requested within our service region. If you are interested in a program or course listed in this catalog, or have a request, please contact us at (276) 656-0260 or wdce@ph.vccs.edu.

Non-Credit Programs

Non-credit courses are specialized offerings designed to provide the educational, cultural and workforce development needs of the lifelong learners in our community. Although no college credit will be awarded for these programs, students may earn continuing education units (CEU’s) or Continuing Professional Education (CPE), which is recorded permanently by the division. A workforce development student obtains occupational education and skills by participating in any of the following: open enrollment occupational courses and services; customized training and services; IT industry certification and testing; and transitional programs. Community services supplement the academic programs and provide personal enrichment opportunities. These programs are often delivered in the form of workshops and seminars.

Off-Campus Programming

WDCE has oversight of operations off campus at the Artisan Center in Uptown Martinsville. The Artisan Center, housing the area’s Visitor Center, operates as a destination for tourism and learning. Skills-based educational programs prepare students for employment in the craft of their choice. The Artisan Center is also a retail store that showcases the creations of local and regional artisans, which includes many of our students and faculty. Culinary Arts programs are offered in the fully equipped restaurant kitchen. Non-credit workshops and seminars are designed to meet the on-going professional development needs of existing artisans and culinarians, as well as the learning needs of youth and others interested in short term training.

Programs and Services Overview

Professional Development
- Apprenticeships
- Business
  - Assessments
  - Chamber Business Alliance
  - Computer Applications
  - Customer Service
  - Leadership
  - Workshops

Career Switcher Program
- Testing Services (PRAXIS and Parapro)
- Crafts
  - Fine Woodworking and Woodturning
  - Glass Art
  - Pottery
  - Fiber Arts
- Culinary Arts (see career studies certificate)
- Licensure
  - Auto Dealership Operator
  - Backflow Prevention Device Certification
  - Basic Contractor Business
  - Tradesman

Workforce Development
- Career Readiness Certificate
- Customized Training
- HOPE Initiative
- Pre-Employment Training
- TARE
- Teacher Recertification

Virtual Continuing Education
- Computer Training
- Health Care Careers
- Management and Leadership
- Trades Training (i.e. Engineers, Architects, and Land Surveyors)
- Human Resources Training & Certification
- Technical Writing Certification
- Manufacturing and Project Management
- The Income Tax School

Personal Enrichment
- Ballroom Dancing
- Crafts
- Creative Cooking
- Digital Photography & Imaging
- Driver Improvement
- Kids’ College
- Motorcycle
WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION PROGRAMS

PROFESSIONAL DEVELOPMENT

Apprenticeships

Apprentices receive on-the-job training combined with classroom-related instruction to ensure that the apprentice is fully trained in all areas of the 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.

Business

Assessments

Workforce Development and Continuing Education offers an assortment of skills assessments for business and industry. The list of assessments includes some specific tests companies have requested, such as, HAY Aptitude, Wonderlic, Management Readiness Profile, In-Basket, Bennett Mechanical, Perdue Pegboard and Assembly Test, DISC Personality Profile, and WorkKeys. WorkKeys is a 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, Workforce Development and Continuing Education handles profiles, testing and scoring.

Skill areas:
- Reading for Information
- Applied Mathematics
- Locating Information
- Applied Technology
- Observation
- Teamwork
- Listening
- Writing
- Business Writing

Chamber Business Alliance: Business Practices for a New Workforce

Martinsville-Henry County Chamber of Commerce has partnered with PHCC to deliver a series of classes taught by credentialed, experienced professionals, many of them Chamber members. These classes are held on PHCC campus, offering current, relevant, and affordable instruction, for owners, managers and employees of any business and other performance-based organization.

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<tr>
<th>BUSC</th>
<th>Course</th>
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<tbody>
<tr>
<td>110</td>
<td>Problem Solving/Critical Thinking</td>
</tr>
<tr>
<td>306</td>
<td>Communication &amp; Presentation Skills</td>
</tr>
<tr>
<td>307</td>
<td>Leadership for Middle Management</td>
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<tr>
<td>308</td>
<td>Finding Superstars</td>
</tr>
<tr>
<td>401</td>
<td>FREE Technology Resources for your Business: Save bundles with a Cloud!</td>
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<tr>
<td>405</td>
<td>Marketing through Social Media</td>
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The student is awarded a certificate upon successful completion of each above workshop.

Computer Applications

Enhance your productivity with our Microsoft Office 6-hour training series. The following workshops are offered each fall and spring semester.

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<th>ITEC</th>
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<tbody>
<tr>
<td>150</td>
<td>Boot Camp: Computers for Beginners</td>
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<tr>
<td>151</td>
<td>Microsoft Word</td>
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<td>152</td>
<td>Microsoft PowerPoint</td>
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<td>153</td>
<td>Microsoft Excel</td>
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<td>154</td>
<td>Microsoft Access</td>
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<td>155</td>
<td>Internet Safety</td>
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<td>156</td>
<td>Microsoft Word Advanced</td>
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<td>157</td>
<td>Microsoft Excel Advanced</td>
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<td>158</td>
<td>Microsoft Word Intermediate</td>
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<tr>
<td>159</td>
<td>Microsoft Excel Intermediate</td>
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The student is awarded a certificate upon successful completion of each above workshop.

Customer Service and Leadership

PHCC has an array of products to meet the training needs of the community. PHCC’s experienced and certified facilitators can deliver any of the following vendors training from the different training partners in the resource library:

- Vital Learning
- Development Dimensions International (DDI)
- Achieve Global
- Organizational Performance Consulting
- Inscape Publishing DiSC Profiles
- National Retail Federation Customer Service and Retail Training
FREE Workshops

PHCC continually seeks ways to deliver the quality instruction that our community expects. On occasion we find opportunities to partner with organizations or receive grant funds that allow us to make the cost of training minimal to the participants. By partnering with the Virginia Tourism Corporation, Martinsville-Henry County EDC, Virginia Employment Commission, and Martinsville-Henry County Chamber of Commerce, we are able to bring great speakers to the area to respond to the training YOU request.

BUSC 197 Great Customer Service Comes from the Heart
BUSC 201 Local Lessons in Leadership
BUSC 293 Turning Talent into Performance
BUSC 294 Customer Service Recovery

The student is awarded a certificate upon successful completion of each above workshop.

Career Switcher Program

Purpose: A fast-track teacher licensure program for persons with a Bachelor's degree and five years of work experience leading to endorsement in the areas of middle and high school English, mathematics, sciences and foreign languages. This program also serves candidates for English as a Second Language endorsement.

EDUC 9001 Foundations/Field Placement
EDUC 9002 Curriculum and Instruction
EDUC 9003 Teaching Reading in the Content Area
EDUC 9004 Teaching and Learning in the Content Area
EDUC 9005 Classroom Management

Career Switcher Program participants begin their study with an intensive induction.

- Level One includes introduction to curriculum and instruction methods, course content relating to the Standards of Learning, differentiation of instruction, classroom/behavior management, and human growth and development. This intensive Level I preparation includes a minimum of 220 clock hours of instruction, including field experience. After completing Level I preparation, candidates are awarded a one-year Provisional (Career Switcher) License and are expected to seek and obtain employment in a Virginia public or accredited nonpublic school. An individual's salary contract is determined by the employing education agency.

- Level Two preparation begins during the first year of employment. During that year, a minimum of five seminars are provided to expand the intensive preparation requirements associated with instructional categories and topics. The five seminars include a minimum of 20 cumulative instructional hours. Various instructional techniques are used to implement the seminars. During Level Two, a trained mentor is assigned to assist the candidate throughout his or her first year of employment.

Upon successful completion of Levels One and Two of the Career Switcher Program and submission of a recommendation from the Virginia educational employing agency, the candidate will be eligible to apply for a professional license.

Testing Services As a testing center for ETS (Educational Testing Services), the college makes teacher licensure convenient and accessible by offering the PRAXIS™ series and Paraprofessional exams on main campus.

Crafts

Fine Woodworking and Woodturning

Purpose: This certificate provides a look at the fine art of wood crafting, along with designing and constructing high quality custom-built furniture and accessories. The program prepares graduates to concentrate on establishing their own fine woodworking business.

ARTS 145 Elements of Design
ARTS 346 Introduction to Woodworking Hand Tools
ARTS 348 Finishing Techniques
ARTS 360 Woodturning
ARTS 361 Introduction to Fine Woodworking
ARTS 368 Open Woodworking Studio
ARTS 500 Artisan Entrepreneurship

The student will be awarded a certificate in Fine Woodworking and Woodturning upon successful completion of the above courses.

