PVCC
PIEDMONT VIRGINIA COMMUNITY COLLEGE
Opportunity. Access. Excellence.

2017-2018 College Catalog

MAIN CAMPUS | JEFFERSON SCHOOL | GREENE COUNTY | ONLINE

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The College also prohibits sexual harassment including sexual violence or misconduct. Student or prospective students who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment or inaccessible conditions, should present their concerns to either of the following:

Title IX Coordinator, Teresa Willis, Human Resources Director. 501 College Drive, Main Building, Room M810A, Charlottesville, VA 22902. humanresources@pvcc.edu; 434.961.6567

Department of Education, Office of Civil Rights. 400 Maryland Avenue, S.W., Washington, D.C. 20202-1100; www.ed.gov.

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Piedmont Virginia Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Piedmont Virginia Community College.

Curricula of the college are approved by the PVCC Board and by the State Board for Community Colleges. The two-year associate degree programs are also approved by the State Council of Higher Education for Virginia.

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FALL SEMESTER 2017	
16-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-8/20/17
Classes begin	8/21/17
Add/Drop period	8/21/17-8/25/17
Last day to register/add a course or request an audit	8/25/17
Labor Day **NO CLASSES**	9/4/17
Last day to drop a course with a refund	9/7/17
Fall Break	10/9/17-10/10/17
Last day to drop a course with a grade of "W"	10/30/17
Thanksgiving Break	11/22/17-11/25/17
Classes end	12/11/17
Final Examinations	12/12/17-12/18/17
12-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-9/6/17
Classes begin	9/7/17
Add/Drop period	9/7/17-9/13/17
Last day to register/add a course or request an audit	9/13/17
Last day to drop a course with a refund	9/21/17
Fall Break	10/9/17-10/10/17
Last day to drop a course with a grade of "W"	11/6/17
Thanksgiving Break	11/22/17-11/25/17
Classes end	12/8/17
12/12/17-12/18/17	12/12/17-12/18/17
10-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-9/20/17
Classes begin	9/21/17
Add/Drop period	9/21/17-9/27/17
Last day to register/add a course or request an audit	9/27/17
Last day to drop a course with a refund	10/3/17
Fall Break	10/9/17-10/10/17
Last day to drop a course with a grade of "W"	11/10/17
Thanksgiving Break	11/22/17-11/25/17
Classes end	12/8/17
Final Examinations	12/12/17-12/18/17
First 8-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-8/20/17
Classes begin	8/21/17
Add/Drop period	8/21/17-8/25/17
Last day to register/add a course or request an audit	8/25/17
Last day to drop a course with a refund	8/30/17
Labor Day **NO CLASSES**	9/5/17
Last day to drop a course with a grade of "W"	9/28/17
Fall Break	10/9/17-10/10/17
Classes end	10/17/17
Final Examinations	Last class
Second 8-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-10/23/17
Classes begin	10/18/17
Add/Drop period	10/24/17-10/30/17
Last day to register/add a course or request an audit	10/30/17
Last day to drop a course with a refund	10/31/17
Thanksgiving Break	11/22/17-11/25/17
Last day to drop a course with a grade of "W"	11/29/17
Classes end	12/18/17
Final Examinations	Last class

1st 4-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-8/20/17
Classes begin	8/21/17
Add/Drop period	8/21/17-8/25/17
Last day to register/add a course or request an audit	8/25/17
Last day to drop a course with a refund	8/28/17
Labor Day **NO CLASSES**	9/5/17
Last day to withdraw without grade penalty	9/11/17
Classes end	9/25/17
Final Examinations	Last Class
2nd 4-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-9/27/17
Classes begin	9/28/17
Add/Drop period	9/28/17-10/4/17
Last day to register/add a course or request an audit	10/4/17
Last day to drop a course with a refund	10/5/17
Fall Break	10/9/17-10/10/17
Last day to drop a course with a grade of "W"	10/20/17
Classes end	11/3/17
Final Examinations	Last Class
3rd 4-week classes	
Advance registration for current students	3/27/17-6/18/17
Open registration for all students	6/19/17-11/6/17
Classes begin	11/7/17
Add/Drop period	11/7/17-11/13/17
Last day to register/add a course or request an audit	11/13/17
Last day to drop a course with a refund	11/14/17
Thanksgiving Break	11/22/17-11/25/17
Last day to drop a course with a grade of "W"	12/5/17
Classes end	12/18/17
Final Examinations	Last Class

If you register for fall classes between:	***The deadline to pay your tuition is: DUE 7/25/17***
March 27-July 25	Tuesday, July 25, by 4:00 p.m. on campus or 11:59 p.m. online
July 26-July 28	Friday, July 28, by 11 a.m. on campus or 11:59 p.m. online
July 29-Aug. 4	Friday, Aug. 4, by 11 a.m. on campus or 11:59 p.m. online
Aug. 5-11	Friday, Aug. 11, by 4 p.m. on campus or 11:59 p.m. online
Aug. 12-18	Friday, Aug. 18, by 4 p.m. on campus or 11:59 p.m. online
Aug. 19 or later	At the time of registration on campus or online

Payments may be made at the PVCC Cashier's Office in the Main Building (room M237) and online through MyPVCC.

SPRING SEMESTER 2018	
16-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-1/8/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	1/8/18
Last day to register/add a course or request an audit	1/12/18
Martin Luther King Day holiday *NO CLASSES	1/15/18
Last day to drop a course with a refund	1/25/18
Last day to drop a course with a grade of "W"	3/16/18
Spring Break	3/19/18-3/24/18
Classes end	4/30/18
Final Examinations	5/1/18-5/7/18
Graduation	5/11/18
12-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-1/29/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	1/29/18
Last day to register/add a course or request an audit	2/2/18
Last day to drop a course with a refund	2/12/18
Spring Break	3/19/18-3/24/18
Last day to drop a course with a grade of "W"	4/2/18
Classes end	4/27/18
Final Examinations	5/1/18-5/7/18
10-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-2/12/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	2/12/18
Last day to register/add a course or request an audit	2/16/18
Last day to drop a course with a refund	2/26/18
Spring Break	3/19/18-3/24/18
Last day to drop a course with a grade of "W"	4/9/18
Classes end	4/27/18
Final Examinations	5/1/18-5/7/18
First 8-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-1/8/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	1/8/18
Last day to register/add a course or request an audit	1/12/18
Martin Luther King Day holiday	1/15/18
Last day to drop a course with a refund	1/16/18
Last day to drop a course with a grade of "W"	2/12/18
Classes end	3/5/18
Final Examinations	Last class
Second 8-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-3/13/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	3/6/18
Last day to register/add a course or request an audit	3/12/18
Last day to drop a course with a refund	3/14/18
Last day to drop a course with a grade of "W"	4/16/18
Classes end	5/7/18
Final Examinations	Last class
1st 4-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-1/8/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	1/8/18

Last day to register/add a course or request an audit	1/12/18
Martin Luther King Day holiday	1/15/18
Last day to drop a course with a refund	1/16/18
Last day to drop a course with a grade of "W"	1/30/18
Classes end	2/12/18
Final Examinations	Last Class
2nd 4-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-2/15/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	2/15/18
Last day to register/add a course or request an audit	2/21/18
Last day to drop a course with a refund	2/22/18
Last day to drop a course with a grade of "W"	3/7/18
Spring Break	3/19/18-3/24/18
Classes end	3/28/18
Final Examinations	Last Class
3rd 4-week classes	
Advance registration for current students	10/24/16-11/20/16
Open registration for all students	11/21/16-4/2/18
Payment due date*	1/4/18 by 4:00 p.m.
Classes begin	4/2/18
Last day to register/add a course or request an audit	4/6/18
Last day to drop a course with a refund	4/9/18
Last day to drop a course with a grade of "W"	4/24/18
Classes end	5/4/18
Final Examinations	Last Class

***Tuition payments for spring semester are due by 4:00 p.m. on January 4, 2018. Beginning January 5, 2018 payment is due at time of registration.**

Payments may be made at the PVCC Cashier's Office in the Main Building (room M237) and online through MyPVCC.

SUMMER SEMESTER 2018	
10-week classes	
Advance registration for current students	3/27/18 - 4/9/18
Open registration for all students	4/10/18 - 5/21/18
Payment due date*	5/9/18 by 4:00 p.m.
Classes begin	5/21/18
Last day to register/add a course or request an audit	5/25/18
Memorial Day Holiday *No Classes	5/28/18
Last day to drop a course with a refund	5/31/18
Independence Day holiday	7/4/18
Last day to drop a course with a grade of "W"	7/5/18
Classes end	8/1/18
Final Examinations	Last class
First 5-week classes	
Advance registration for current students	3/27/18 - 4/9/18
Open registration for all students	4/10/18 - 5/21/18
Payment due date*	5/9/18 by 4:00 p.m.
Classes begin	5/21/18
Last day to register/add a course or request an audit	5/25/18
Memorial Day Holiday *No Classes	5/28/18
Last day to drop a course with a refund	5/29/18
Last day to drop a course with a grade of "W"	6/12/18
Classes end	6/25/18
Final Examinations	Last class
Second 5-week classes	
Advance registration for current students	3/27/18 - 4/9/18
Open registration for all students	4/10/18 - 5/21/18
Payment due date*	5/9/18 by 4:00 p.m.
Classes begin	6/26/18
Last day to register/add a course or request an audit	7/2/18
Last day to drop a course with a refund	7/3/18
Independence Day holiday	7/4/18
Last day to drop a course with a grade of "W"	7/18/18
Classes end	8/1/18
Final Examinations	Last class

*** Tuition payments for summer semester are due by 4:00 p.m. on May 8, 2018. Beginning May 9, 2018 payment is due at time of registration.**

PVCC ROOM/TELEPHONE DIRECTORY

ADMINISTRATIVE OFFICES

	Room No.*	Telephone
OFFICE OF THE PRESIDENT		
Frank Friedman, President	M244	434.961.5200
Patricia N. Buck, Assistant to the President and Special Projects Coordinator	M244A	434.961.5201
Corinne Lauer, Administrative Assistant	President's Reception Area	434.961.5481
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION AND STUDENT SERVICES		
John R. Donnelly, Vice President	M242	434.961.5205
Lisa M. Shifflett, Assistant to the Vice President	M242	434.961.5206
Kiran Woodson, Site Coordinator, Giuseppe Center	G205	434.961.5353
OPEN, Administrative Assistant, Giuseppe Center	Reception Area	434.990.1131
Academic Division Offices		
Business, Mathematics and Technologies		
Adam Hastings, Dean	M268	434.961.5348
Monica B. Jackson, Administrative Assistant	M270	434.961.5347
Malena Smith, Administrative Assistant	M267	434.961.5256
Community Self-Sufficiency Programs		
Ridge Schuyler, Dean	M205	434.961.5490
Gigi Davis, Adult Career Coach	J129	434.961.5330
Sarah Groom, Peer Network Coordinator	J129	434.961.5314
Amanda Key, Program Support Counselor	J129	434.961.6538
Humanities, Fine Arts and Social Sciences		
Leonda Keniston, Dean	D314	434.961.5380
William T. Hurd, Arts Coordinator	D314	434.961.5374
Larry V. Hugo, Assistant Technical Theater Director	D401	434.961.5390
Sherice Paige, Administrative Assistant	D315	434.961.5381
Sarah Johnston, Administrative Assistant	D317	434.961.5382
Health and Life Sciences		
Jean Chappell, Dean	K218	434.961.5446
Gina Shifflett, Administrative Assistant	K224A	434.961.5445
Elise Walsh, Clinical Compliance Coordinator	K224A	434.961.5431
Matthew Cathcart, Director, EMS Programs	K223	434.961.5291
Adriea Clarke, Clinical Coordinator, Radiography Program	K123	434.961.6576
Linda Starks, Director, Surgical Technology Program	M105A	434.961.6591
OPEN, Chemistry Lab Manager	K208A	434.961.5437
Elaine Nichols, Director, DMS Program	K125	434.961.6582
Lisa Burrington, Clinical Coordinator, DMS Program	K105B	434.961.6586
Jennifer Scott, Biology Lab Manager	K203B	434.961.5233
Ann Smith, Director, Nursing Programs	K139	434.961.5239
Nicole Winkler, Director, Radiography Program	K222	434.961.5427
Susan Collins, Director, Health Information Management	K126	434.961.5253
Debra Bowling, Health Science Lab Manager	K112	434.961.5493

Krystal Green, Director, Pharmacy Technician Program	M105C	434.961.6510
Adam Haas, Program Director/Instructor of Central Services Programs	K123	434.961.5216
J. Adam Alford, Clinical Coordinator, EMS Programs	K223	TBD

ADMINISTRATIVE OFFICES (continued)

OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION AND STUDENT SERVICES (continued)