Glass Art

Purpose: This certificate provides individuals the skills needed to develop a career in the intricate techniques of glass art including etching, fusing, slumping and stained glass.

ARTS 145 Elements of Design
ARTS 310 Introduction to Stained Glass
ARTS 312 Intermediate Stained Glass
ARTS 316 Basic Glass Fusing
ARTS 317 Intensive Glass Fusing & Kiln-Forming
ARTS 355 Advanced Glass Fusing
ARTS 397 Open Glass Studio
ARTS 500 Artisan Entrepreneurship

The student will be awarded a certificate in Glass Art upon successful completion of the above classes.

Pottery

Purpose: This certificate 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.

**ARTS** 145  Elements of Design
**ARTS** 333  Introduction to Hand-Building Pottery
**ARTS** 357  Pottery I
**ARTS** 358  Pottery II
**ARTS** 359  Wheel Thrown Pottery
**ARTS** 417  Ceramic Glaze Techniques
**ARTS** 500  Artisan Entrepreneurship
**ARTS** 505  Open Pottery Studio

The student will be awarded a certificate in Pottery upon successful completion of the above courses.

**Fiber Arts**

**Purpose:** This certificate offers individuals instruction in the basics of fiber arts as well as guiding them through the various techniques of creating original designs. The program would focus on preparing students for opening their own businesses, training them in how to promote their product and to maximize the advantages of the internet.

**ARTS** 134  Machine Sewing Techniques
**ARTS** 135  Beginning Knitting
**ARTS** 145  Elements of Design
**ARTS** 206  Surface Design
**ARTS** 306  Floor Loom Weaving
**ARTS** 326  Wearable Art
**ARTS** 376  Open Fiber Arts Studio
**ARTS** 500  Artisan Entrepreneurship

The student will be awarded a certificate in Fiber Arts upon successful completion of the above classes.

**Licensure**

**Independent Motor Vehicle 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.

**TRNS** 100  Auto Dealer Operators Course

The student will be awarded a certificate upon successful completion of the above course.

**Backflow Prevention Device Certification Training Program**

The Commonwealth of Virginia requires that individuals engaged in maintenance, repair, and testing or periodic inspection of cross connection devices be certified in backflow prevention. PHCC offers the following course that is recognized by the Department of Professional and Occupational Regulation (DPOR) as meeting the training requirements for certification. Individuals with 7 or more years of work experience are required to complete a 16-hour training course.

**PLMB** 100  Backflow Prevention Device Certification Training Program

The student will be awarded a certificate upon successful completion of the above course.

**Basic Contractor Business Licensing**

This course is intended for first-time applicants for a Class C, B, or A license and changing a business type. This course is not specifically designed to prepare the student to take the contractor licensing exam in Virginia. This course is recognized by 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.

**BLDG** 100  Basic Contractor Licensing

The student will be awarded a certificate upon successful completion of the above course.

**Tradesman**

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 your license.

**ELEC** 500  Tradesman – Electrician
**GASF** 200  Tradesman – Gas Fitter
**HVAC** 400  Tradesman – HVAC Technician
**PLMB** 300  Tradesman – Plumber

The student will be awarded a certificate upon successful completion of each course listed above.
WORKFORCE DEVELOPMENT

Career Readiness Certificate

The Certificate is based on established WorkKey’s assessments. WorkKeys is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies. To earn a Career Readiness Certificate, individuals undergo assessments related to reading, applied math and locating information through the WorkKeys skills testing program. Individuals can earn three levels of Career Readiness Certificate based on their assessment performance: Bronze level signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas; Silver signifies that a recipient possesses skills for approximately 65% of the jobs profiled by the WorkKeys in these areas; Gold signifies that a recipient possesses skills for 90% of jobs profiled by WorkKeys in the three areas. Each certificate is accompanied by a document defining the skills attained by testing; this multi-level approach enables employees to advance through the Gold and Silver certifications as they refine their skills.

Customized Training

Workforce development staff can develop or target training for an organization’s specific needs. 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. PHCC has an extensive inventory of training programs ranging from products from vendors like AchieveGlobal, Developmental Dimensions International (DDI), InScape Publishing, Vital Learning, and CRM Learning.

Examples of Customized Training:
• Leadership Foundations
• Customer Service
• Computer Applications
• FISH
• Mixing Four Generations in the Workplace
• Communication Skills
• Industry-Specific Skills

HOPE (High-Demand Occupational Programs for Employment)

HOPE is an initiative whereby Workforce Development and Continuing Education has involved numerous stakeholders in the development of: Business and Industry Leadership Teams (BILTs), training programs, and connections to job opportunities. The goal is to identify the job growth areas within the PHCC service region and engage those businesses in a four-phase approach to improving the workforce through short-term training and credentialing. Phase I involves establishing the sector-driven Business and Industry Leadership Teams. Phase II involves developing the training programs. Phase III is the placement of students in internships and jobs. Phase IV is the continuous improvement.

The first industry sectors identified for the pilot program were Food Service and Customer Service. These non-credit training programs are 12 weeks each, addressing a core of soft skills transferrable to any industry: Pre-employment, Workforce Readiness, Business Communications, Life Skills, Teamwork, Moral Reconation Therapy, Character Education, and Introduction to Computers. Students receive additional courses specific to the industry along with an internship.

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:
• Job-Specific Skill Assessments
• Company Orientation and Expectations
• Company-Specific Training
• Interpersonal Skills
• Quality Assurance Training

TARE (Training, Assessment, Retention and Employment)

TARE is a regionally grant funded program that was awarded to PHCC and Danville Community College. PHCC works closely with the Patrick County and Henry-Martinsville Departments of Social Services to provide job readiness skills and job skills training to any client 18 years or older who are receiving TANF and/or VIEW benefits.

The TARE program offers comprehensive and vocational assessments, substance abuse intervention, educational services, soft skills development, intensive job readiness, work adjustment training, basic skills instruction including GED, job analysis, job development and job placement, internships, pre-apprenticeship and apprenticeship, on-the-job training, follow-up, supportive services and transportation as required.

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Job Readiness Skills
Developing the Leader Within
Computer Basics
Teacher Recertification

PHCC has created a listing of courses available that will count for teacher licensure renewal in accordance with the Virginia Department of Education Licensure Regulations. These courses are acceptable provided the teacher has not previously taken the course. Teachers should be certain to contact the Human Resource Director, Licensure Specialist, or person responsible for renewal within their division to review transcripts for course work that may have been previously taken at PHCC or at another college or university.

For teachers with a bachelor’s degree, at least ninety (90) renewal points must be in the content area. By entering the following link into your web browser, you will find a listing of credit, non-credit, and online courses that may meet your content and non-content area requirements: http://www.ph.vccs.edu/info.cfm?t=215&c=0&path=25,875. The courses listed under content area may also be counted for non-content requirements. Some courses have been approved by certain school divisions only and will be listed separately. For teachers with a master’s degree, content courses are not required, but do apply towards renewal. Please see PHCC’s course catalog for any pre-requisite requirements.

VIRTUAL CONTINUING EDUCATION

PHCC offers an array of online non-credit courses and programs to meet the needs of our students. To learn more and register, visit www.ph.vccs.edu (Student Info/Class Schedules/Non-credit).

Computer Training

PHCC instructor-facilitated online courses with ed2go are convenient, affordable, and effective. You can complete any course entirely from your home or office, any time of the day or night. Instructors are famous for their ability to create warm and supportive communities of learners. Several versions of Word, Excel, Access, and PowerPoint are available!

Health Care Careers

PHCC, in partnership with Gatlin Education Services, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. These programs are designed by a team of professionals from each respective field, who work to provide the student with an effective web-based learning experience. Instructors/mentors are actively involved in the online learning experience. They respond to any questions or concerns, as well as encourage and motivate the students to succeed. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning!

Programs Offered:
- Administrative Dental Assistant
- Administrative Medical Specialist
- Medical Billing and Coding
- Physical Therapy Aide
- Veterinary Assistant
- And many more!

Management and Leadership

PHCC online courses with Vital Learning.
- Coaching Job Skills; Delegating
- Essential Skills of Leadership
- Managing Complaints; Resolving Conflicts
- Customer Service and Sales
- Supporting Change; and many more!

Calling all Engineers, Architects, Land Surveyors, and Landscape Architects!

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!

Human Resources Training and Certification

PHCC partners with JER Online to offer online Training and Certification Programs for COBRA, HIPAA, FMLA, ADA, OSHA, Retirement Plans, Payroll, and other regulatory areas with federally-mandated compliance requirements.

Technical Writing Certification

Earn a Certificate in Professional Technical Communication. This program focuses on advanced writing styles and competencies that impact on technical written reports, project presentations, manuals, and other forms of technical correspondence. Choose from four different certificates, offered by JER Online.

Manufacturing and Project Management

PHCC online courses authored by the Quality Group.

Process Improvement Training
Lean and Six Sigma
Lean Six Sigma for Healthcare Series
Virtual blended classes lead by industry leading Master Champions. Earn a Yellow, Green, or Black Belt to improve quality management and output!
Professional Development

Project Management Series

A practical, hands-on approach to project success. Approved by PMI® to meet the requirement for the “contact hours of project management education/training” requirement for the CAPM®, for a portion of the required contact hours for the PMP®, and for PDUs for those currently certified as a PMP®.

Your Future as a Tax Professional

PHCC partners with The Income Tax School to offer an online career track in Income Tax Preparation. New IRS regulations of tax preparers require all tax preparers to register with the IRS and pass an IRS basic competency test; and to complete 15 hours of CPE each year.

Courses Available:

- Basics of Tax Preparation
- Advanced Individual Tax Courses
- CPE Tax Seminars
- IRS Exam Preparation
- Small Business Tax Courses

PERSONAL ENRICHMENT

Ballroom Dancing

ARTS 204 Ballroom Dancing

Crafts

ARTS 149 Despot for Art Painting
ARTS 155 SASSY Seniors Egg Art
ARTS 156 Glass Art Ornaments
ARTS 157 Homeschool Art
ARTS 158 Introduction to Beading
ARTS 311 Try it Out: Stained Glass
ARTS 319 Create a Plate for Santa’s Cookies
ARTS 351 Try it Out: Mosaics
ARTS 362 Try it Out: Woodturning
ARTS 379 Create a Plate for Thanksgiving
ARTS 383 Try it Out: Jewelry Making
ARTS 402 Create a Plate for Mother’s Day
ARTS 506 Create a Plate for Easter

Creative Cooking

HOST 102 Creative Cooking
HOST 104 Healthy 30 Minute Meals
HOST 200 Cooking for Two

Digital Photography & Imaging

ITEC 339 Beginning Photoshop
PHTG 117 Beginning Digital Photography

Driver Improvement

This 8-hour session is open to court-directed and DMV-directed individuals as well as the general public.

TRNS 111 Driver Improvement Clinic

A certificate will be awarded upon successful completion of the above class that can be presented to the court system or DMV. In some cases, participants may receive safe driving points toward their DMV record, which help to offset demerit points received by committing a traffic violation. Safe driving points will not be awarded if clinic attendance is required by DMV or a court.

Kids’ College

PHCC offers Creative Kids College each summer. Our 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.

AUTO 100 Fueling Creativity: Junior Motorsports
CADD 107 Architectural Model & Design
CADD 108 CADD Engineering Modeling & Design
HOST 107 Creative Culinary Arts
ITEC 328 Video Game Design & Development
KIDS 105 Fused Glass Jewelry
KIDS 106 Have a Blast Working with Glass
KIDS 107 Noteworthy Knitting

Motorcycle Basic Rider Course

The Basic Rider Course (BRC) is a three-day course for those who want to learn to ride a motorcycle properly and safely.

TRNS 211 Motorcycle Basic Rider Course

Upon successful completion of the above course, the student is awarded a Motorcycle Safety Foundation Basic Rider Course card and a Virginia Motorcycle Safety Course Completion Certificate. For a period of one year following the course completion date, this certificate may be used to waive the motorcycle knowledge exam and the motorcycle skills test as requirements to obtain a motorcycle classification on a valid Virginia driver’s license. Additionally, this certificate may not be used to waive the 30-day motorcycle learner’s permit holding period for applicants aged 19 or older. The certificate may not be used to waive the required nine month holding period for applicants under age 19.
NON-CREDIT COURSE DESCRIPTIONS

ARTS AND CRAFTS (ARTS)

ARTS 134 Machine Sewing Techniques Students will learn the basic professional techniques used in the construction of garments. Sewing techniques, including cutting, construction, and finishing, are explored, using machines to create sample garments in varying types of fabrics.

ARTS 135 Beginning Knitting Students will learn the basics of knitting with hands on training. Each student will complete a project.

ARTS 145 Elements of Design This course will introduce ideas, methodologies, principles, and skills that comprise a common knowledge base important to all design disciplines. These design fundamentals foster a multidisciplinary design experience among students and prepare them to move to the next level in any arts or crafts field.

ARTS 149 Despot for Art Painting Students will start with a blank canvas and paint a design using basic painting techniques. Students will leave with a completed project.

ARTS 155 SASSY Seniors Egg Art Students will learn the basics of egg art. Decorative painting techniques as well as surface design will be taught. Students will leave the class with a completed project.

ARTS 156 Glass Art Ornaments Students will make a glass ornament using recycled picture glass. Students will complete a project using the fusing method.

ARTS 157 Homeschool Art Students will learn the fundamentals of drawing and painting. Graphite, charcoal, acrylic, and oil will all be explored. Students will complete multiple projects.

ARTS 158 Jewelry Fabrication – Introduction to Beading Students will be introduced to the fundamentals of basic jewelry fabrication. Students will learn techniques including crimping, wire wrapping and threading. Students will also learn basic design and implementation and will create several finished pieces of jewelry.

ARTS 204 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.

ARTS 206 Surface Design This class introduces a wide range of techniques for layering color, pattern, and images on fabric.

ARTS 306 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.

ARTS 310 Introduction to Stained Glass Explores the history and techniques of stained glass. Produces stained glass samples using traditional joining techniques.

ARTS 311 Try it Out: Stained Glass Students will be introduced to the fundamentals of creating original, finished stained glass pieces. Choose a palette of color, cut glass, and assemble your design using copper foil and solder. Design your own small project or choose from some patterns created by the instructor to build a small picture frame, framed mirror, or suncatcher.

ARTS 312 Intermediate Stained Glass This class explores the history and techniques of stained glass. Students will produce stained glass samples using traditional joining techniques.

ARTS 316 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.

ARTS 317 Intensive Glass Fusing & Kiln-Forming Take basic fusing to the next level! Multiple layers of glass will be fused; frit, powders, stringers, and noodles will be incorporated in the projects. Several projects will be designed, fused and slumped to create dishes, bowls, and other types of vessels.

ARTS 319 Create a Plate for Santa’s Cookies Mom and Dad bring the kids to this one day workshop and create a unique plate for that special holiday someone—Santa Claus! This project will be a family treasure for years to come.

ARTS 326 Wearable Art Students will explore the various methods and techniques used in quilting while learning techniques such as piecing, patching, and hand applique.

ARTS 333 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.

ARTS 338 Try it Out: Pottery Get your hands wet while exploring the materials and tools used in pottery to make a basic vessel or flat piece.

ARTS 346 Introduction to Woodworking Hand Tools This class covers the maintenance, sharpening, and use of basic hand tools, including chisels, planes, spoke shaves, marking knives, hand saws, and scrapers. Various sharpening systems will be discussed. Students will build two hand planes and practice hand tool use.
ARTS 348 Finishing Techniques An introduction to wood finishes, including those that can be applied by hand and sprayed, this course includes surface preparation, stains, dyes, sealers, polish, shellac, varnish, oils, waxes, and basic spraying techniques.

ARTS 351 Try it Out: Mosaics Mosaic is the art of decoration with small pieces of colored glass, stone or other material. It may be a technique of decorative art, an aspect of interior decoration or of cultural and spiritual significance as in a cathedral. Explore design, learn basics and just enjoy playing with arranging pieces of color, sometimes shiny, sometimes not, sometimes textured, sometimes smooth. Experiment with color, pattern, illustration, or random chance. The choices are endless and all yours as you create a small mosaic project.

ARTS 355 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.

ARTS 357 Pottery I Students will be introduced to various techniques including slab, coil, and pinch forming for sculptural application.

ARTS 358 Pottery II Continues the foundations of Part 1 with an emphasis on additional experience in coil, and pinch forming. The student will develop good abilities for making sound work and learn basic glazing techniques.

ARTS 359 Wheel Thrown Pottery Fundamental concepts and skills related to hand crafted wheel thrown pottery is built upon. Historical precedents and contemporary examples are covered. The student should be able to demonstrate competence by producing six cylinders 12” high and 6” across with walls a consistent thickness.

ARTS 360 Basic 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.

ARTS 361 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.

ARTS 362 Try it Out: Woodturning Try your hand at the fine craft of woodturning. Learn simple ways to obtain beautiful results on wood surfaces.

ARTS 368 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.