Academic Division Offices (continued)	Room No.*	Telephone
Workforce Services		
Valerie Palamountain, Dean	S104	434.961.5333
Michelle Downham, Enrollment Services Assistant	S113	434.961.5351
Pat Fitzgerald, Administrative Assistant	S106	434.961.5258
Sarah Haney, Enrollment Services Assistant	S100	434.961.6536
Stephenie Monk, Enrollment Services Assistant	S106	434.961.5368
Rachel Moynihan, Enrollment Services Assistant	S106	434.961.5258
Pat O'Rourke, Program Manager	S102	434.961.5420
Susan Pott, Enrollment Services Assistant	S106	434.961.6503
Kathy Reid, Program Manager, Contract Training	S100	434.961.5330
Ashley Robinson, Adult Career Coach	S113	434.961.5354
Gregory Rosko, Viticulture & Enology Program Manager	S119	434.961.5227
Miriam Rushfinn, Program Manager, Piedmont Futures	S109	464.961.6530
Don Shotwell, Goodcare Navigator	S111	434.961.5495
Patsy Spencer, Fiscal Technician	S113	434.961.5331
Lesley Wood, Marketing Specialist	S109	434.961.5365
Angela Constantino, Career & Credential Coach		434.293.8901
Honors Program		
Ann Marie Plunkett, Honors Program Coordinator	M201	434.961.6544
Instructional Technology		
John F. Kingsley, Instructional Designer	M205	434.961.5454
Cameron Rodish, E-learning Specialist and Trainer	M719	434.961.5319
Library		
Crystal Newell, Coordinator of Library Services	M731	434.961.5339
Jacqueline Carrell, Circulation/Access Librarian	M700	434.961.5304
Laura Skinner, Reference/Instructional Librarian	M700	434.961.5334
Avie Thacker, Cataloging/Acquisitions Supervisor	M701	434.961.5302
Stephanie Morris, Evening Circulation Assistant	M700	434.961.5308
Robin Smith, Circulation Assistant	M700	434.961.5308
Sandra Eubanks, Afternoon Circulation Assistant	M700	434.961.5308
Janet Starosta, Cataloging/Acquisitions Assistant	M701	434.961.5303
OPEN, Part-time Reference Librarian	M700	434.961.5309

**** Room Code: M=Main, D=Dickinson, G=Greene, J=Jefferson, K=Keats, S=Stultz Center***

ADMINISTRATIVE OFFICES (continued)

	Room No.*	Telephone
OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES		
Kim McManus, Vice President	M241	434.961.5207
Becky Parkhill, Assistant to the Vice President	M241	434.961.5208
Bookstore		
Bob Fred, Bookstore Manager	M-Bookstore	434.961.5317
Business Office		
Tracy L. Cersley, Business Manager	M240	434.961.5209
Nykki Critzer, Accountant	M234	434.961.5211
Judy T. Rosson, Fiscal Technician Senior	M245	434.961.5213
Leslie Walker, Receptionist	M-South Mall	434.977.3900
Addie Smith, Receptionist	M-South Mall	434.977.3900
Buildings and Grounds		
Timothy Woodson, Facilities Manager	M102	434.961.5448
Austin Marshall, Trades Utility	M102	434.961.6508
Matt Morris, Trades Tech	M102	434.961.5342
Mike Branch, HVAC Tech	M102	434.961.6569
Kevin Turner, Electrician	M102	434.961.6509
Daniel Snead, Courier	M102	434.961.6584
Henry Scott, Groundskeeper	M102	
Derek Green, Groundskeeper	M102	
Copy Center	M601	434.961.5248
Human Resources		
Teresa Willis, Human Resources Manager	M810A	434.961.5245
Takesha Ellis, Human Resources Analyst	M810C	434.961.5221
Patsy Hamilton, Human Resources Specialist	M810	434.961.5357
Jamie Wills-Payne, Human Resources Assistant	M810	434.961.6567
Little John's	M-South Mall	434.961.5337
Department of Public Safety and Campus Police		
Chris Wyatt, Chief	M709	434.961.5488
Joe Hood, Officer	M709	434.961.5487
Kyle Wax, Officer	M709	434.961.5489
Public Safety Office	M218	434.961.5319
Public Safety Cell Phone		434.981.6362

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PVCC ROOM/TELEPHONE DIRECTORY

ADMINISTRATIVE OFFICES (continued)

	Room No.*	Telephone
OFFICE OF INFORMATION TECHNOLOGY		
Sue Haas, Chief Information Officer	M604	434.961.5229
Liz Giannini, IT Business Analyst/CIO Assistant	M719B	434.961.5300
Tom Ruggeri, Information Security Administrator/ Manager of Network Services	M603	434.961.5235
Mark Witt, WAN/LAN Administrator	M824	434.961.6548
John Baxton, Web Developer	M608C	434.961.5388
Debbie Fauber, Manager of Administrative Computing	M719A	434.961.5326
Debbi BeVille, Programmer Analyst	M719D	434.961.5327
Gregory A. Batten, Senior Support Engineer	M824	434.961.5260
Matt Shifflett, Network Analyst/Manager of Client Services	M832	434.961-6520
Judith A. Prine, Information Technology Specialist	M832	434.961.6515
Dietra Henschel, Client Services Specialist	M832	434.961.5261
Daniel Thomasson, IT Network Analyst	M824	434.961.5313
Help Desk	M832	434.961.5261
OFFICE OF INSTITUTIONAL ADVANCEMENT AND DEVELOPMENT		
Harry K. Stillerman, Vice President	M246A	434.961.5203
Tammy McCormick, Assistant to the Vice President	M246	434.961.5226
Caitilin Mohr, Manager of Grant Development and Administration	M246B	434.961.5278
Leigh-Anne Lawrence, Director of Marketing and Media Relations	M305	434.961.6574
Denise McClanahan, Outreach Manager	M304	434.961.5275
Sylvia Dowell, Scholarship and Alumni Relations Coordinator	M210	434.961.5204
Betsy Hernandez, Public Relations and Marketing Specialist	M302	434.961.5202
Nathan DuPriest, Multimedia Design Specialist	M301	434.961.6577
OPEN, Graphic Design Specialist	M300	434.961.6512
Simone Alley, Director of Major Gifts and Planned Giving	M211	434.961.6525
OFFICE OF INSTITUTIONAL RESEARCH, PLANNING AND INSTITUTIONAL EFFECTIVENESS		
Jolene Hamm, Director	M735	434.961.5301
OPEN, Research Analyst	M733	434.961.6514
STUDENT SERVICES		
Mary Lee Walsh, Dean of Student Services	M143	434.961.6540
Admissions and Advising Center		
Kemper Steele, Coordinator of Advising and Transfer Programs	M141	434.961.6585
Kristin Wentland, Academic Advisor	M146	434.961.6542

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PVCC ROOM/TELEPHONE DIRECTORY

	Room No.*	Telephone
STUDENT SERVICES (continued)		
Admissions and Advising Center (continued)		
Chelsey White, Academic Advisor	M145	434.961.6580
Kristen Greer, Academic Advisor	M147	434.961.6581
Jacquelyn Fisher, Military and Veterans Advisor	M132E	434.961.5282
Robyn Lane, Administrative Assistant	M144	434.961.5264
Kelley Bennett, Administrative Assistant	M144	434.961.6581
Abby Bullinger, Academic Advisor	M142	434.961.6539
Shelly Smith, Academic Advisor	M142	434.961.5224
Kate Butler, Administrative Assistant	M144	434.961.6581
Abigail Washington, Administrative Assistant	M144	434.961.6581
Career Services		
André Luck, Career Services Manager	M132D	434.961.5231
OPEN, Career Services Advisor	M107	434.961.5220
Disability Support Services		
Susan Hannifan, Counselor	M125	434.961.5281
Dual Enrollment and Off Campus Programs		
Andrew Renshaw, Coordinator	M105	434.961.5484
Financial Aid		
Crystal Filer-Ogden, Director	M136C	434.961.6546
Megan Forbes Speth, Financial Aid Assistant	M136B	434.961.6553
Kay Jedlica, Financial Aid Counselor	M136E	434.961.6552
Rachel Hailey, Financial Aid Counselor/Loans	M136A	434.961.6547
Sherry Dudley, Administrative Assistant	M136	434.961.6545
First Year Programs/Homeschool Students/Dual Credit		
Jonathan Renshaw, Counselor	M132B	434.961.5263
Great Expecations Program		
LaTisha Jackson, Great Expectation Advisor	M129	434.961.5314
Registrar's Office		
Allyson Rea, Registrar	M608B	434.961.5223
Jeannie Perutelli, Assistant Registrar	M608A	434.961.6543
Student Success Office		
David Lerman, Coordinator of Student Success	M132F	434.961.5430
Kristen Holt, Retention Advisor	M132A	434.961.6570
Kristy Simpkins, Retention Advisor	M132C	434.961.5225

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	Room No.*	Telephone
Academic Support Services		
Todd Parks, Coordinator of Academic Support Services	M617C	434.961.6524
First Quadrant Math Center (M253)		
Renee Eves, Coordinator	M253A	434.961.5494
Testing Center (M607)		
Rob McHenry, Testing Specialist	M607B	434.961.5344
The Writing Center (M617)		
Jenny Koster, Coordinator	M617A	434.961.5478

REGIONAL SITES FOR COLLEGES ON CAMPUS

Mary Baldwin College		
Tiffany Barber, Director, Adult Degree Program	M300	434.961.5421
Diane John, Regional Operations Coordinator	M300	434.961.5422
Robert Klonoski, Faculty Advisor	M300	434.961.5423
Old Dominion University		
Jennifer Hudson, Community and Student Success Director	K101A	434.977.3262 ***or*** 434.961.5417

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GENERAL INFORMATION

THE COLLEGE

Piedmont Virginia Community College (PVCC) is a comprehensive, public institution of higher education that awards associate degrees and certificates. As part of the Virginia Community College System, PVCC serves the City of Charlottesville and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, and Nelson.

VISION

Piedmont Virginia Community College seeks to be a leader and innovator in post-secondary education. PVCC will be the college of choice for students to advance their education and career goals, and pursue lifelong learning.

MISSION STATEMENT

The following statement was adopted by the College Board on May 4, 2011:

Piedmont Virginia Community College offers accessible, affordable, high-quality educational programs that promote student success and community vitality. Our mission is achieved through:

- Transfer programs that prepare students for admission to four-year colleges and universities and successful pursuit of a baccalaureate degree.
- Workforce programs that prepare students for employment or promotion in a career and promote a skilled regional workforce by meeting the training and educational needs of employers.
- Rigorous coursework and a full range of academic and student support services that assist students in achieving their educational and career goals.
- Developmental studies courses that prepare students for college transfer and career and technical programs.
- Community service that promotes community involvement, educational access, and opportunities for residents of the region.

VALUES

Piedmont Virginia Community College values:

Access to high quality, affordable education to prepare students for transfer to baccalaureate degree programs, as well as for entry into or advancement in the workforce. A college education should be available to all.

Academic Rigor to develop each individual to his or her full potential. We insist on rigorous standards while providing a supportive environment in which students can achieve.

Student Success. We are committed to helping our students succeed. We measure our success by the skills and abilities of our students when they leave, rather than by their standing when they enter.

Community Impact. We develop innovative programs to meet the changing needs of our students and the business community, while contributing to the economic, civic and cultural vitality of our region, the Commonwealth of Virginia, our nation, and the world.

Professionalism. Our dedicated and knowledgeable faculty and staff are experts in their disciplines, excel at instruction, and are committed to helping students achieve their goals.

Intellectual Vitality. We engage our students and each other in well-reasoned inquiry, creative thinking, problem solving, and the exchange of ideas.

LOCATION AND FACILITIES

The campus of PVCC is located at the southwest corner of the intersection of Interstate 64 and State Route 20. Entrance to the college is from State Route 20 onto College Drive. The college occupies 114 acres in the foothill country of Albemarle County near Monticello.

The original building included more than 66,000 square feet of floor space. In 1982, an addition of 13,000 square feet expanded the library and other facilities. A 26,000 square foot addition in 1987 provided laboratory and classroom space for technical programs. Other facilities including a weight and fitness room, counseling office, student lounge, and faculty and staff lounge were added through a renovation project in 1987. A maintenance building was completed in 1993.

A 36,500 square foot humanities and social sciences building was occupied in the fall semester 1998. By action of the College Board, the building was named for V. Earl Dickinson, in honor of the state delegate whose support in the General Assembly made the building possible.

A statewide bond referendum passed in the fall of 2003 included a new science building for the college. The Keats Science Building was named to honor Theodore E. and Patt Hart Keats for their generous gift to PVCC in support of science and health programs and labs. The building opened on PVCC's campus in time for the summer 2010 semester and enabled PVCC to address the growing demand for trained health care professionals in Central Virginia and provide state-of-the-art space for the sciences.

In April 2010, the College's Division of Workforce Services began offering classes in PVCC's newly renovated Stultz Center for Business and Career Development. The 9,000-square-foot Stultz Center for Business and Career Development, named in honor of the Stultz Foundation for their generous donation, houses five teaching spaces, a conference room and the division's offices.

In August 2012, PVCC opened a center in Stanardsville, Virginia. The PVCC Eugene Giuseppe Center occupies the second floor of the Green County Library building and holds classrooms, labs, a community meeting room, and other facilities. The College began offering classes there in fall 2012.