ARTS 376 Open Fiber Arts 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.

ARTS 379 Create a Plate for Thanksgiving Adult and child (age 6 and up) work together to make a unique fused glass plate to showcase the Thanksgiving turkey.

ARTS 383 Try it Out: Jewelry Making Using simple collage techniques, you will create your own artwork under glass. Your small collage will be soldered between two sheets of glass to create a unique piece of jewelry. Bring your own photos to add a personal touch to these treasures!

ARTS 397 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.

ARTS 402 Create a Plate for Mother’s Day Create a special plate for a wonderful mother! Parent and child can work together to make a memorable plate this Mother’s day.

ARTS 417 Ceramic Glaze Techniques This class will explore the procedures for preparing and using ceramic glazes, from the classification various glaze types, to calculating formulas and mixing glazes, to the methods for applying and firing them.

ARTS 500 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.

ARTS 505 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.

ARTS 506 Create a Plate for Easter Fill your Easter basket with a handmade Fused Glass Treasure! Decorate your special plate with your choice of a chick, bunny, Easter egg, spring flower or some other symbol of Easter.

AUTOMOTIVE MECHANICS AND AUTO BODY REPAIR (AUTO)

AUTO 100 Fueling Creativity: Junior Motorsports Learn about a career in motorsports that includes mechanical engineering, electronics, and mechanical design. Students will build a model race car and race it using skills learned in class.
BUILDING AND CONSTRUCTION TECHNOLOGIES (BLDG)

BLDG 100 Basic Contractor Licensing This eight hour 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.

BUSINESS AND COMMERCE TECHNOLOGY (BUSC)

BUSC 110 Problem Solving/Critical Thinking Becoming a good thinker and problem solver requires an active and continuous lifelong process. It serves as a guide to beliefs and actions. Participants explore and follow logical steps to finding the best solution with well defined facts and resources. Once these steps are investigated, an enjoyable scenario will be actively solved by the participants.

BUSC 197 Great Customer Service Comes From the Heart Superior customer service is an organization’s or individual’s ability to consistently and constantly exceed customer expectations. The reward for your efforts is a loyal customer who returns again and again to purchase your product or visit your destination. To earn your customers’ repeat business you need to focus on Attitude, Consistency, Service and Teamwork. Attitude is EVERYTHING. With a positive attitude and sincere desire to serve others, you will earn the loyalty of your customers and the respect of your teammates.

BUSC 201 Local Lessons in Leadership You may have heard the saying, "you have to go 50 miles from home to be an expert", but all too often we overlook the expertise and resources available in our own backyard. You’re invited to join Patrick Henry Community College for a dialogue presented by leaders from our local community. They run our companies, our schools, and our community organizations. A facilitated discussion will give you an opportunity to learn how this panel of leaders with diverse backgrounds and experiences has been successful in their chosen fields. Participants will also take questions from our audience (time allowing).

BUSC 284 Job Readiness Skills Using funding from DSS, the course offers TANF/VIEW recipients job readiness skills by combining interactive workshops and group activities addressing life skills, communication, financial management, diversity, teamwork, self-improvement, and job search skills. Student has the opportunity to earn the Career Readiness Certificate by scoring at least a 3 on the WorkKeys assessments for Locating Information, Applied Math and Reading for Information.

BUSC 285 Developing the Leader Within Using interactive lecture and group exercises, students gain leadership skills as they reflect on the various roles and opportunities they are presented to change their behavior and that of others. Topics discussed include: Leadership, goal setting, problem solving, decision making, communication, networking, parenting, critical thinking, personal productivity, and interpersonal skills.

BUSC 293 Turning Talent into Performance Like athletic coaches, good managers have a knack for identifying the talent of individuals on their team, then applying each person’s talent to achieve a top performance. To empower employees a great manager spends time guiding, coaching, directing and sharing information. If you are dedicated to improving the performance of your team, first take a look at your abilities as a manager. Learn to become the catalyst for a high performance team.

BUSC 294 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.

BUSC 306 Communication and Presentation Skills Don’t short-change yourself in your career or your life by ignoring your communication and presentation skills. Does nervousness make you feel like you’ve blown it whenever you speak in public? No one is born a great communicator. It takes coaching and practice. This class offers a safe place to practice and improve the skills needed for working, socializing, coaching, teaching, supervising, selling, litigating, and entertaining.

BUSC 307 Leadership for Middle Management This workshop helps Middle Managers discover the Pivotal Role they play within the company. Through lecture and various exercises, middle managers will learn how to leverage their knowledge of operations and processes as well as first-hand relationships with customers and front-line employees to make change happen. Participants will learn how to determine what are the important issues, where problems exist, and where opportunities lie.

BUSC 308 Finding Superstars Your business success depends on hiring the best people. Learn to ensure the best “fit factor” before you hire with this session. Hiring mistakes are extremely expensive. Learn powerful tips to eliminate costly bad hires! Learn to assess needs, evaluate candidate skills, attributes and knowledge. This session is packed with lots of tips on the entire interviewing process including behavioral interviewing, background and reference checking. Learn to recognize and hire the “superstars”!
COMPUTER AIDED DRAFTING AND DESIGN (CADD)

CADD 107 Architectural Model and Design Using AutoDesk Revit Architecture 2012 software and Building Animation software (BIM), students will create a virtual model of a residential house that will be used to create a set of residential drawings including floor plans, elevations, sections, and multiple 3D renderings. Lloyd Cannaday, David R. Pierce Faculty Technology Award winner, will be the instructor.

CADD 108 CADD Engineering Modeling and Design Using AutoDesk Inventor 2012 Adapteve Modeling Software, students will create sophisticated engineering part models, drawings, assemblies and assembly animations. Lloyd Cannaday, David R. Pierce Faculty Technology Award winner, will be the instructor.

EDUCATION (EDUC)

EDUC 9001 Career Switcher: Foundations/Field Placement 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: 30 clock hours) in a K-12 school.

EDUC 9002 Career Switcher: Curriculum and Instruction This course is designed to teach prospective teachers instructional methodologies which are appropriate to the needs of middle and high school students. Emphasis is placed on the acquisition of skills essential for teacher decision-making in the areas of instructional planning, lesson design, and delivery of instruction.

EDUC 9003 Career Switcher: Teaching Reading in the Content Area While the primary responsibility of the secondary teacher is to teach students the knowledge and processes of their content expertise, those teachers who include reading strategies in their lessons promote more lasting and meaningful learning. The purpose of this course is to advance understanding of reading and comprehension and to provide prospective teachers with the skills and instructional methodologies which are appropriate to the reading/learning needs of middle and high school students.

EDUC 9004 Career Switcher: Teaching and Learning in the Content Area The goal of this course is to apply much of the theory that has been discussed and explored during your other modules. At the conclusion of this course, you will have made some concrete decisions and begun to form the vision of your classroom and teaching strategies. You will explore various ways to present mathematical and/or science concepts effectively in a middle–or high school classroom.

EDUC 9005 Career Switcher: Classroom Management Effective teaching requires that the teacher be motivator and manager. The purpose of this course is to provide prospective teachers with the skills to establish a climate that is conducive for learning, manage classroom procedures, and maintain student cooperation. Major topics will include motivation theory, classroom procedures, and discipline techniques.

ELECTRICAL/ELECTRONIC TECHNOLOGY (ELEC)

ELEC 500 Continuing Education for Tradesman: Electrician 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.

GAS FITTER (GASF)

GASF 200 Continuing Education for Tradesman: Gas Fitters 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.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

HVAC 400 Continuing Education for Tradesman: HVAC 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.

HOSPITALITY, CULINARY ARTS, TRAVEL AND TOURISM (HOST)

HOST 102 Creative Cooking In this workshop, local chefs will share with you the excitement of food by preparing dishes using locally grown produce. Participants will learn how to utilize flavors and spices with in-season crops. Creativity with food opens a wonderful world of fun, good nutrition and great taste.

HOST 104 Healthy 30 Minute Meals From Around the World Tempt your taste buds as you create quick, healthy meals using foods from around the world. You will carry home recipes and cooking techniques you can use on a regular basis.

HOST 200 Cooking for Two Ever thought it was too difficult and time consuming to fix a meal for only two people? This class focuses on preparing dinners for two people using a little creativity along with fresh ingredients. Students will create a variety of meals and snacks in this hands-on workshop.
INFORMATION TECHNOLOGY (ITEC)

ITEC 150 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.

ITEC 151 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.

ITEC 152 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.

ITEC 153 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.

ITEC 154 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.