In January 2013, PVCC also opened a center in downtown Charlottesville. PVCC is housed on the ground floor in the historic Jefferson School building. The College offers workforce and self-sufficiency programs at this facility and introduced a new associate degree program in culinary arts hosted there since spring 2013.

HOURS OF OPERATION

Normal operating hours are 8 a.m. to 10 p.m. Monday through Friday and 8 a.m. to 5 p.m. Saturday. General office hours are 8 a.m. to 5 p.m. Monday through Friday with academic division and student service offices open 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Fridays. Summer hours vary; consult the college website: www.pvcc.edu/hours.

HISTORY OF THE COLLEGE

In 1969, a steering committee representing the governing boards of Albemarle, Buckingham,

Fluvanna, Greene, and Nelson counties, and the City of Charlottesville petitioned the State Board for Community Colleges to establish a community college region within the Virginia Community College System to serve those six jurisdictions. An ad hoc committee representing the region prepared the initial plans for local participation, support, and governance of the college.

By 1970, a permanent site for the college had been purchased by the local governments and a 12-member College Board had been appointed by the jurisdictions. In the fall of 1971, the college's campus was enlarged through a transfer of state-owned property from the Blue Ridge Sanatorium. Dr. Harold J. McGee was appointed as the college's first president in September of that same year. During the remainder of the 1971-72 academic year, an initial administrative staff was appointed and preparations were made for the opening of the college.

A groundbreaking for the permanent college campus was held on April 17, 1972. The first faculty members were appointed and the college opened in the fall of 1972 in five temporary classroom locations in Charlottesville and Albemarle and on the grounds of the University of Virginia. The initial facilities on the new campus were completed in the spring of 1973, and instruction began on campus with the summer term.

In the fall of 1972, the college had an enrollment of 464. In fall semester of 2007, enrollment was 4,675.

The State Board for Community Colleges in early 1981 approved the transfer of Louisa County into the service regions of PVCC and J. Sargeant Reynolds Community College, as requested by Louisa County.

In September 1975, Dr. James R. Walpole was appointed the college's second president. He served until July 1977. In August 1977, Dr. George B. Vaughan was appointed as the college's third president. He served until July 1988. On June 1, 1989, Dr. Deborah M. DiCroce became PVCC's fourth president, serving until May 15, 1998. Dr. Frank Friedman was named the college's fifth president in November 1998, effective January 1, 1999. He was inaugurated on September 24, 1999.

VIRGINIA COMMUNITY COLLEGE SYSTEM

Piedmont Virginia Community College is one of 23 two-year colleges that make up the Virginia Community College System (VCCS). The VCCS was established in 1966 with a mission that complements the missions of the secondary schools and the senior colleges and universities in the Commonwealth of Virginia. The VCCS mission states:

The mission of the Virginia Community College System is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business, and community needs of the Commonwealth.

GOVERNANCE

The governing board for all 23 colleges in the Virginia Community College System is the State Board for Community Colleges. The Governor of the Commonwealth of Virginia appoints the members to this board. Each community college establishes its own local board. The Piedmont Virginia Community College Board provides local leadership and approves items to be recommended to the State Board for consideration. Members of the PVCC Board

represent the jurisdictions served by the college.

Members of the community serve on curriculum advisory committees for occupational and technical curricula offered at the college. Committee members are selected from occupational fields that are directly related to the career objectives of programs at PVCC. These committees provide the guidance necessary for planning new programs and ensuring that courses and programs continue to provide instruction in the skills suited for the job market in Central Virginia.

The maintenance and operating budget for the college is provided through appropriations made by the Virginia General Assembly, tuition revenue, as well as contributions from the localities in the service region, grants, and private donations.

ACCREDITATION AND RECOGNITION

Piedmont Virginia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Piedmont Virginia Community College.

PVCC is an agency member of the Association of Surgical Technologists (6 West Dry Creek Circle, Suite 200, Littleton, CO 80120-8031, phone 303.694.9130) and accredited by the Commission on Accreditation of Allied Health Education Programs (1361 Park Street, Clearwater, FL 33756, phone 727.210.2350);

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404.975.5000).

The EMS Program is accredited by the Joint Review Committee on Educational Programs for the Emergency Medical Services Professions (4101 W. Green Oaks Boulevard, Suite 305-599, Arlington, TX 76016, phone 817.330.0080); and accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182, phone 312.704.5300);

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756, 727-210-2350 www.caahep.org To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 Phone: 214.703.8445, Fax: 214.703.8992 ***www.coaemsp.org***;

The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography **(JRC-DMS).** Committee on Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756, 727.210.2350 www.caahep.org .To contact JRC-DMS: 6021 University Boulevard, Suite 500, Ellicott City, MD 21043 Phone: 443.973.3251 Fax: 866.738.3444 **jrcdms.org**.

The Radiography Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) www.jrcert.org. To contact JRCERT: 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Phone: 312, 704.5300 Fax: 312.704.5304.

The college is approved by the U.S. Department of Education for various federal funding programs and by the State Department of Education for the payment of veterans' benefits.

STATEMENT ON MULTICULTURAL DIVERSITY

The following statement was adopted by the College Board on November 10, 1992:

Piedmont Virginia Community College values the multicultural diversity of its students, faculty, and staff. We are committed to creating and nurturing a campus environment, which both welcomes and empowers all individuals. We recognize cultural differences of back-ground, experience, and national origin, and we seek to promote a genuine understanding of and appreciation for these differences. We seek as well to recognize and promote the common bonds of humanity, which cross the boundaries of cultural difference.

GENERAL EDUCATION GOALS

As an institution committed to offering its students the strongest possible post secondary education, PVCC upholds general education as an integral part of the education of all its students, regardless of their ultimate profes-sional objectives. Accordingly, the college will create on its campus a learning environment that encourages the student body to benefit from the experiences inherent in general education.

General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas:

Communication

Critical Thinking

Cultural and Social Understanding

Information Literacy

Personal Development

Quantitative Reasoning

Scientific Reasoning

The associate degree programs within the Virginia Community College System support a collegiate experience that focuses on the above definition and attendant areas.

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; and

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; and

   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 languages in social and cultural contexts; and

   e. recognize the interdependence of distinctive worldwide social, economic, geopolitical, 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; and

   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; and

    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; and

    f. represent mathematical infor-mation 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 nonscientific argument;

    c. reason by deduction, induction and analogy;

    d. distinguish between causal and correlational relationships; and

    e. recognize methods of inquiry that lead to scientific knowledge.

INSTRUCTIONAL PROGRAMS

Piedmont Virginia Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond the high school level.

College Transfer

Piedmont Virginia Community College offers diverse transfer degree programs, providing the first two years of baccalaureate study and a solid foundation for successful transfer. PVCC and a number of public and private Virginia colleges and universities have Guaranteed Admissions Agreements (GAA) that allow our students to transfer with ease. Current colleges

and universities with whom we have GAAs include:

Public Institutions

- Christopher Newport University
- College of William and Mary
- George Mason University
- James Madison University
- Longwood University
- Norfolk State University
- Old Dominion University
- Radford University
- University of Mary Washington
- University of Virginia
- University of Virginia College at Wise
- Virginia Commonwealth University
- Virginia State University
- Virginia Tech University

Private Institutions

- Bluefield College
- ECPI College of Technology
- Emory & Henry College
- Ferrum College
- Hollins University
- Liberty University
- Lynchburg College
- Mary Baldwin College
- Randolph College
- Regent University
- Regis University
- Shenandoah University
- Strayer University
- Sweet Briar College
- University of Phoenix
- Virginia Union University
- Virginia Wesleyan College

Interested students are encouraged to read the actual GAAs for their college of interest. Copies of each agreement can be found on the college Website at http://www.pvcc.edu/admissions/transfer.

Although more than 500 PVCC students transfer each year to leading colleges and universities in Virginia and across the country, many of our students express an interest in transferring to the University of Virginia. Since the college opened, more than 2,500 PVCC students have transferred to the University of Virginia, where they have established an academic record equaling that of native University of Virginia students.

Career and Technical Education

The career and technical education programs are designed to prepare students with the skills needed to increase their career opportunities with area employers. These programs, which normally require two years or less of education beyond high school, may include preparation for business, engineering, health and medical, industrial, and other technical and occupational fields. The curricula are planned primarily to meet the needs for workers in the region being served by the college.

Developmental Studies

Developmental courses are offered to prepare students for college transfer and career and technical programs. These English and mathematics courses are designed to develop the basic skills and understanding needed for success in other courses and curricula.

Workforce Services

PVCC's Division of Workforce Services provides state-of-the-art workforce training and services to businesses, industry, and government agencies. As an active member of the community, Workforce Services collaborates with regional employers on an ongoing basis to

maintain a competitive workforce in today's global economy. To support the goals of business and industry, the division provides customized job training offered at PVCC or the client's site, as well as open enrollment courses for professional and personal development.

In 2016, the Governor approved the Workforce Credentials Grant (WCG) which provides funding for noncredit training in high-demand occupations that do not require a post-secondary degree. Students who enroll in an approved program pay 1/3 of the tuition upon enrollment. The state pays the second 1/3 of the tution upon completion by the student, and the final third when the credential is earned. For students who meet income residency and income requirements, there is Financial Assistance for Noncredit Training that leads to Industry Credentials (FANTIC), which covers up to 90% of the student's portion of the tuition. Programs offered by PVCC Workforce Services that have been approved for WGC funding include Certified Nurse Aide (CNA), Clinical Medical Assistant, Pharmacy Technician, Phlebotomy Technician, 2-and 4-Stroke Engine Repair, Electrical Systems, Driveline/Hydraulics, Electrical, HVAC, Welding, Soldering, Project Management, Commercial Driver's License (CDL), and Remote Pilot Airman. Additional credentials are added as required by the business community.

Classes currently available through Workforce Services include: Microsoft Office applications, business and computer applications, customer service, workforce preparation skills, supervisory and leadership skills, strategic planning, basic contractor licensing, construction trades, OSHA, CPR/AED, first aid, healthcare careers, medical coding, culinary and hospitality, craft brewing and viticulture and enology. The college awards Continuing Education Units (CEU) upon completion of professional development courses.

Community and continuing education programs are offered through the Division of Workforce Services. Learn more at www.pvcc.edu/workforce.

STUDENT SUPPORT SERVICES

Admissions and Advising Center

The Admissions and Advising Center is the main office on campus to assist new and current students with their academic advising needs. The center consists of both student services staff and teaching faculty advisors. Staff members in the center help new students to complete an admission application online; to select a program of study and build a course schedule; to learn about financial aid, placement testing, and other services that may be required to get started at PVCC; and to connect with college resources that will help them succeed. Staff members help current students to stay on track with their current program of study, to select the appropriate courses each semester that meet graduation requirements, to learn about transfer requirements of four-year colleges and universities, and to explore other degree/certificate options or change their program of study.

The Admissions and Advising Center also refers students to appropriate contacts at PVCC to help with academic success, interpersonal advising, disability services/accommodations, and career counseling. If students have any questions regarding college processes such as transfer credit evaluation, adding/dropping from courses, applying for graduation, and requesting official student transcripts, the

Admissions and Advising Center can assist them with understanding what steps to take.

Requests for information pertaining to the topics mentioned above may be addressed to:

Admissions and Advising Center
Piedmont Virginia Community College
501 College Drive
Charlottesville, Virginia 22902-7589

Information may also be obtained in person, by telephone, or by e-mail. The center is located in the Main Building in Room M144. For hours and other information, visit www.pvcc.edu/admissions, call 434.961.6551, or email admissions@pvcc.edu.

Career Services

The Office of Career Services offers a comprehensive program to help students realize their academic and career goals through career assessment and exploration activities. Career Services assists students in better understanding their strengths, interests, personality, values and skills in relation to potential career options and programs of study offered at PVCC.

In addition, Career Services assists students with preparing for the workforce by developing job seeking skills and participating in experi-ential learning activities to complement their program of study. Whether the student is seeking an internship, work study opportunity, or a job, Career Services can help them connect with area businesses. Career Services provides various job search resources including PVCC Jobnet (www.pvccjobnet.com), where students can post their résumé and search for employment opportunities; annual job fairs and on-campus recruiting opportunities; mock interview sessions; job preparation workshops; and special events.

Career Services is located in the Main Building, Room M129. The Office of Career Services at PVCC is committed to partnering with students as they strive to realize their dreams and become productive, successful citizens and workforce contributors. For more information visit www.pvcc.edu/careerservices, call 434.961.5264 or e-mail careers@pvcc.edu.

Disability Services

Piedmont Virginia Community College is dedicated to the belief that individuals should have equal opportunity to develop and extend their skills and knowledge. The college strives to maintain a barrier-free environment and will provide appropriate support services necessary to ensure access to educational programs. Consistent with this philosophy and in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, we encourage persons with disabilities to communicate their special needs and utilize available resources.

Appropriate reasonable accommodations and services are determined by the disability services counselor in consultation with the student and based on the information provided in the documentation.