ITEC 155 Internet Safety This course is being offered in partnership with the Henry County Sheriff’s Office to provide valuable and useful information to help make our families and communities safer. Using information provided by the SOVA/ICAC Task Force, the course will educate and teach parents, teachers, and children about internet safety.

ITEC 156 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.

ITEC 157 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.

ITEC 158 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.

ITEC 159 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.

ITEC 300 Computer Basics Students in this course will learn the basics as it relates to computer terminology, the functions of the parts of a computer, introduction to keyboarding, and an overview of Microsoft applications.
ITEC 328 Video Game Design & Development Have fun designing your own video games and learning other computer applications during this exciting new computer science field. Participants will obtain software to take home for designing their own games or making changes in games developed.

ITEC 339 Beginning Photoshop Students will learn to enhance and modify digital images in this hands-on introductory course. Focus will be upon working with the controls and using simple exercises to learn what each function does. Downloading digital images to e-mail, correction of reeye, simple correction of color, and learn which quick keys to use to jump from one function to another.

ITEC 401 FREE Technology Resources for Your Business: Use a Cloud and Save Bundles! This hands-on workshop is great for anyone interested in exploring the features of Google Application. Small Business, Non-Profits, Schools, and YOU! Learn how Gmail and Google Calendar can keep your employees connected and save your company time and money. Become familiar with how Google Apps give employees access to critical information, and help you stretch resources and work smarter.

ITEC 405 Marketing through Social Media Learn how to leverage social media with minimum cost, connect with your customers right away on Twitter, Facebook and YouTube, and find and connect with prospects using social media. You will leave knowing how to build professional online profiles using the latest techniques that deliver strong brand connection with your market and how to use online Facebook Ads, Contests and Places to drive foot traffic into your business. Improve the bottom line by reducing costs through hands-on training that empowers business owners to manage social media internally.

KIDS’ COLLEGE (KIDS)

KIDS 105 Fused Glass Jewelry Participants will learn the various techniques of fusing glass jewelry. Each participant will create several beautiful pieces of glass jewelry!

KIDS 106 Have a Blast Working with Glass Learn the basics of glass cutting, fusing, and slumping during this exciting class. Students will use their creative instinct to create their own pieces of functional and decorative glass!

KIDS 107 Noteworthy Knitting Prepare for winter by learning to knit during your summer break. Students will try their hand at knitting and complete a project to take home. Beginning and Intermediate Knitters welcome.

PHOTOGRAPHY (PHTG)

PHTG 117 Beginning Digital Photography Bring your own camera and operating manual to learn the fundamentals of how to use your digital camera to take better pictures. Learn about camera mechanics and elements of photographic design.

PLUMBING AND PIPEFITTING (PLMB)

PLMB 100 Backflow Prevention Device Certification Training Program This course will prepare students for the Commonwealth of Virginia "Backflow Prevention Device Work" license examination. This course will cover the following: introduction to cross-connections, conditions that lead to backflow, prevention of cross-connection, cross-connection program components, installation of backflow devices (inside of buildings, outside of buildings, and flood areas), Codes and Ordinances; and use of test kits & wet labs.

PLMB 300 Continuing Education for Tradesmen: Plumbers 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.

TRANSPORTATION (TRNS)

TRNS 100 Auto Dealer Operators Course (VIADA) 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.

TRNS 111 Driver Improvement This course is designed to help drivers become better prepared to deal with the challenges of safe driving and learn to avert accidents or injuries on the road.

TRNS 211 Motorcycle Basic Rider Safety 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.
Personnel
Virginia Community College System
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State Board for Community Colleges
Jeffrey K. Mitchell, Chairman
Hank Chao, Vice Chairman
Glenn DuBois, Secretary

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Robert R. Fountain, Montross
Stephen T. Gannon, Henrico
Sasha Gong, Falls Church
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Dorcas Helfant-Browning, Virginia Beach
Danny Hunley, Newport News
Nathaniel Xavier Marshall, Lynchburg
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Bruce J. Meyer, Virginia Beach
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William H. Talley, III, Petersburg
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Barry Jarret, Henry
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James Rountree, Martinsville
Elaine Ryder, Henry
Eddie White, Martinsville

Administrative Faculty & Counselors

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M.S., Indiana State University
Ed.D., Indiana University

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Vice President for Academic & Student Development Services
A.S., Colby Community College
B.S., Fort Hays State University
M.S., Fort Hays State University
Ed.D., NOVA Southeastern University

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M.A., Virginia Commonwealth University
Ed.D., Virginia Polytechnic Institute & State University

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Interim Vice President for Institutional Advancement
B.S., Washington & Lee University
M.Ed., University of Virginia
Ed.D., University of Virginia

Administrators

Robert A. Clary
Dean of Humanities, Social Sciences & Business Technology
B.S.B.A., Appalachian State University
M.A., Appalachian State University

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A.A.S., Danville Community College
B.A., Averett College
M.B.A., Averett University

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B.S., Virginia Polytechnic Institute & State University
M.S.Ed., Old Dominion University

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Coordinator of Accelerated Career Pathways
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B.S., Bluefield State College
M.S., Old Dominion University

Shanna Francisco-King
Coordinator of Upward Bound/Upward Bound Math & Science Grants
B.A., Virginia Polytechnic Institute & State University
M.A., Radford University

J. Greg Hodges
Dean of Developmental & Transitional Education

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Eliza Severt-Honorary
Carolyn Shough
Paulette Simginton
Max Wingett

Dr. James L. Beckner, Interim Executive Director
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Education and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhonda R. Hodges</td>
<td>Dean of Workforce Development &amp; Continuing Education</td>
<td>B.A., College of William and Mary, M.S., Bethany Theological Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., Virginia Polytechnic Institute &amp; State University, M.S., University of Maryland University College</td>
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<tr>
<td>Cindy S. Keller</td>
<td>Coordinator of Financial Aid</td>
<td>A.A.S. and AA/S, Patrick Henry Community College, B.S., Averett College, M.A., Liberty University</td>
</tr>
<tr>
<td>Sarah Beth Keyser</td>
<td>Coordinator of Grant Development</td>
<td>B.A., Davidson College</td>
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<tr>
<td>Edward G. McGee</td>
<td>Coordinator of Instructional Technology</td>
<td>B.S., Radford University, M.A.L.S., Hollins University</td>
</tr>
<tr>
<td>Jeffrey L. Porter</td>
<td>Dean of Student Services</td>
<td>B.A., Roanoke College, M.S., Radford University</td>
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<tr>
<td>Barry H. Reynolds</td>
<td>Coordinator of Library Services</td>
<td>B.A., Flagler College, M.L.S., University of North Carolina, Greensboro</td>
</tr>
<tr>
<td>Cristy G. Reynolds</td>
<td>Coordinator of Advising, Testing &amp; Career Center</td>
<td>A.A.S., Patrick Henry Community College, B.S., Old Dominion University, M.S., Old Dominion University</td>
</tr>
<tr>
<td>Kevin O. Shropshire</td>
<td>Coordinator of Institutional Research &amp; Effectiveness</td>
<td>B.S., James Madison University, M.S., Virginia Polytechnic Institute &amp; State University, M.S., Clemson University</td>
</tr>
<tr>
<td>Brenell C. Thomas</td>
<td>Coordinator of Non-Credit Programs</td>
<td>B.A., University of Virginia</td>
</tr>
<tr>
<td>Travis W. Tisdale</td>
<td>Coordinator of Admissions and Records</td>
<td>B.A., Hampden-Sydney College, M.Ed., University of Virginia</td>
</tr>
<tr>
<td>Amy E. Webster, R.N., B.S.N., M.S.N.</td>
<td>Coordinator of Nursing &amp; Allied Health</td>
<td>B.S.N., Radford University, M.S.N., University of Phoenix</td>
</tr>
<tr>
<td>Rebecca A. Westfall</td>
<td>Reference Librarian</td>
<td>B.A., University of Oklahoma, M.L.I.S., University of Oklahoma</td>
</tr>
<tr>
<td>Christy D. Yaple</td>
<td>Middle College Director</td>
<td>AA/S, Patrick Henry Community College, B.S., Old Dominion University, M.S., Old Dominion University</td>
</tr>
<tr>
<td>Patsy J. Anderson-Rusmisel</td>
<td>Director of Student Support Services</td>
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</tr>
<tr>
<td>Lois P. Collier</td>
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</tr>
<tr>
<td>Ophelia G. Griggs</td>
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<tr>
<td>Scott D. Guebert</td>
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<tr>
<td>Jennifer T. Pruett</td>
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<tr>
<td>Vacant</td>
<td>Dean of Science, Technology, Engineering, &amp; Math</td>
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<tr>
<td>Teaching Faculty</td>
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<tr>
<td>C. Ed Anthony</td>
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</tr>
<tr>
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</tr>
</tbody>
</table>