Services may include tutors and academic coaches, audio textbooks, assistive technology, interpreters, test accommodations, and academic advising.

The counselor is available to consult with the diagnostician regarding requirements for specific disabilities.

All documentation is confidential and should be submitted directly to Susan Hannifan, disability services counselor. For further information contact Susan Hannifan, disability services

counselor, at 434.961.5281 or e-mail shannifan@pvcc.edu.

First Year Program: SDV 100

Providing a comprehensive orientation program is central to PVCC's mission and acts as a catalyst to engage, educate, and empower students. SDV 100: Student Development Orientation is a one-credit course required in all degree programs. The SDV course is designed to meet the needs/expectations of both recent high school graduates as well as adults returning to college. SDV helps college-level students thrive and gain academic momentum towards their transfer and career goals. Students are encouraged to enroll in an orientation course that matches their age, academic or career goals, and life experiences. All new students are required to take a SDV course in their first semester of college, when it is most meaningful.

If a student has earned an associate degree or a higher degree or has transferred in a similar course from an accredited college or university, the SDV course requirement may be waived. For additional information regarding the First Year Program, contact Jonathan Renshaw, at 434.961.5263 or e-mail jrenshaw@pvcc.edu.

Student Success Services

The college offers a variety of services and resources to help students who are experiencing academic difficulty. Student success advisors meet with students to suggest learning strategies, discuss priority management techniques, and connect students to academic coaching and tutoring in the First Quadrant Math Center, the Writing Center, or both. Faculty members refer students to the student success advisors (Early Advantage Program) if they are struggling in the classroom.

The Early Advantage Program is a retention tool that connects students to additional help and resources. It exists within the framework of student services, meeting the needs of our students and the needs of teaching faculty. Students referred through Early Advantage include: students who are experiencing academic difficulties; students who exhibit disruptive classroom behavior; students that have excessive absences or tardiness; or students who have personal problems that impede their ability to succeed in the classroom setting.

For additional information about student success services, contact David Lerman, student success advisor, at 434.961.5264 or e-mail dlerman@pvcc.edu.

Betty Sue Jessup Library

The Betty Sue Jessup Library was named in memory of a Charlottesville woman who was known for her care and concern for area residents. It was formally named and dedicated in a ceremony held September 11, 1991.

Jessup Library has comfortable and attractive areas for studying, reading and research. Reference librarians are available for assistance: in person, through email (reference@pvcc.edu). and telephone (434.961.5309) while the library is open. A live-chat service is available 24/7 as well (available on the library's home page www.pvcc.edu/library. The staff offers library instructions sessions to face-to-face classes at all sites and an embeddd librarian option, available through Blackboard, to both in-person and online classes.

The library collection consists of approximately 21,486 books, 60,000+ eBooks, 49 print periodicals and 750 audiovisual units, including DVDs and CDs. Jessup Library has access to

thousands of full-text ejournals and over 120 databases such as EBSCO, CQ Researcher, and Literature Resource center. These databases have restrictions that require the college to limit access to students, faculty and staff of PVCC. Access to these databases is available both on and off campus. Instructions for remote access and a list of all electronic databases can be found on the library's home page www.pvcc.edu/library .

Books from the circulating collection may be checked out for 28 days. Materials may be renewed twice until the end of the semester unless another user requests a specific item. Periodicals may be checked out for one week and renewed once. Videos may be checked out to students and community members for use only within the library. Materials not owned by the library may be borrowed from other institutions of higher education in Virginia. This interlibrary loan service is offered to faculty, staff, and all currently enrolled students.

Students are not charged overdue fines. If a student does not return materials upon notification or by the end of the semester, the student will not be allowed to register in the college for another term and will not be issued grades and transcripts. Borrowers who do not return materials within 30 days after the end of a semester will receive a letter explaining the legal obligation of the borrower to return the overdue library materials or to make arrangements to clear their library records.

A borrower who loses library materials shall be charged the cost to replace the item. A minimum charge of $50 for books no longer in print shall be charged.

Reserve materials are placed in the reserve collection by faculty for their students and are circulated within the library or for a period of time less than the regular loan period.

Academic Support Services

Academic Support Services provide an important element in the quality education PVCC students have come to expect. PVCC offers tutoring in most subjects and academic coaching at no additional cost. Students who want to improve their grades, learn more efficiently, and get help in challenging subjects, take advantage of nationally-certified tutoring and academic coaching. Students can find hours, tutoring schedules, testing information, and resources for efficient and successful approaches to college work at: www.pvcc.sedu/tutoring.

Tutoring. PVCC provides nationally-certified tutoring in most subjects, as well as academic coaching in a variety of academic and life skills such as priority management and study and test-taking skills. These services are provided to students at no additional charge. Academic coaches help students become more effective learners.

Testing Center. Faculty members use the Testing Center as a proctoring center for make-up tests. Almost all students first encounter the Testing Center when they take the college's computerized placement assessment for English, math, and/or foreign languages. The Testing Center also has computers available for testing for web-based courses, both from PVCC and other colleges.

The First Quadrant Math Center. The First Quadrant Math Center welcomes all students who are seeking assistance with math, the math content in any course (e.g., nursing or economics) or any science/computer science/engineering course. Students desiring a

math review before taking a placement test will also find resources and support in the center.

Tutors and math faculty are available to assist all students. A computer review program, ModuMath, is available for topics from basic Arithmetic to Algebra I with personal assistance available for problems needing additional explanation.

Schedules are posted in the Center showing when tutors and teachers are available. Charts also display which tutors or teachers work with each math course.

Review packets are available for more than 20 math topics including - fractions, factoring, completing the square, the unit circle and many others.

Free workshops are offered each semester for managing math and testing anxiety (a 10-hour seminar series), reviewing fractions, factoring polynomials, the unit circle and trigonometry, solving word problems, graphing calculator skills, and final reviews at the end of each seven weeks for the developmental math modules.

Contact Renee Eves at reves@pvcc.edu or 434.961.5494 for more information or to enquire about becoming a tutor.

The Writing Center. The Writing Center provides support for writing in any course at PVCC. The Writing Center is staffed by trained tutors and both full and part-time English faculty and assists in developing the content and organization of any writing assignment for any class, addressing grammar and mechanical problems, and strategies for proofreading. The Writing Center also offers workshops during the academic year on topics such as overcoming writer's block, MLA documentation, writing essay exams, and college application essays. Writing tutoring is available weekdays on a walk-in basis or by appointment via a schedule posted each semester in room M607 of the main building. To make an appointment or for further questions, call the center at 434.961.5499 or visit: www.pvcc.edu/writingcenter.

STUDENT ACTIVITIES

The student activities program provides students an avenue to become involved in a variety of educational, social, cultural, political and recreational experiences.

The program offers various clubs and organizations that provide students the means to pursue their interests. The college typically operates with 35-40 clubs/organizations. If there is not an organization that a group of students would like to be involved with, they should contact the Director of Student Activities. All organizations support the instructional mission of the college and reinforce community on the PVCC campus.

In addition to clubs and organizations, PVCC has a Student Government Association (SGA) and a College Senate. The College Senate has representatives from the student body. Information on clubs and organizations can be obtained from the Student Activities Director.

College Hour

During fall and spring semesters, the college reserves Monday and Wednesday from 11:50 a.m. to 12:50 p.m. as the official PVCC College Hour. Classes are not scheduled during this period so that students, staff, and faculty can attend club meetings, student activities, and college-wide events.

Student Governance

PVCC supports active participation of the student body in the Student Government Association (SGA) and committee structure of the college and considers this involvement a vital part of student development and leadership training. The SGA elects officers annually. Students are selected to serve on permanent and ad hoc committees of the college, including the Student Services Committee, and the Curriculum and Instruction Committee to address student needs and concerns. The SGA elects three student members to the College Senate each year.

OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology is responsible the planning, deployment, and maintenance of services in academic and administrative computing. It provides computing and communication services to the college community over a state-of-the-art wired and wireless local area network of approximately 600 computers connected to the Internet.

The college has 19 computing labs. Students have access to word processing, spreadsheet, and database management programs as well as specialized software. Students also have access to e-mail and to the Internet.

ADMINISTRATIVE INFORMATION

STUDENT CLASSIFICATIONS

Credit Status

A full-time student is one who is carrying 12 or more course credits.

A part-time student is one who is carrying fewer than 12 course credits.

Class Level

A student is classified as a freshman until 30 course credits have been completed.

A student is classified as a sophomore after completing 30 or more course credits.

Readmission

A student who interrupts enrollment at the college for three consecutive terms (including summer session) is required to reapply by submitting an application for readmission.

ACADEMIC LOAD

The normal academic load for a student is 15-18 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must have the approval of the vice president for instruction and student services or designee.

ADMISSION REQUIREMENTS

General Admission to the College

Individuals are eligible for admission to PVCC if they are high school graduates or the equivalent (GED), or if they are 18 years of age or older and able to benefit from study at the community college. Dual enrollment students are admitted according to the provisions in the Governing Principles for Dual Enrollment. Other persons not meeting these admissions criteria may apply to the College for special consideration for admittance.

Individuals may be admitted to PVCC as curricular or noncurricular students. For all students, a completed official application for admission (Social Security Number requested) is required. Students working toward a degree (curricular students) must also provide transcripts from all colleges and universities previously attended. Students applying for admission to nursing, emergency medical technology, surgical technology, radiography and diagnostic medical sonography also must provide high school transcripts.

Additional information may be required by the College for admission to a specific program or curriculum.

The College reserves the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the College. PVCC will not accept any student who has been dismissed from another college or university due to misconduct, threatening behavior, or who has been determined to be a potential threat. Students may be denied admission to the College if there is sufficient reason to believe that they present a danger to themselves or to other member of the college community.

Regional Priority Admission Plan

When enrollment must be limited for any course or curriculum, first priority will be given

to all qualified students who are residents of the political subdivisions supporting the college, provided such students apply for admission to the program in a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the college, (2) other Virginia residents, (3) out-of-state students, and (4) international students.

Students Transferring from Other Colleges

Normally, transfer students who are eligible for re-entrance at their last college of attendance are also eligible for admission to the community college. It is PVCC's practice to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance, as recommended by the Commission on Colleges of the Southern Association of Colleges and Schools.

Credit from international post-secondary institutions may be awarded upon evaluation by an approved private evaluation agency.

Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in the community college until one semester elapses, or until an approved preparatory program at the college is completed. The dean of student services at PVCC shall decide on each case and can impose special conditions for the admittance of such students.

Admission to a Curriculum

In addition to the general admission requirements for acceptance by the college, there are specific curricular requirements listed in the "Instructional Programs" section of this catalog. Student should check the curriculum of their choice to see if they have met the required prerequisites for enrolling in that curriculum. If students do not meet these requirements, they may be able to make up deficiencies by taking developmental or other courses.

To change from one curriculum to another, student must contact an academic advisor.

International Students

PVCC is approved by the Citizenship and Immigration Services of the United States Department of Homeland Security to enroll international students.

International students requesting an I-20 form for an F-1 visa will be required to submit the following items:

- A completed official application for admission;
- A supplemental application form;
- Transcripts of all academic records translated into English;
- A notarized or certified statement verifying financial support; and
- A TOEFL (Test of English as a Foreign Language) score of at least 500 on the paper/pencil test, 173 on the computer test, or 61 on the Internet-based test for applicants whose native language is other than English.

The listed items must be submitted at least 60 days prior to the beginning of the term of admission. The college will not make a decision on admission until all forms have been received.

International students who are present in the United States on a temporary or student visa are considered out-of-state nonresidents for tuition and fee purposes. Length of stay, payment of taxes, ownership of property, etc., in and of themselves, do not qualify

international students for the status of legal resident.

Students for whom an I-20 has been issued must maintain full-time status, taking at least 12 credit hours each semester. Furthermore, a period of 2 1/2 years shall normally be deemed the maximum period for which an individual will be certified under F-1 status.

International students who acquire a student visa from another college will not be considered for admission to PVCC until they have successfully completed one semester or term at the institution to which they were originally accepted and present a written release from the institution, which indicates that the student is academically eligible to return.

Undocumented Students

It is the policy of PVCC to admit applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Applicants who are undocumented pay tuition and fees at the out-of-state rate.

Current High School Students

Based on guidelines developed and approved by the State Department of Education and the Virginia Community College System, PVCC provides several opportunities for qualified high school students to enroll in courses at the college.

Early Admission. Designed for academically strong high school students who wish to take college courses while still in high school. To qualify for this program the student must complete or submit the following prior to registration: an application (parents must complete and sign domicile statement), a high school transcript, an approval form signed by both the high school and a PVCC representative, and placement testing.

High School/PVCC Dual Enrollment. Designed for high school juniors and seniors enrolled in special PVCC courses offered at the high school during the regular school day. Courses within this program must be approved by the school system and the college. Students' admission to this program is approved by the high school. To qualify for this program, the student must submit an application (parents must complete and sign domicile statement) prior to registration. Students should speak with a high school guidance counselor for more information.

Home School Students. PVCC considers admission for students who are 16 years old, who are not enrolled in either public or private school, and who are home school students. The acceptance of these students is considered as enrichment to the home school program, but does not substitute for the home school program. In order to be accepted to the college, students must take the placement tests and place into college-level work.

High School Noncompleters. PVCC will admit students who have not completed high school. Admission is based on the student's ability to benefit. Students who are under the age of 18 must go through assessment and advising. They must also get an approval form signed by the principal of the high school last attended and the PVCC dean of student services.

To qualify for this program the student must complete or submit the following prior to registration: an application (parents must complete and sign domicile statement if student is under 18 years of age), an approval

form signed by both the high school principal and PVCC dean of student services (if student is under 18 years of age), and assessment testing and admission into a curricular program.

Students who are over 18 years of age will be admitted after submission of an application with appropriate parental signatures, assessment, and a counseling session.

Student Information System

PVCC's Student Information System is accessed online. It allows students to complete online many of their business transactions with the college. It is accessed through the MyPVCC link at www.pvcc.edu/mypvcc.

Student Records Information/Access

PVCC complies with the Family Educational Rights and Privacy Act of 1974 when releasing information about students. The following directory information will be released: name, participation in officially recognized activities and sports, address, telephone listing, electronic mail address, degrees/honors/and awards received, date of birth, major field of study, dates of attendance, grade level, most recent educational agency or institution attended and number of credit hours enrolled.

Employees of the college may have access to student records when acting in the student's educational interest and within the limitation of their need to know. In addition, the college may use student record information for institutional research.

All hard copy data is maintained for three years after the student's last date of attendance. Electronic data is not purged.

Disclosure of Social Security Number. Disclosure of student social security number may not be required initially, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per § 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 Code of Federal Regulations Part 668.36. Section 23-2.2:1 of the Code of Virginia also authorizes the Virginia Community College System to collect student social security numbers and other personally identifiable information prior to a student's enrollment, and requires it to electronically transmit enrollment data to the State Police. However, the VCCS only uses social security numbers in accordance with federal and state reporting requirements, and for identification purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, or pursuant to your obtained consent.

Assessment and Placement Testing

Placement Testing. In determining students' readiness for college-level English and math courses required in credit associate degree and certificate programs as well as in courses that require a reading, writing and math prerequisite, PVCC uses the following means and measures.

1. Any student enrolling in a Career Studies Certificate program is exempt from placement testing, unless a course in the program requires a reading, writing, or math prerequisite.

2. Any student who has earned an associate degree or higher or who has earned a C or better in college-level courses in math and/or English at a regionally accredited institution is exempt from placement testing provided he or she meets the

prerequisite for the respective courses in their chosen program of study.

3. Any student who has successfully completed developmental courses at a VCCS institution is exempt from placement testing in those areas.

4. Any student who has successfully completed developmental courses at a non-VCCS institution will have his/her coursework evaluated to determine the need for placement testing.

5. Any student may submit a high school/home school transcript or an approved test score for placement evaluation. Placement will be based on the high school GPA and high school courses completed. High School/home school seniors who have not yet graduated may submit a transcript as of the completion of the first semester of the senior year to determine readiness for placement into college-level courses for the purpose of early admission to the PVCC.

Any student who is not placed into a college-level English or math course by the above criteria will take the Virginia Placement Test (VPT) or ESL-specific test, as appropriate. Students may take the Virginia Placement Test (VPT) in order to improve their placement standing after other measures are considered. Such placement test scores will not be used to place a student in a lower English or math course than indicated by the other criteria, unless the student desires a lower placement.

Test scores are valid for five (5) years after the date of the test. Students who take the placement test and who do not enroll in developmental courses are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental courses will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis. Students who score below the established minimum cutoff scores for reading, writing, and mathematics are required to register for developmental courses in those respective areas. More information about placement testing is available at http://www.pvcc.edu/admission/placement-tests.

Developmental courses do not award college-level credit and are not applicable toward associate degree or certificate programs. Upon the successful completion of the developmental course(s) with a grade of S (satisfactory), students may enroll in college composition and/or the appropriate college mathematics course.

Advanced Standing. The mission of PVCC includes aiding students who wish to move toward their goals as efficiently as possible.

Advanced standing provides an opportunity to receive academic credit for learning acquired through non-college experiences prior to entering or returning to PVCC. Students may be awarded academic credit for nontraditional learning experiences if they are enrolled in a curriculum of study at the college and can demonstrate previous educational study, training or work experience is equivalent to the content and learning outcomes for courses in their program of study. When credit for nontraditional learning is awarded, a grade of "pass" (P) will be issued. All courses for which academic credit is awarded must meet VCCS and SACS criteria for awarding credit. The VCCS policy regarding advanced standing follows:

5.6.5.1.0 Administration of Advanced Standing

Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or acquired through nontraditional means. This may include, but is not limited to college credit and advancement based upon the administration and evaluation of locally-developed examinations, individual college participation in nationally recognized standardized examinations; experiential learning; and training provided by non-collegiate institutions, such as armed forces and service schools.

a. College credit is a means of achieving Advanced Standing through an administrative determination by the college that equivalent course coverage has been satisfactorily completed at a regionally accredited postsecondary institution. Credit through this means must be verified through receipt of an official transcript.
b. Credit by Local Examination is a means of achieving Advanced Standing through satisfactorily demonstrating subject-matter competency by means of an examination developed, and evaluated by college faculty. Examinations must be based on established course learning outcomes and must be comprehensive.
c. Credit by Standardized Examinations is a means of achieving Advanced Standing through a nationally recognized or college-approved external agency. External examinations used for this purpose include but are not limited to the College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) of the Defense Activity for Non-Traditional Educational Support (DANTES), Advanced Placement (AP) program, Cambridge Advanced (A/AS) examinations, and the International Baccalaureate (IB) program.

Upon receipt of official test scores, PVCC accepts a score of three (3) and higher for Advanced Placement (AP) courses, a score of four (4) or higher for higher level International Baccalaureate (IB) courses, a score of five (5) or higher for standard level International Baccalaureate (IB) courses, a score of fifty (50) or higher on CLEP courses, and scores of C or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by the college. The colleges assume no responsibility regarding the acceptance of Advanced Standing credit by other institutions to which the student may transfer.

a. The procedures for awarding credit through Advanced Standing are as follows:

(1) The determination of such credit must be made by qualified faculty members at the institution or according to procedures and standards approved by qualified faculty ensuring that assessment procedures are appropriate for the credit awarded.

(2) If documentation and interviews are used in lieu of examinations, the institution must demonstrate that these methods provide assurances of academic comparability to credit earned by traditional means.

(3) Portfolio-based credit for prior experiential learning may be awarded for no more than 25 percent of the credit hours applied toward a degree.

In exceptional individual cases, however, the nature and content of the prior learning experience may be such that additional credit may be appropriately awarded. The institution must justify each such case.

(4) In awarding credit for prior experiential learning, the institution must:

a) award credit only for documented learning which ties the prior experience to the theories and data of the relevant academic field;
b) award credit only to matriculated students, identify such credit on the student's transcript as credit for prior experiential learning, and upon request from another institution, document how such learning was evaluated and the basis on which such credit was awarded;
c) adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for experiential learning; and
d) clearly describe, and establish the validity of, the evaluation process and criteria for awarding credit for prior experiential learning.

b. The college will designate a staff member or office responsible for the application of Advanced Standing credit to student records, and student records shall reflect Advanced Standing and applicable source.
c. Advanced Standing guidelines, policies, and procedures will be clearly posted and widely disseminated to current and prospective students.

Credit may be awarded based on standardized assessment. One or more of the following assessment methods recommended by the American Council on Education (ACE) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be used:

1. Nationally recognized college assessment examinations such as SAT II, AP, IB, CLEP, DANTES, SAM, etc.

2. Industry certification, state or national licensure.

Credit may also be awarded for experiential learning. Credit for experiential learning (work experience, noncredit courses, life experience, etc.) which cannot be documented by one of the above methods is done by portfolio evaluation or by passing the same comprehensive, final examination used by the course for which student is requesting credit. ***This option is available for selected courses only.*** The division dean, in collaboration with the program coordinator, determines which course(s) are appropriate for portfolio evaluation and/or credit by examination.

Documentation must be provided and included in the student's file. The supporting documentation must include samples of completed work or projects, noncredit syllabi, or employer training syllabi to assist in credit determination. The vice president for instruction and student services may place a time limit on prior learning experiences for which credit may be granted. Credit awarded for prior learning does not meet "credit hours in residence" required for graduation. ***Credit received through prior learning assessment is not usually transferable to other colleges and universities.*** Therefore, students are strongly advised to contact the college or university they plan to attend to determine transferability.

Advanced Placement

College Level Examination Program (CLEP). Credit may be given through this program if applicable to the student's program and if scores are above the minimum level suggested by the American Council of Education (ACE). Official score reports must be sent to the Admissions and Advising Center. Students who plan to transfer should contact the prospective college or university to determine the acceptability of CLEP credit. Click on link for required scores and PVCC course equivalencies.

Credit by Locally Prepared Examinations. Students may apply to take a proficiency exam for any course for which there are proficiency exam policies. The student applies at the division dean's office. If any skill assessment is required beyond the written exam, there may be an additional fee. Students who plan to transfer should contact the prospective college or university to determine the acceptability of credit by exam.

Credit by Evaluation of Military Service. Credit may be given for military experience that is applicable to the student's program if credit is recommended in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. This documentation should be submitted to the Admissions and Advising Center.

Advanced Placement Program. The advanced placement (AP) program is designed to indicate that a secondary school student has mastered the material in a course sufficiently equivalent to a beginning college course and should be allowed to enroll in an advanced college course. A variety of subject areas are available; tests are administered by the College Entrance Examination Board at secondary schools, with grades (on a 5, 4, 3, 2, 1 basis) sent directly to the college. A score of 3, 4, or 5 is considered passing and appropriate credit is awarded.

If a student is planning to transfer to another college or university, he or she should be aware that the transfer institution may require a different AP score to award credit.

PVCC Course Equivalencies for CLEP Examinations			
CLEP Examination	**PVCC Equivalent Course**	**Required Score**	**Credit Awarded**
Composition and Literature			
American Literature	ENG 241, ENG 242	50	6
Analyzing & Interpreting Literature	English Electives	50	6
English Literature	ENG 243, ENG 244	50	6
College Composition	ENG 111, ENG 112	50	6
Humanities	HUM 201, HUM 202	50	6
Science & Mathematics			
Biology	BIO 101, BIO 102	50	8
Calculus	MTH 271	50	3
Chemistry	CHM 101, CHM 102	50	8
College Mathematics	MTH 152	50	3
Foreign Languages			
French, Level 1 (2 semesters)	FRE 101, FRE 102	50	8
French, Level 2 (4 semesters)	FRE 101, 102; FRE 201, 202	59	14
German , Level 1 (2 semesters)	GER 101, GER 102	50	8
German, Level 2 (4 semesters)	GER 101, 102; GER 201, 202	63	14
Spanish, Level 1 (2 semesters)	SPA 101, SPA 102	50	8
Spanish, Level 2 (4 semesters)	SPA 101, SPA 102, SPA 201, SPA 202	63	14
History & Social Sciences			
American Government	PLS 211	50	3
History of the United States I: Early Colonizations to 1877	HIS 121	50	3
History of the United States II: 1865 to Present	HIS 122	50	3
Introductory Psychology	PSY 200	50	3
Introductory Sociology	SOC 200	50	3
Principles of Macroeconomics	ECO 201	50	3
Principles of Microeconomics	ECO 202	50	3
Western Civilization I: Ancient Near East to 1648	HIS 101	50	3
Western Civilization II: 1648 to the present	HIS 102	50	3
Business			
Introductory Business Law	BUS 241	50	3
Financial Accounting	ACC 211	50	3
Principles of Management	BUS 200	50	3

PVCC Course Equivalencies for AP Examinations

AP Subject Area	Score for Receiving Credit	Equivalent Course	Credits
Art History	3, 4, or 5	ART 101, 102	6
Biology	3, 4, or 5	BIO 101, 102	8
Chemistry	3, 4, or 5	CHM 111, 112	8
Chinese Language and Culture	3 or 4	CHI 101, 102	8
Chinese Language and Culture	5	CHI 201, 202	6
Computer Science (A)	3, 4, or 5	CSC 110	3
Economics, Macro	3, 4, or 5	ECO 201	3
Economics, Micro	3, 4, or 5	ECO 202	3
English Language and Composition	3, 4, or 5	ENG 111, 112	6
English Literature and Composition	3, 4, or 5	ENG 111, 112	6
French Language and Culture	3 or 4	FRE 101, 102	8
French Language and Culture	5	FRE 201, 202	6
Geography, Human	3, 4, or 5	GEO 210	3
German Language and Culture	3 or 4	GER 101, 102	8
German Language and Culture	5	GER 201, 202	6
Comparative Governments and Politics	3, 4, or 5	PLS 211, 212	6
History, American	3, 4, or 5	HIS 121, 122	6
History, European	3, 4, or 5	HIS 101, 102	6
History, World	3, 4, or 5	HIS 111, 112	6
Italian Language and Culture	3 or 4	ITA 101, 102	8
Italian Language and Culture	5	ITA 201, 202	6
Japanese Language and Culture	3 or 4	JPN 101, 102	8
Japanese Language and Culture	5	JPN 201, 202	6
Latin	3 or 4	LAT 101, 102	6
Latin	5	LAT 201, 202	6
Math Calculus (AB)	3, 4, or 5	MTH 173	5
Math Calculus (BC)	3, 4, or 5	MTH 173, 174	10
Music Theory	3, 4, or 5	MUS 111, 112	6
Physics (B)	3, 4, or 5	PHY 201, 202	8
Psychology	3, 4, or 5	PSY 200	3
Russian Language and Culture	3 or 4	RUS 101, 102	8
Russian Language and Culture	5	RUS 201, 202	6
Spanish Language	3 or 4	SPA 101, 102	8
Spanish Language	5	SPA 201, 202	6
Statistics	3, 4, or 5	MTH 240	3
U.S. Government and Politics	3, 4, or 5	PLS 135, 211	6

REGISTRATION/ENROLLMENT

The college holds a period of registration prior to each term. Refer to the schedule of classes issued each term and the academic calendar on the college website at www.pvcc.edu/academiccalendar, for specific dates and instructions. Before registering for classes, new students must complete the college's application. Registration is complete when the college has received tuition payment.