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Ph.D., Interamerican University, Mexico

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The following individuals taught classes as adjunct faculty during the 2011-12 academic year:

Aaron, Fredona - ACC 124, 215  
Adcock, Rebecca - AGR 141, 233  
Adkins, Kimberly - ELE 110, 114  
Amos, Patricia V. - SDV 105, 195  
Ande, Taiwo - BUS 125  
Anderson, Teddy - EMS 111  
Armstrong, Jo Ann - PSY 200, 230  
Ashbrook, Elizabeth - HCT 102  
Bailey, Anita - EDU 195  
Barnas, Martha - HLT 122, PNE 145, 151, 152  
Bateman, Judy - ENG 01  
Belcher, Ann - ENG 111, 210  
Belongia, Kimberly - PLS 211, 212  
Beverly, Derrick - HRI 218  
Bodkin, Barbara - ENG 111, 112  
Bowles, Crystal - PED 110  
Bowling, Susan - HLT 280, 281  
Brown, Kathleen - MTE 04, 05, 06, 07, MTH 02, 03, 09, 120, PED 156, 195, RPK 100, 152, SDV 108, 109  
Bryant, Curtis - BLD 105, 140  
Bryant, Nancy - ENG 04, 05  
Buffington, Vance - HRI 119  
Burton, Jason - EMS 120, 155, 159, 172, 173, 244, 245  
Cakir, Janet - ENV 100, GEO 210  
Camenisch, Roger - MTE 01, 02, 03, 04, 05, MTH 03, 09  
Carr, Keith - HRI 158  
Carstephan, Johel - EMS 205, 207, 209  
Carter, Annette - PED 101, 102  
Carter, Arlene - ENG 05  
Carter, Monica - NUR 111  
Caudill, Ben - ENG 01, 03  
Christian, John - HLT 280, 281, MUS 121, REL 210  
Claggett, Sharon - MTH 02  
Clifton, Stacey - AST 260, ITE 115, MTH 120  
Crabtree, Darryl - MTH 241, PSY 200  
Decker, Michelle - PED 109  
Diezel, Adah - HRT 115, 201, 226, 249, 259, 275  
Drady, Paula - ENG 01, 04  
Draper, Steve - ADJ 236, 237  
Drewsey, Ferrell - BUS 95  
Eastridge, Phyllis - ENG 111, 112  
Edwards, Daniel - ELE 138, 143, 216, 239, 295, ETR 100, 143, 151, 198, 295, INS 210  
Eggleston, Rhonda - HLT 190  
Farrar, Paul - HRI 154  
Fatten, Michael - ITP 160, MTH 120  
Ferguson, Amy - MTH 02  
Ferguson, Sr., Colin - HIS 121, 122, PLS 211, 212  
Ferguson, Randy - MTE 01, 02, 03, MTH 02  
Forrest, Sandy - ITE 115  
Foster, George - MTH 241  
Foster, Iola Renea - HLT 143  
Gates, Russell - HLT 261, 262  
Gerlach, Hugh - PED 111, 112  
Giggetts, Stacey - HMS 195, 251, MEN 135  
Gilbert, Jeffrey - MTS 295  
Gilbert, Margie - ITE 95  
Gill, Sara - HCT 102  
Goard, Brian - PHI 220  
Gravely, Harold - PED 103, 105, 107, 129, 138  
Gravely, Kenya - ENG 05  
Grayson, Debra Jo - MTH 04, 05  
Haidmont-Niblett, Angela - PSY 200, 230  
Hall, Lester - ACC 211  
Hall, Johnathan - HRT 228  
Hall, Julia - EMS 250  
Hampton, Tracie - PNE 151  
Hamrick, Deborah - MTH 02  
Hance, John - LGL 115, 225, 226  
Hanek, John - HRI 134, 251  
Harrison, Jan - CHD 125, 164, 210, EDU 235  
Hatchett, Monica - ENG 111, 112, 243, 244  
Henderson, Carol - PSY 200, 230  
Hickman, Shawn - CHM 111, 112  
Hill, Elizabeth - MTH 09  
Hubbard, Bobbie - ITP 160  
Hubbard, Sheila - HLT 220, 295  
Hudson, Stephanie - BIO 101, 102, 141, 142, 205, 270, MTH 03  
 Huff, Nina - ENG 03, 04, 05, 112  
Humphreys, Barbara - ENG 04  
Hunley, Carroll Mike - BLD 147, 148  
Jacob, Janine - PLS 211, 212
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**Athletics**

Brown, Kathleen - Softball Coach
Buck, Johnny - Sports Information Director
Cates, Scott - Assistant Baseball Coach
Felts, John - Assistant softball Coach
Harris, Frankie - Assistant Men's Basketball Coach
Hayword, Scott - Men's Soccer
Jones, Anthony - Women's Basketball Coach
Leizer, Jane - Cheerleading Coach
Menschner, Paul - Baseball Coach
Morris, Zachary - Assistant Baseball Coach
Smith, Jeffrey - Athletic Trainer
Wade, Kenneth - Men's Basketball Coach
Watkins, Tiffany - Assistant Women's Basketball Coach
Wylie, Larry - Women's Soccer

**College Divisions and Offices**

**Office of the President**
Max F. Wingett, President
Jencie D. Gibson, Administrative Staff Specialist

**Office of Institutional Advancement**
James L. Beckner, Jr., Interim Vice President
Letitia M. Pulliam, Administrative Staff Assistant
Debbie J. Bryant, Foundation Financial Assistant
Sarah Beth Keyser, Coordinator of Grant Development

**Public Relations & Marketing**
Kristin M. Landrum, Public Relations & Marketing Manager
Brenda S. Sigmon, Public Relations Assistant & Web Technician
M. Randy Ferguson, Media Director
Kevin F. Plaster, Television/Video Production Specialist

**Office of the Vice President**
**Financial & Administrative Services**
Ronald B. Epperly, Vice President
Susan W. Shively, Administrative Staff Assistant

**Facilities Services**
D. Wayne Cardwell, CPA, Budget & Facilities Manager
Brian R. Boyd, Trades/HVAC
Sam S. Gusler, Trades/Utility Worker
Sammie L. Seaton, Security
Roberta L. Wright, Engineering Technician

Business Office
Sharon G. Claggett, Business Manager
Kathy A. Barbour, Local Funds & Grant Accountant
Jackie D. Harris, Cashier/Accounts Receivable
Adrienne R. Martin, Student Financial Accounting
Cotina M. Pearson, Accounts Payable

Human Resources Office
Delores J. Eanes, PHR, Human Resource Manager
Dorothy M. Griffin, Human Resource Analyst
Lori Z. McCarty, SPHR, CPP, Human Resource Analyst

Purchasing Office
Carline M. Deal, CPPB, VCO, CPM, Buyer Specialist

Office of the Vice President

Academic & Student Development Services
Kristen A. Bishop, Vice President
Betty J. Ray, Administrative Staff Assistant

Institutional Research & Effectiveness
Kevin O. Shropshire, Coordinator
Gloria W. Amos, Senior Programmer

Professional Technologies, Health Sciences, Accelerated Learning & Off-Campus Sites Division
Jeffery B. Fields, Dean
Brenda S. Wright, Administrative Assistant
Meghan E. Eggleston, Coordinator of Accelerated Learning
Colin C. Ferguson, Coordinator of Accelerated Career Pathways
Kathy L. Price, Dual Enrollment & Career Technical Education Program Assistant
Amy Webster, Coordinator of Nursing & Allied Health
Rhonda G. Eggleston, Nursing Administrative Assistant
Tom A. Joyce, Laboratory Assistant, Manufacturing
Denver A. Smith, Motorsports Trade Technician
W. Kay Pagans, Franklin County Site Facilitator
Angelia R. Brown, Patrick County Site Facilitator

Humanities, Social Sciences & Business Technology Division
Robert A. Clary, Dean
Gloria A. Johnson, Administrative Assistant
Regina M. Warren, Faculty Secretary

Workforce Development & Continuing Education Division
Rhonda R. Hodges, Dean
Lillie J. Gibson, Administrative Assistant
Kara M. Carter-Hundley, Creative Enterprises Program Coordinator
Lori M. Conner, Workforce Development Specialist
Carolyn L. Isley, Career Readiness Specialist
Brenell C. Thomas, Coordinator of Non-Credit Programs
Kathy Whittle-Davis, TARE Program Coordinator