It is the responsibility of the student to know and observe dates with regard to adding, dropping, and withdrawing from classes. These dates are also published in the schedule of classes, on the academic calendar on the college website www.pvcc.edu/academiccalendar, and are available in the Admissions and Advising Center.

Change of Enrollment

Schedule changes may be made by using the online registration system or by visiting the Admissions and Advising Center. Changes are effective at the time they are processed.

Adding a Course. Students may add a course during the add/drop period, according to the dates published on the academic calendar on the college Web site www.pvcc.edu/academiccalendar.

Dropping a Course. Students who plan to drop a course should be aware of the deadlines to qualify for a refund and/or withdraw without grade penalty as published on the academic calendar on the college website www.pvcc.edu/academiccalendar. **Financial aid students planning to drop a class should consult with the financial aid office to be aware of potential financial aid implications**.

Cancellation of a Section or Course by the College. PVCC expects to offer all courses as advertised each term. While every effort is made to offer all courses, at times conditions exist which may prevent the offering of a particular course or courses.

The college will make every effort to help students who have registered for the cancelled course to enroll in another course. The college does not guarantee course alternatives solely based on student convenience or preference.

Failure to Begin a Course on Time. When students enroll in a course, they are expected to attend every class. If students do not begin attending by the second week of classes, they will be withdrawn from the course.

Withdrawal from the College. A student who wishes to withdraw from the college should contact the Admissions and Advising Center to determine the appropriate procedure. Failure to follow procedures could jeopardize a student's ability to receive future additional financial aid.

Active Military Service Policy. Students called to military service in the uniformed services in the midst of a semester are granted special consideration regarding refunds, credits, and reinstatement at the College. Military service is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days. Students should notify the veteran's affairs specialist in the event of being called to military service.

Should a student be ordered to active duty or be mobilized and 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 refund, or to

be administratively withdrawn with no refund and assigned a grade of "W."

Students requesting refunds shall be refunded for all tuition and required fees including miscellaneous education, general program, auxiliary services and student activity fees. Such refunds may be retained and applicable to tuition fees charged in the semester or term in which the student returns to study.

Students ordered to active duty or are mobilized may receive an incomplete grade ("I") until released from active duty or mobilization. All course requirements shall be completed within one year from the date of release from active duty or mobilization.

Please click on link to view the complete Active Military Service policy.

Course Prerequisites

Admission to specific courses is available only when the student meets the prerequisites for the course. Course prerequisites have been established to ensure students have the preliminary knowledge and competencies necessary to successfully complete the course.

Enrollment Override

Enrollment may be overridden for students who (1) provide documented evidence (college transcript, SAT, ACT, AP, CLEP or other advanced placement documentation) that prerequisite coursework has been successfully completed; (2) present a transcript demonstrating a completed bachelor's degree, master's and/or Ph.D. that demonstrates prior knowledge in the subject area; (3) provide placement test scores from another Virginia community college, provided the scores are available in the Student Information System; and (4) provide GRE Scores in lieu of SAT or ACT scores.

Division dean approval is required for (1) students currently enrolled in the prerequisite course at another university or college, (2) students without documentation that prerequisites have been met, (3) class limit overrides, and (4) all enrollment requests after the first week of class.

Overrides can be done via the telephone provided the required documentation has been received at the College. For the purposes of documenting that prerequisites have been met, student copies received via e-mail or FAX are acceptable.

Students wishing to enroll in a course for the third time after two unsuccessful attempts are referred to the vice president for instruction and student services. In the absence of the vice president, the dean of student services may grant this approval.

Auditing a Course

Generally, the college does not encourage students to enroll in credit courses on an audit basis. Students who wish to attend a course without receiving academic credit must submit a "Petition to Audit" form, and receive permission from the instructor and from the appropriate division dean. The division dean will inform the student when/if the audit is approved. Audit students must register and pay the regular tuition.

Audited courses carry no credit, do not count as a part of the student's course load, do not meet degree/certificate requirements, and do not transfer to other institutions. Students must adhere to the instructor's attendance policy when they audit.

Audit enrollments are on a "space available basis" and are completed after the last day to add or drop a course as published on the academic calendar on the college website www.pvcc.edu/academiccalendar.

Senior Citizens Enrollment

By action of the General Assembly, senior citizens who are legal residents of Virginia one year or longer and age 60 or older may be entitled under specified conditions to a waiver of tuition. Under this provision, such senior citizens who have a taxable income of $23,850 or less may take courses for academic credit without paying tuition. There is no income restriction for senior citizens wishing to audit a class.

All senior citizens are required to pay for instructional materials (books, lab fees, etc.), and applicable fees.

Virginia law requires PVCC to accommodate all tuition-paying students before admitting senior citizens requesting a tuition waiver. Therefore, senior citizens requesting a tuition waiver will be seated on a space available basis after the last day to add or drop a class as published on the academic calendar on the college website www.pvcc.edu/academiccalendar.

Senior citizens may choose to register and pay for a class to guarantee a seat; however, they may not subsequently change to tuition-free status for that semester. Senior citizens who wish to apply for a tuition waiver need to complete the "Senior Citizen Tuition Waiver for Audit/Credit" form, which can be found on the website and in the Admissions and Advising Center.

FINANCIAL INFORMATION

Tuition

Tuition is due and payable at the time of registration or by the date posted each term. Tuition charges are subject to change at the discretion of the State Board for Community Colleges. The most current tuition is posted on the college website at www.pvcc.edu/tuition.

Payment of tuition enables students to use the library, bookstore, student study areas, and other facilities of the college. There are no separate laboratory or library fees, but students are expected to pay charges for any school property (such as laboratory or shop equipment, supplies, library books and materials) they damage or lose.

Dishonored checks or dishonored credit/debit card payments must be made good within ten working days after notification from the Business Office. There is a $35 service charge for each check returned. If payment is not received by the Business Office, the fee will increase to $50. In addition, the check writer is responsible for all reasonable administrative costs, collection fees, or attorney fees incurred in the collection of the check.

Any student who has unpaid debts to the college such as tuition and fees, insufficient funds checks, and Pell grant repayments will be reported to a collection agency, the credit bureau, and to the Set-Off Debt program of the Virginia Department of Taxation.

Any collection costs associated with this debt will be charged to the student.

If payment is not received, the student will be suspended from attending classes. A hold will be placed on the student's academic record until payment is received.

In-State Tuition Eligibility

To be eligible for in-state tuition, an applicant must be and have been legally domiciled in

Virginia for a period of at least one year prior to the semester for which he/she is enrolling. An applicant must establish, by clear and convincing evidence, that he/she is eligible for in-state tuition. All applicants must complete the domiciliary items included on the application and provide any documentation that may be deemed necessary.

All independent applicants under the age of 24 must meet one of the following criteria or provide clear and convincing evidence of independent domicile:

- Veteran or active duty member of the U.S. Armed Forces;
- Married;
- If both parents are deceased, no adoptive or legal guardian;
- Graduate or baccalaureate degree;
- Ward of the court or was a ward of the court until age 18; or
- Legal dependents other than spouse.

For all dependent applicants under the age of 24, a parent or legal guardian will need to complete domiciliary items included on the application.

Documentation may include the following forms from Virginia: driver's licenses, vehicle registration, state income tax forms, employment verification from employer, voter registration, etc. Factors used to support in-state tuition must have existed for a period of one year prior to the first day of class.

The registrar is responsible for making decisions on domicile matters. The applicant who is denied in-state tuition has a right to appeal. PVCC's appeals process is as follows:

1. Within five working days of notification of denial, the applicant must submit a written appeal with any additional supporting documentation to the dean of student services. Within five working days of receiving the information, the dean will notify the applicant of the decision.

2. If the applicant is denied again, an appeal, in writing, may be made to the vice president for instruction and student services within five working days. The vice president will chair a committee to review the case. The applicant will be notified of the committee decision within 10 working days from date the appeal was received.

3. A final appeal may be made to the circuit court in Charlottesville within 30 days of receipt of the decision by the dean. A copy of the petition for review must be filed with the college when it is filed with the court.

Waived Tuition

Dependents of fire fighters/police officers killed in the line of duty and war orphans education benefits Sections SB-529 and SB-626 of the Code of Virginia provide for free tuition to attend state-supported institutions of higher education for children of persons killed in the line duty to the state of Virginia or deceased, disabled, prisoners of war, or missing in action as a result of any armed conflict after December 6, 1941, involving the armed forces of the United States. Applications and more information are available from the Financial Aid Office.

Tuition Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. After the add/drop period has passed, there will be no refunds except under extraordinary circumstances, which must be approved by the vice president for finance and administrative services.

For exact add/drop dates, consult the schedule of classes or the calendar on the college website at www.pvcc.edu/academiccalendar. Short courses (less than a term in length) have different and shorter add/drop and withdrawal periods. If a student registers for a program or course that is canceled by the college before the start of classes, and the student does not elect to enter an alternate program or course, the student is eligible for a refund of tuition.

Nonpayment of Debts

All services are withheld from a student who owes money to the college for any reason, or who has books or materials outstanding from the Betty Sue Jessup Library or other college departments. This means that no transcripts are issued, the student is not permitted to register, nor are other services provided.

Holds on Student Records/ Service Indicators

A hold or service indicator will be placed on a student's official record under certain conditions. Nonpayment of financial obligations, such as tuition, college fines, and other debts will result in a hold on a student record. A hold will restrict the student from enrolling, having transcripts or grade reports issued, or receiving other college services. Disciplinary action, academic suspension, or dismissal may also result in a hold on student enrollment.

Fees

Institutional Fee. Students are charged an institutional fee per credit hour, which is collected at the beginning of each term. The funds collected under this fee shall be used exclusively to construct, repair, and maintain college parking lots; and to construct, repair, and maintain parking lot lights, adjacent and connecting sidewalks, medians, and grounds that are within or abut the parking lots. The fee is refunded if the student withdraws completely from the college within the appropriate refund period. For current fee information, please see the college website at www.pvcc.edu/tuition.

Student Activity Fee. Students are charged a student activity fee per credit hour. For current fee information, please see our website at www.pvcc.edu/tuition.

Technology Fee. All students in the Virginia Community College System are charged a technology fee per credit hour. The funds are used to implement major improvements to information technology for the 23 community colleges in Virginia. The fee is refunded if the student withdraws completely from the college within the appropriate refund period. For current fee information, please see our website at www.pvcc.edu/tuition.

Capital Fee. All out-of-state students are charged a capital fee per credit hour. For current fee information, please see our website www.pvcc.edu/tuition.

Books and Materials

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. The estimated cost of these items is $680 per semester for a full-time student.

Transcripts

A current student may request an official transcript online by accessing their MyPVCC account. Former students or students who have forms that must accompany a transcript may submit the Transcript Request Form to the Admissions and Advising Center either in person, by fax, or by mail. This form can be found in the Admissions and Advising Center or

on the college website at www.pvcc.edu/transcripteval.

All requests are processed within five business days of receiving the request and are provided free of charge as a service to the student. The college does not provide copies of transcripts from other schools. Such copies must be obtained by directly contacting each individual institution.

FINANCIAL AID INFORMATION

FINANCIAL AID
http://mysupport.pvcc.edu
PVCC website: www.pvcc.edu/finaid
Phone number: 1.855.877.3941
Fax number: 434.961.6557

Piedmont Virginia Community College believes students should have the opportunity to attend college, regardless of their financial situation. The college has many sources of financial aid, including programs funded by the federal government, the Commonwealth of Virginia and PVCC Educational Foundation Scholarships.

The Key to Financial Aid is the FAFSA

The key to financial aid is the Free Application for Federal Student Aid (FAFSA). Students may apply online at www.fafsa.gov. There is a link to this from the financial aid page on the PVCC Web site. Completed application received by March 31 will receive first priority.

If a student does not have access to a computer or the Internet, he/she can stop by the Financial Aid Office (room M136 in the main building) where there are computers for student use.

Who is Eligible?

To be eligible to receive federal or state financial aid, a student must:

- Demonstrate financial need as determined by the FAFSA.
- Be in a degree or certificate program (also known as a curriculum).
- Be a U. S. citizen or eligible noncitizen
- Have a high school diploma or GED
- Have a Social Security Number.
- Maintain compliance with satisfactory academic progress (SAP) standards.
- Cannot be in default on a student loan or owe a grant overpayment**.**

Satisfactory Academic Progress (SAP) Policy
www.pvcc.edu/pay-for-pvcc/financial-aid/responsibilities**.**

GPA Requirements (GPA Rule)

In order to remain eligible for financial aid, students must meet minimum cumulative grade point average requirements. Only non-developmental courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded. **In order to graduate, a minimum cumulative grade point average of 2.0 is required.**

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31+	2.0

Completion Rate (67% Rule)

Students must receive satisfactory grades in 67% of cumulative credits attempted. This evaluation is made prior to financial aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades are those for which a grade of A, B, C, D, S or P is earned. Developmental and ESL coursework **are included** in this calculation. Accepted

transfer credits will be counted as both attempted and completed.

Maximum Hours (150% Rule)

In order to continue to receive financial aid, a student must complete his or her program of study before 150% of the credits required have been attempted. Developmental and ESL course work **are excluded** in this calculation. Attempted credits from all enrollment periods plus all accepted transfer credits are counted. All terms of enrollment are included whether or not the student received financial aid and regardless of the age of the coursework.

Developmental and ESL Courses

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 satisfactory academic progress (SAP) requirements continue to be met. Students may receive financial aid for an unlimited number of ESL credits as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Financial Aid Warning Status (WS)

Students who fail to meet satisfactory academic progress (SAP) for the first time will be automatically placed in a Warning Status for ***one (1) term*** and are expected to meet satisfactory academic progress (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 lose their eligibility for financial aid.

Financial Aid Probation Status (PS)

Students who have successfully appealed the loss of their financial aid are placed on probation. Students on probation are eligible to receive financial aid for one (1) semester, after which they **MUST** meet all of the satisfactory academic progress standards OR the requirements of an academic progress plan that was pre-approved by the Financial Aid Office.

Financial Aid Suspension Status (SS)

Students who do not meet the credit progress schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan will be placed in suspension status and are not eligible for financial aid.

Repeated Coursework

Students can repeat courses using financial aid until successfully completed. There is no limit assuming all other SAP requirements are met. Students may only repeat a passed course once as long as it is in order to meet an academic standard (i.e., a higher grade is required for their program of study). Repeated coursework will be included in the evaluation of completion rate and maximum timeframe. Only the latest grade will count towards the cumulative grade point average.

Appeals

Under certain circumstances, students who fail to meet satisfactory academic progress (SAP) standards and lose eligibility for financial aid can appeal the financial aid suspension (SS). Appeals will be evaluated by the Financial Aid Office and all decisions are final.

Click on link for complete Satisfactory Academic Progress (SAP) Policy.

Financial Aid Programs

Students may be eligible for the following programs when they submit the FAFSA:

Federal Pell Grant. Pell grant amounts are adjusted according to enrollment level and based on expected family contribution.

Federal Supplemental Educational Opportunity Grant (FSEOG). These grants are available to a limited number of students who demonstrate exceptional financial need. A student must be enrolled in at least 6 credit hours to be eligible to receive this grant.

Federal Work Study. Students who need a job to help with college expenses may be eligible for employment under the federally supported work-study program. Students may work a maximum of 20 hours weekly while attending classes (must be enrolled for at least 6 credit hours). On-campus jobs may include work in offices, science and computer laboratories, and the library.

Commonwealth Grant (COMA). The COMA Grant is available for students enrolled at least half time, are residents of Virginia, and demonstrate financial need.

Virginia Guaranteed Assistance Program (VGAP). The VGAP is available for first time freshmen who graduated from a Virginia high school with at least a 2.5 GPA. Students must be enrolled full time and be classified as dependent students. Awards may be renewed for a second year for students who have maintained full-time enrollment, a minimum 2.0 GPA, and continue to demonstrate financial need. Students must submit an official high school transcript to the financial aid office so that we may determine eligibility.

Part-Time Tuition Assistance Program (PTAP). PTAP grants are available for students who enroll for 1 to 8 credits, are Virginia residents, and demonstrate financial need. The maximum award can be up to the cost of tuition.

Scholarships from the PVCC Educational Foundation. Each year, generous individuals, businesses, and organizations give scholarships to PVCC students. More than 100 scholarships are awarded each year through the PVCC Educational Foundation. The value of these scholarships exceeds $175,000. Current students as well as graduating high school seniors are invited to apply for these scholarships in the spring each year. The application form and full descriptions of the scholarships available are posted in the financial aid section of the college's website at www.pvcc.edu/scholarships.

Loans. William D. Ford Direct Loans and William D. Ford Direct PLUS loans are available. See the financial aid office for additional information.

Student Loans for Nursing Students. This program is designed to encourage and assist students in pursuing nursing training by providing long-term, low-interest loans to help defray educational expenses. Repayment on the loan begins nine months after the student ceases to be a half-time nursing student, with the total amount due within a 10-year period.

Other Sources of Aid. Certain disabled or handicapped persons may qualify for educational assistance through the Virginia Department of Rehabilitative Services. The department requires potential recipients to apply for financial aid through the college.

Scholarship searches:
www.finaid.org
www.fastweb.com
http://edupass.org
www.pvcc.edu/scholarships

Some terms used in financial aid:

Cost of Attendance (COA). Determined by the school. Includes tuition/fees, books & supplies, living expenses, personal expenses.

Expected Family Contribution (EFC). Determined by information student provides on the FAFSA (Free Application for Federal Student Aid).

Need = COA minus EFC. Need determines the type and amount of aid student may receive.

Students must submit a FAFSA every year to be considered for financial aid.

Students may view their financial aid online through the Student Information System.

Return of Title IV Funds. Under a regulation known as Return of Title IV funds, students who withdraw from college or stop attending all classes before completing the first 60 percent of the semester have not earned all of their financial aid. Title IV aid (Pell, FSEOG, ACG, Stafford and PLUS Loans), as well as state aid, must be prorated to the date of withdrawal. Students will be required to repay the unearned portion of aid received. This will include books charged to financial aid and any refund received. For an example of this calculation and for additional information, please click on link: www.pvcc.edu/pay-for-pvcc/financial-aid/frequently-asked-questions#faq40

VETERANS BENEFITS

All associate degree, certificate, and career studies certificate programs at PVCC are approved by the State Department of Education for the payment of veterans' benefits. Except for the Post 911 Bill, Vocational Rehabilitation, and Virginia War Orphans, students applying for benefits should be prepared to pay their tuition at the time of registration for some programs. All certifications are completed and submitted to the Veterans Administration as they are received by PVCC's Veterans Affairs Office.

Chapter 30 (Montgomery GI Bill)

This program provides up to 36 months of educational benefits. To apply for benefits, veterans must complete an online application (www.gibill.va.gov) for educational benefits with the Veterans Administration (VA 22 -1990), provide a copy of their discharge papers – DD214, provide a copy of a paid tuition receipt, and provide a schedule of enrolled classes.

Chapter 33 (Post 911 GI Bill)

This program is for veterans who served on active duty on or after September 11, 2001. Post 911 GI Bill benefits are payable for training pursued on or after August 1, 2009. Veterans must apply online (www.gibill.va.gov) for this benefit, and a letter will be sent from the V.A. explaining benefit eligibility. This letter must be brought to PVCC along with a copy of the DD214 (to receive PE credit) and a schedule of enrolled classes. The decision to enroll in the Post 911 GI Bill is irrevocable, so care must be used when choosing this plan.

Chapter 35 (Survivors and Dependents Educational Assistance Program)

This program provides educational benefits to the spouses and children of military service members who were killed, reported missing in action, prisoners of war, or rated permanently disabled during active duty. To apply for this program, a 22-5490 form must be submitted to PVCC (www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf).

Virginia War Orphans Educational Benefits

The Code of Virginia provides for free tuition and fees to attend state-supported institutions of higher education for children of persons deceased, disabled, made a prisoner of war, or declared missing in action as a result of any armed conflict after December 6, 1941, involving the Armed Forces of the U.S. The

children of veterans who qualify for this benefit will be directly contacted by the appropriate government agency.

Chapter 31 (Vocational Rehabilitation)

The primary purpose of this program is vocational rehabilitation services for veterans who have a service-connected disability. To receive services a veteran must be found both eligible and entitled. The program also provides educational and vocational counseling for eligible service members, veterans and veterans' dependents. Veterans who qualify for this benefit will be directly contacted by the appropriate government agency.

Chapter 32 (Veterans Educational Assistance Program - VEAP)

Under this plan, opened to those who saw active duty between January 1, 1977, and June 30, 1985, veterans make contributions from their military pay that are matched on a $2.00 to $1.00 basis by the Government. These funds can then be used for degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs.

Chapter 1606 (Montgomery GI Bill – Selected Reserve)

Members of the Selected Reserve may be eligible for this program which can be used for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on the job training, and vocational flight training programs. To apply for benefits under this plan, veterans must complete an online application for educational benefits with the Veterans Administration (VA 22 -1990) www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf, provide a copy of their discharge papers – DD214 (to receive PE credit), provide a copy of a paid tuition receipt, and provide a schedule of enrolled classes.

Chapter 1607 (Montgomery GI Bill – Reserve Educational Assistance Program - REAP)

Members of Reserve components who were called or ordered to active duty in response to a war or national emergency as declared by the President or Congress are eligible for this program. The benefits may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. To apply for benefits under this plan, veterans must complete an online application for educational benefits with the Veterans Administration (VA 22 -1990) www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf, provide a copy of their discharge papers – DD214 (to receive PE credit), provide a copy of a paid tuition receipt, and provide a schedule of enrolled classes.

PLEASE NOTE: Veterans who are new to PVCC but have used their educational benefits at a previous school must complete a request for a change of program or place of training form (VA 22-1995) www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf***.***

For additional information on these and other benefit programs, students are encouraged to visit the Veterans Administration Web site www.gibill.va.gov. Detailed steps to enrollment for veterans are available on the PVCC Web site www.pvcc.edu/veterans.

Refunds, Credits, Grades and Reinstatement for Active Military Service

Should a student be ordered to active duty or be mobilized and request 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 refund, or to be administratively withdrawn with no refund and assigned a grade of 'W." Students requesting refunds will be refunded for all tuition and required fees. Students requesting refunds shall also be refunded for textbook costs according to the contractual arrangement with the local textbook vendor.

Students ordered to active duty or who are mobilized may receive an incomplete grade ("I") until released from active duty or mobilization. All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students ordered to active due or who are mobilized may complete examinations prior to the regularly scheduled times in order to complete degree requirements. Approval must be granted by the student's faculty instructor(s) and dean for examinations to be completed prior to regularly scheduled times.

Students who are called to active due or who are mobilized will be reinstated in the same program(s) of study without having to re-apply fro admission to the College after a cumulative absence of not more than five years, so long as the student provides notice of intent to return to the College to the Veteran's Affairs specialist not later than three years after the completion of service.

ACADEMIC INFORMATION

Attendance Standard

Class attendance is an integral part of a sound academic program for most classes at Piedmont Virginia Community College. Class attendance requirements are found in the course outline, which the instructor provides to students in each course. Piedmont Virginia Community College students are expected to be present and on time at all regularly scheduled classes and laboratory meetings.

Students are not permitted to miss more than the following number of classes in a given semester:

If the class meets one time per week
2 absences total

If the class meets two times per week
4 absences total

If the class meets three times per week
6 absences total

Administrative Withdrawal Due to Excessive Absence

Students who have missed more than the permissible number of classes may be withdrawn from the course. A grade of "W" will be recorded for all withdrawals completed by "Last Day to Withdraw without Academic Penalty" for the semester. Students withdrawn after this withdrawal deadline will receive a grade of "F" except under mitigating circumstances, which must be documented and approved by the vice president for instruction and student services.

Credits

A PVCC credit is equivalent to one collegiate semester hour credit. Usually one credit for a course is given for approximately three hours of study weekly by each student as follows:

- One hour of lecture plus an average of two hours of out-of-class study;
- Two hours of laboratory plus an average of one hour of out-of-class study;
- Three hours of laboratory with no regular out-of-class assignments; or

- Fixed credit and variable hours with course objectives assigned to each developmental course (courses numbered 1-9).

Grading System

The grades of A, B, C, D, S, and P are passing grades. Grades of F and U are failing grades. W, X, and I grades are nonpunitive grades signaling special circumstances.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

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 points per credit
P	Pass	No grade point credit
S	Satisfactory	No grade point credit
U	Unsatisfactory	No grade point credit

Applies only to developmental studies courses

W Withdrawal No grade point credit
A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period, but prior to the completion of 60 percent of the course or upon documentation of a mitigating circumstance that prevents a student from completing the course after the 60 percent time frame.