Developmental & Transitional Education Division
J. Greg Hodges, Dean
M. Carol Ford, Administrative Assistant
Scott D. Guebert, disAbility Counselor

Middle College
Christy D. Yape, Director
Bertha L. Cobler, Administrative Assistant

Student Support Services
Patsy Anderson-Rusmisel, Director
Joyce Divens-Moore, Developmental Education Advisor
Ophelia G. Griggs, Counselor
Susan M. Plunk, Administrative Assistant
Sam W. Prillaman, Math Lab
Jennifer T. Pruett, Transfer Counselor

Student Services Division
Jeffrey L. Porter, Dean
B. Sue Seay, Program Support Technician
Jessica M. Carter, Registrar
Lois P. Collier, Counselor
Marcia G. Joyce, Program Support Technician
Brienna D. Hairston, MHC After 3 Program Assistant
Christopher J. Parker, Coordinator of Athletics, Intramurals, & Extra Curricular Activities
Travis W. Tisdale, Coordinator of Admissions & Records

Financial Aid & Veteran Affairs
Cindy S. Keller, Coordinator
Rosemary I. Bowers, Program Support Technician
Tamara L. Scott, Program Support Technician
Phyllis D. Stultz, Program Support Technician

Integrated Advising, Testing & Career Center
Cristy G. Reynolds, Coordinator
Jill M. Jones, Educational Support Specialist
Lori S. Lowe, Educational Support Specialist
Amber N. Rose, Administrative Office Specialist

Upward Bound
Shanna Francisco-King, Coordinator
Christina V. Niblett, Administrative Assistant
Rachael L. Wingfield, Advisor

Technology Division
David L. Deal, Dean
Eric L. Arrington, Senior Network Administrator
Justin D. Leffue, Desktop Technician
Ed G. McGee, Coordinator of Instructional Technology
Mark W. Nelson, Distance Learning Webmaster
Mark L. Setliff, Network/Desktop Technician
John Y. Stafford, Instructional Lab Assistant

Library Services
Aileen C. Martin, Library Assistant
Barry H. Reynolds, Coordinator of Library Services
Rebecca A. Westfall, Reference Librarian

Part-time Employees

Institutional Advancement
James L. Beckner, Jr., Interim Vice President

Public Relations & Marketing
Johnny Buck, Communications Specialist

Financial & Administrative Services
Switchboard
Glenda Black, Receptionist
Shirley Frith, Receptionist
Wanda Martin, Office Support

Facilities Services
Jerry Bleckley, Maintenance
Crystal Clowers, Housekeeping
Tammie Cobler, Housekeeping
Gary Dove, Security/Emergency Planning Officer
Ken Gilley, Housekeeping
Bobby Gusler, Maintenance
Al Hairston, Security
Lisa Helms, Housekeeping
Johnny Holland, Housekeeping
Rick Hopkins, Maintenance
George Marlowe, Maintenance
Todd Owen, Maintenance
William Perry, Jr., Security
Gary Rea, Maintenance
Ronnie Sowder, Maintenance
Barbie Stone, Housekeeping
Jeffery Stone, Security
Donna Thompson, Housekeeping
Tom Watkins, Housekeeping
George Wells, IV, Maintenance

Business Office
Torria Finney, Office Support/Cashier

Human Resources
Natalie Hooker, Office Support
Evelyn Mebane, Office Support

Purchasing
Missy Bateman, Purchasing Assistant

Academic & Student Development Services
Institutional Research & Effectiveness
Linda Watkins, Office Support

Professional Technologies, Health Sciences, Accelerated Learning & Off-Campus Sites Division
Martha Barnas, Health Care Specialist
Clarke Beckner, Career Coach
James Corns, CADD Lab Assistant
Adah Diesel, Horticulture Trades Technician
Susan Huff, Career Coach
Barbara Humphreys, Career Coach
Amanda Joyce, Career Coach
Keith Newcomb, CADD Lab Assistant
Brian Roach, Agribusiness & Horticulture Lab Assistant
Susan Selman, Nursing Resource Advisor
Robert Wagner, Automotive Technology Assistant
Susan Wimbish, Career Coach
Tonya Ingram, Office Support, Franklin County
Lynne Howell, Media Specialist, Patrick County
Edith Nadeau, Lab Assistant, Patrick County
Twyla Neil, Office Support, Patrick County

Science, Technology, Engineering, & Math Division
Lora Lovelace, Lab Assistant, Biology
Sarah Rakes, Lab Assistant, Biology

Workforce Development & Continuing Education Division
Margaret Caldwell, Career Pathways Coach
LaTonda Dillard, Business Training Manager
Yvonne Price, Non-Credit Secretary
Amy Reed, Artisan Center Marketing/Public Relations Specialist
Carol Zimsko, Artisan Center Gallery Coordinator

Developmental & Transitional Education Division
Patricia Worley, disAbility Services Advisor

Great Expectations
Christy Spencer, Program Coordinator
Paul Menschner, Trainer/Instructor

Middle College
Gloria Craddock, Retention/Instructor

Student Support Services
Mia Cobbs, Tutor
Robert Duncan, Tutor
Bethany Fulcher, Tutor
Richard Gravely, Tutor
LaToya Martin, Tutor
Marietta Martin, Tutor
Samantha Nguyen, Tutor
Lisa Parnell, Writing Center Tutor
David Reynolds, Writing Center Tutor
Jonathan Reynolds, Tutor
Rhonda Spencer, Tutor
Whitnie Spencer, Tutor
Phyllis Walker, Tutor

Student Services Division
Linda France, Assistant to Admissions & Records
Margie Gilbert, Office Services Assistant
Vicki Martin, Student Retention Specialist
Zachary Morris, Assistant to Student Activities
Shelira Morrison, Community Outreach Specialist
Vickie Riddle, Assistant to the Registrar
Kenny Wade, Slim Gym
Phyllis Walker, Slim Gym
Belinda Williams, Slim Gym

MHC After 3 Program
Tara Ardito
Jerelle Carter
Nakeisha Davis
Harrison Gardner
James Grandinetti
LaDonna Hairston
Tynell Hairston
Megan Keffer
Courtney Mayberry
Kristen Reed
Briana Scott
Celia Tucker
Jonathan Walker

Upward Bound
Stephanie Blankenship
Christle Fallen
Cecil France
Chelsea Kronz
Lindsey Lugrin
Justin Oliver
Kayla Spurgeon
Clayton Walvoort
Amanda Wikstrom

Technology Division
Hilda Goad, Lab Assistant
Alan Lawson, Lab Assistant
Charlie Martin, Lab Assistant
Earl Martin, Media Specialist
Cindy Seay, Instructional Media Services
Seberina Tatum, Library Services
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 Counseling Office or The Integrated Advising, Testing, and Career Center in the Walker Fine Arts/Student Center. PHCC has counselors 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, complete the placement test and the Integrated Advising, Testing, and Career Center staff will assist you from there. If you are a returning student, see an advisor and follow the procedures outlined in the “Schedule of Classes” each semester 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 and counseling office for help. See the schedule of classes each semester for possible registration times.

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 in your semester schedule of 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 printed in the schedule of classes each semester and on the inside cover of the catalog.

See your advisor to fill out an Add/Drop Form, or follow the steps on MyPHCC on the college’s web site, www.ph.vccs.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 grades are “F.” Check your 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, even if it is better for you not to attend for the time being.

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 printed each semester in the schedule of classes. 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. 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 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 a college counselor or The Integrated Advising, Testing, and Career Center 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 Counseling Office or The Integrated Advising, Testing, and Career 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.” If you have difficulty contacting your advisor or one of your instructors, check with the secretary in that division office for help. Be sure to see your advisor early in the registration period.

Arts, Science & Business Technology Division
Located in Walker Fine Arts & Student Center, Room 117

Applied Science & Engineering Technology Division
Located in A.L. Philpott Hall, Room 123A

Developmental Education
Developmental Education faculty are located in the Learning Resource Center. Students who place in developmental 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 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 15-19 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. The financial aid staff is eager to assist you. They won’t know you need their assistance unless you let them know.

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 begin with a W. There is always a notation in the college’s printed course schedule indicating that the course is in a distance learning format. Students must complete an orientation to distance learning prior to beginning the distance learning course. The orientation is offered in either a face-to-face format or on-line. Students should check the college schedule and/or the web page for specific dates. The on-line orientation and all of the college’s web-based courses can be accessed through the college’s distance learning web page. Distance learning students are required to complete an on-line quiz to demonstrate they possess the necessary skills to be successful distance learning students. An easy way to get to the distance learning page is to go to the college’s main webpage (www.ph.vccs.edu) and follow the distance learning links. The links will lead you to the required access point.

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 you need to know about your program.

You will need to fill out a Student Information Change Form in the admissions office. Note that 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 25. Each instructor decides what type of grading scale to use in classes, 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**

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<tr>
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<td>3</td>
</tr>
<tr>
<td>44 divided by 16 = GPA 2.75</td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>
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.ph.vccs.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 got 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, see the folks in financial aid.

PHCC cares about you and your success. Let the college help you if your grades begin to fall.

Does PHCC have any tutors?

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 Division 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 staff in The Integrated Advising, Testing, and Career Center located in the Walker Building. Here is a list of the services that office provides:

• Local job listings.
• 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 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 732-2406 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.ph.vccs.edu/content.cfm?c=0&path=25,479,364
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 www.alert.ph.vccs.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 276-656-0436.

Threat Assessment Team The Threat Assessment Team exists to access 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. 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. Also, notify the library if you have a card/ID.

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://www.so.cc.va.us/vccasar/Research/grs-fa98.html?c=0&path=25,166,171&c=0&path=25,365
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 Franklin Center & 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.ph.vccs.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-lighted 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 732-2406.

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 732-2406.

School Colors and Mascot

PHCC’s school colors are royal blue and gold. The mascot is the “Patriot.”

Smoking

Smoking or use of other tobacco products, including electronic cigarettes, is not permitted in buildings, or within 25 feet of entrances, or in college vehicles. Please smoke only in designated locations.

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 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 Fine Arts/Student Center.

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 Services 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.

Black Student Association (BSA)

The purpose of the Black Student Association is to encourage and increase the achievement, participation and adjustment of black students to the college community, to increase sensitivity of the college community to the black student, and to create a better rapport between the college community and the black community.

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.

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.

Interclub Council

The Interclub Council is a student council comprised of sponsors and appropriate representatives, usually presidents and vice-presidents of campus organizations, which meets each semester. Interaction and cooperation between campus organizations are the goals as well as campus-wide community-service projects.

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, and 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. Non-high school graduates can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher.

Requirements for Current Students

Prior to the last date to register for the second full-time semester, as published in the college catalogue, 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 catalogue, 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 at 276-656-0313.

International Club

The International Club was developed to expose students to the international community, both surrounding them and across the world, and to educate students in foreign cultures, foreign languages, and our cultural similarities and differences.

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.

Paralegal Association

The Paralegal Association (1) promotes the paralegal program at PHCC in the community it serves; (2) implements and encourages high standards of scholarship, ethical behavior and professionalism among its members in their respective studies and furthers their employability as legal assistants; and (3) fosters and promotes a spirit of fraternity and loyalty among members collectively as a group and secures united action in promoting the general welfare and success of each student enrolled in the program.

Membership is open to all PHCC students enrolled in the paralegal curriculum. To maintain membership in good standing in the association, students must maintain a grade point average of 3.0 for all courses completed in the curriculum of study.

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.

PhiTheta 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 a “B+” (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.

Refresh

Refresh was developed to afford students the opportunity to gather together and discuss/study the Bible. Members are offered an atmosphere where they can grow individually, spiritually, and intellectually.

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.

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 Office of Institutional Advancement (Room 205, Administration Building) to assist with or review publications such as programs, flyers and press releases or ads.
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 solicitations 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 development 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 dean of student development services. It is the responsibility of the dean of student development 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 dean of student development 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 dean of 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 development 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 development 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.
11. All decisions will be based only on evidence presented before the hearing body.
12. 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.
13. 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.
14. 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 development 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 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 supervisor’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 dean 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 development 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.

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.

6. 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

The college attempts to provide appropriate computing resources to its students, faculty, and staff. The objective is to provide users with the level of computer technology to effectively perform their academic and administrative duties.

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), unauthorized examination (18.2-152.5), or unauthorized use (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. PHCC’s internal procedures for enforcement of its policy are independent of possible prosecution under the law.

DEFINITION

PHCC information technology resources include computers, networks, software, data, facilities and 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. PHCC and the VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use these resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.

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. 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 the VCCS information technology resources 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. The college or VCCS data trustee, 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. You must not copy, 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.

5. 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, onto official systems without prior approval.

6. 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 Officer or the Internal Audit department.

ENFORCEMENT PROCEDURE

1. Faculty, staff and students at the college or VCCS should immediately report violations of information security policies to the local Chief Information Officer (CIO) who will research the information about the case and identify the offender. If state or federal law is apparently violated then the research shall be conducted in conjunction with appropriate legal authorities in order to protect legal evidence.

2. The College President will report any alleged violations of state and federal law to the appropriate authorities.

3. If the alleged offender is an employee, the CIO will notify the offender’s supervisor. The supervisor, in conjunction with the College or System Human Resources Officer and the CIO will follow the Human Resource published procedure for adjudication of the alleged violation.

4. If the alleged offender is a student, the CIO will notify the dean of student development services. The Director, in cooperation with the CIO, will follow the published student procedure for adjudication of the alleged violation.
5. All formal disciplinary actions taken under this policy are grievable 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 student 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 students of Patrick Henry Community College, including the students of the ODU TeletechNet and Governor’s School programs 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. Special open computer labs are available for students on the main campus in West Hall B1, Learning Resource Center, and Philpott 117, and at the Patrick County and Franklin County off-campus sites.

**PROHIBITED ACCESS TO THE PHCC NETWORK**

The students of Patrick Henry Community College, including the students of the ODU TeletechNet and Governor’s School programs are prohibited to directly attach their personal laptop, desktop, PDA, or any other network connecting device to the PHCC computer network at any of our on-campus and off-campus locations. Students are allowed to connect their laptops and PDAs to the PHCC computer network using wireless access only. Also, the use of student jump drives and diskettes are allowed to be inserted into classroom and computer lab PCs.

This requirement is necessary to protect the PHCC network from inside unauthorized access, including the threat of computer worms and viruses. Any student 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 Information Security ITRM Standard SECS01-1, set by the Virginia Information Technology Agency (VITA) of the Commonwealth of Virginia, 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 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.

**Sexual Misconduct Policy**

This policy covers students, faculty, staff and visitors both on college campus, and at off-campus facilities and programs.

Sexual misconduct is a serious violation of the PHCC College community’s standards and will not be tolerated. Where there is probable cause to believe that the college regulations prohibiting sexual misconduct have been violated the college will pursue disciplinary actions which may include sanctions up to and including banishment from the college (see Statement of Student Rights and Responsibilities, Section IV, Student Disciplinary Policies and Procedures).

Those who believe that they have been sexually violated on college properties or in conjunction with an official college function may file a complaint directly with the Vice President of Academic and Student Services (Walker building) or the Vice President of Financial and Administrative Services (Administration building).

An individual accused of sexual assault can be prosecuted under Virginia criminal statues and if a student, disciplined under the college student conduct policies and regulations. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action. Sexual Misconduct also includes Sexual Harassment. Sexual Harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed to an employee, student, or applicant for employment or matriculation, when one or more of the following circumstances are presented:

1. Toleration of the conduct is an implicit or explicit term or condition of employment, admission, or academic evaluation;
2. Submission to or rejection of such sexual conduct is used as a basis for a personnel decision or academic evaluation affecting such individual; or
3. Such conduct interferes with an individual’s work
Definitions: An individual who, acting on his own or in concert with others, participates in any of the following misconduct is subject to discipline by the college: Physical abuse, threats of violence, rape, and other forms of sexual assault, or other conduct that threatens the health or safety of any person on college property or in connection with official college functions.

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)

Students of a Virginia community college shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances or alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus meetings. Students who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students 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.

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.

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:

1. A student may vote for no more than one candidate per office unless otherwise indicated on the election ballot.
2. The candidate must be in attendance at the SGA meeting following the election to receive the results.
3. NO ballots can be removed from or added to the ballot box.
4. 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 dean of student development 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.

A two-thirds majority or the Executive Committee is required to disapprove legislation passed by the student Senate.

B. 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.

C. 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.

D. 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:

1. Arise out of a breach of regulations set up by the Student Government Association,

2. Arise out of a breach of the Code of Conduct of Patrick Henry Community College,

3. Be referred to it by any unit of the Student Government Association,

4. Be referred to it by any dean or faculty member of the college.

A. 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.

B. 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.

C. 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, he or she 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 dean of student services.

B. This request for resignation may be appealed to the dean of student development services.

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.

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 environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our college, no workplace is immune. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

All employees should cooperate to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, and other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the respective Vice President or the college’s Human Resource Manager as appropriate, and to report the incident and initiate appropriate action.

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 supervisors and agency specialists 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.
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