I Incomplete No grade point credit
Used as a temporary grade awarded when student and faculty member agree that for verifiable unavoidable reasons student is unable to complete the course requirements before the scheduled end of class. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and (2) must request faculty member assign the "I" grade and indicate why it is warranted by completing the "Incomplete Grade Form" found on the college website. Courses for which the grade of "I" has been awarded must be completed by the end of the subsequent semester (to include summer term).

X Audit No grade point credit
Permission from the instructor and then from the division dean is required to audit a course. Students may register to audit a course on a space available basis only. The last day for grade change from credit status to audit status is the last day to add or drop the course.

Calculating GPA

Grade points are awarded as follows:

A	4 grade points
B	3 grade points
C	2 grade points
D	1 grade point
F	0 grade points

Grade points are computed by multiplying the number of credits completed by the grade earned. For example, a grade of B in a 3-credit course awards 9 grade points. The grade point average is computed by dividing the number of grade points earned by the number of credits completed. This can be computed by the term or cumulatively.

The "term 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. The "cumulative GPA," which includes all courses attempted, is computed each term and is maintained on a continuing basis as a record of the student's

academic standing. When students repeat a course, only the last grade earned is calculated in the computation of the cumulative GPA. However, all grades earned appear on the student's transcript. To determine your GPA, you may utilize PVCC's GPA Calculator at (www.pvcc.edu/gpa).

Repeating a Course

Any student may repeat a previously attempted course. When a student repeats a course, all course grades will appear on the student's transcript record; however, only the most recent grade will be calculated in the student's cumulative and curriculum grade point average and for satisfying curricular requirements. All grades and quality points earned for the frist grade are no longer applicable. Under no circumstances will credit for a repeated course be used twice toward certification of graduation requirements. Students are normally limited to two enrollments in the same course, except seminars and internships. Exceptions may be made by the vice president for instruction and student services or dean of student services.

Academic Renewal

Students who have been separated from PVCC for at least five years and have earned a 2.5 GPA for the first 12 credits upon re-entry to the college may be eligible for academic renewal. Academic renewal removes grades of D and F from the cumulative and curricular grade point average computation, although **all earned grades remain on the student's transcript and any status statements remain in force**. Students receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal. Total hours for graduation will be based on all coursework taken at the college after readmission, as well as former coursework for which a grade of "C" or better was earned and credits transferred from other colleges or universities.

Academic renewal may be granted only one time and, once granted, cannot be revoked. Applications and additional information are available from the registrar.

Final Examinations

All students are expected to take their final examinations at the regularly scheduled times as indicated on their class syllabi. Exceptions will be made only with the permission of the division dean for the discipline. The final exam schedule for each semester can be found on the College website.

Grading Term Honors

President's List. A student who achieves a semester grade point average of 3.8 or higher and earns a minimum of 12 credit hours, with no grades less than C, will be placed on the President's List.

Vice President's List. A student who achieves a semester grade point average of 3.2 or higher and earns a minimum of 12 credit hours, with no grades less than C, will be placed on the Vice President's List.

To be eligible for grading term honors, students must have 12 credits in graded courses (A, B, C).

Academic Standing

The college attempts to keep students informed of their academic standing. Students are notified if they are academically deficient and subsequently when they have regained acceptable academic standing. Students are expected to maintain a 2.0 (C) grade point average to be considered in good academic standing.

Academic Warning. Any student who fails to attain a minimum grade point average of 2.0 for any semester, or who fails any course, is placed an academic warning.

Academic Probation. Any student who fails to maintain a cumulative grade point average of 1.5 is placed on academic probation. The statement "Academic Probation" is placed on the student's transcript.

Any student on academic probation is required to consult the student success advisor and usually is required to carry less than the normal academic course load in the next semester following this action.

Academic Suspension. A student on academic probation who attempts 24 semester credits and fails to attain a cumulative grade point average of 1.5 for the next term is subject to academic suspension. Academic suspension normally is for one term. The statement "Academic Suspension" is placed on the student's transcript. Under all circumstances of academic suspension, a student must apply for readmission to the dean of student services by submitting a letter stating solutions for past academic problems.

Academic Dismissal. Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester following their reinstatement must maintain at least a 1.5 grade point average in each subsequent semester of attendance. The student remains on probation until his or her overall grade point average is raised to a minimum of 1.5. Failure to attain a 2.0 grade point average the first term and a 1.5 grade point average in each subsequent term results in academic dismissal. Academic dismissal normally is permanent, unless, with good cause, the student reapplies and is accepted under special consideration for readmission by the dean of student services. The statement "Placed on Academic Dismissal" will be placed on the student's transcript.

Grade Appeal Policy

Faculty members are responsible for informing students of the basis on which grades in each class will be assigned. Assignment of grades is the responsibility of the faculty member and presumes fairness and best professional judgment.

It should be understood that the student who chooses to appeal a grade assumes the burden of proof concerning any perceived error in the grade assigned.

Step 1. The student who believes a course grade received to be in error may appeal directly to the instructor within 10 school days after the beginning of classes of the semester following the one in which the grade was reported. Every reasonable effort should be made by both parties to resolve the matter.

Step 2. If Step 1 does not resolve the question, the student may file a written appeal to the division dean within five school days after an attempt to resolve the matter with the faculty member. The division dean will conference with the student and faculty member via e-mail, telephone, video, or in person in an effort to resolve the grade appeal. The division dean may within five school days of the conference appoint a committee of three faculty members and two students to review and make a recommendation on the matter. Within five school days of the conference, or if a committee is formed within five school days of the receipt of the committee's recommendation, the division dean will prepare a report of the disposition of the matter with copies to the student, the faculty member, and the divisional record.

Step 3. If either the student or the faculty member wishes to appeal Step 2 disposition of the matter, he or she may do so in writing to the vice president for instruction and student services within five school days of the receipt of the division dean's report. If, in the vice president's discretion, the appeal and record of previous actions indicate further consideration of the matter is not warranted, the vice president will so notify the student, faculty member, and division dean within five school days, and the division dean's decision shall be final and binding on all parties.

If the vice president grants the appeal, he or she may schedule a conference via e-mail, telephone, video, or in person with the division dean, faculty member, and student. Within five school days of the conference, the vice president will prepare a written decision with copies to the student, faculty member, and division dean. The vice president's decision shall be final and binding on all parties.

Distance Learning

Taught by PVCC faculty, distance learning courses are comparable to the same courses taught in the traditional classroom format. Distance learning courses have the same content, grading system, and course credit values as traditional courses. PVCC offers a variety of distance learning formats including online, hybrid, and Web conferencing and video conferencing.

Online Courses. Online (Web-based) courses and several associate degree programs are offered through technologies that include the Internet, discussion forums, e-mail, online conferencing, and other Web-based instructional strategies. Distance learning courses include the same content and deliver the same student outcomes as do the same courses taught in the classroom. Although contact hours for distance learning courses may not refer to seat time, they do still indicate the amount of course time devoted to lecture and laboratory instruction.

Students are responsible for providing their own hardware, software, and Internet service provider.

Online courses are delivered in a primarily text-based environment; therefore, college-level reading and writing skills are critical factors for adequate course participation. Additionally, research has shown that students who are self-directed and manage their time well are more likely to succeed using this delivery model. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting online courses. Resources to assist students in determining readiness for online courses may be found at http://www.pvcc.edu/distance_learning/orientation/index.php.

All online courses require a minimum of one "proctored" assessment. Students will be required to take these assessments under the direct supervision of an approved proctor in an approved setting. The College's Testing Center meets these criteria. Any other proctor and/or site must be preapproved by the College's testing specialist.

Hybrid Courses. In addition to online courses, PVCC offers a variety of hybrid courses. A hybrid course is one that blends online and face-to-face delivery. A portion of the course content is delivered online; the course typically includes online discussions and some face-to-face meeting times. Hybrid course on campus attendance requirements are specified in "notes" published with the course in the class schedule. Students are responsible for providing their own hardware, software, and Internet service provider.

Web Conferencing and Video Conferencing. Web conferencing is live, synchronous (real time) learning over the Internet. Video conferencing is live, synchronous, interactive audio and video using advanced technologies available on the PVCC campus. Students must be able to attend a Web conferencing class or video conferencing class during a scheduled time on PVCC's campus. These technologies provide an opportunity to collaborate with other institutions to promote programs that are available at PVCC.

COLLEGE POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

As a college student body member, there are certain rights that the student may expect to enjoy as well as obligations that the student accepts by enrolling. The current edition of the Student Handbook contains a statement on student rights and responsibilities, and the college's policies on academic dishonesty, illegal substances, student conduct, and discipline. A student grievance procedure, which provides equitable and orderly processes to resolve complaints made by students for improper treatment, is also included in the Student Handbook.

STUDENT CODE OF CONDUCT

Piedmont Virginia Community College is an academic community and all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn within that academic college community. Freedom carries responsibilities; chief among these is the respect for the rights and the values of others. In order to provide and preserve this freedom on the college campus and at college sponsored and college supervised functions, the student code of conduct was developed by a committee of students, faculty, staff, and administrators.

Within the college community, individuals are accorded respect in a learning environment that is free of discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability or any other characteristics protected by law or by the policies and practices of PVCC. All students are expected to exhibit and practice appropriate behavior when participating in instructional settings, including field experiences, internships, athletic and cultural events, or any other related college endeavor.

The college faculty and staff recognize their role in developing this sense of responsibility through example and guidance. Additionally, every student is presumed to have sufficient maturity, intelligence, and concern for the rights and values of others and to preserve the standards of the academic community. The Student Code of Conduct enumerates clear expectations of students as members of the college community, the kind of unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the code is not observed. While on college property or at college sponsored/supervised events, all persons, including guests of students, are required to abide by all college policies, proce-dures, practices, and related rules and regulations.

It is the student's responsibility to become familiar with the PVCC Code of Conduct. Lack of awareness is no excuse for noncompliance with PVCC policies and regulations.

Copies of the PVCC Code of Conduct are available in the Admissions and Advising Center and at the college receptionist area. All new students are oriented to the code of conduct in the PVCC orientation course, and the code of conduct is referenced on the course syllabus in all classes. The current code of conduct is posted on the college website.

COMPLAINT, GRIEVANCES and APPEALS

STUDENT COMPLAINTS

PVCC students and members of the public have the right to file informal and formal complaints against PVCC personnel or actions. Verbal complaints are considered informal and the procedure for informal complaints is to be followed. Written complaints (hard copy and e-mail) are considered formal and the procedure for formal complaints is to be followed.

This policy does not apply to (a) student grade appeals, (b) all human resource policies, (c) all appeal and grievance policies and procedures explicitly described in the *VCCS Policy Manual,* (d) any formal appeal or grievance covered by another PVCC policy (e.g., code of conduct, admissions, financial aid, satisfactory academic progress, etc.).

Policy and Procedure for Informal Complaints

Informal (verbal) complaints by students or members of the public are to be dealt with through a face-to-face discussion between the complainant and the responsible college administrator supervising the area. If through this process, a mutually satisfactory resolution of the complaint cannot be reached, the complainant may put the complaint in writing and move to the policy and procedure on formal complaints or the complaint will be considered inactive.

It is the responsibility of the administrator involved in an informal complaint to write a memorandum for the record detailing the nature of the complaint and the resolution. The administrator is to retain such memoranda in a file accessible to his/her supervisor upon request.

Policy and Procedure for Formal Complaints

1. Formal complaints by students or members of the public are to be dealt with by the responsible college administrator supervising an area. Faculty and staff who receive a formal complaint should forward it to the supervisor of the area(s) involved in the complaint.

2. The administrator handling the complaint is to gather information as necessary. Information must be gathered from the complainant.

3. A written response (hard copy or e-mail) is to be sent to the complainant. A copy of the complaint and the written response is to be sent to the assistant to the president.

4. If the complainant is not satisfied with the response, he/she may file a written complaint to the president. In such cases, the president will gather information and provide a final written response to the complainant with a copy to the assistant to the president.

5. The assistant to the president will maintain a file of all formal complaints and responses.

STUDENT GRIEVANCES

The Student Grievance Procedure is designed to provide an equitable process by which students at Piedmont Virginia Community College may resolve a grievance. A grievance is defined as a written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory

action by an employee or a student involving the application of a specific provision of a college rule or regulation. A grievance is defined as a difference or dispute between a student and a faculty member, administrator, or member of the classified staff with respect to the application of the rules, regulations, policies and procedures of the College or the Virginia Community College System as they affect the activities or status of each student.

Grievable issues must be related to interpretation or application of policy. Personal opinions, matters of taste or preference, and circumstances covered by external rules, laws, or guidelines are not typically grievable under the Student Grievance Procedure. Grade appeals, financial aid appeals, competitive admission program appeals, and Code of Conduct appeals including charges of academic dishonesty, and parking ticket and fine appeals have their own procedures and are excluded from the Student Grievance Procedure.

The college administration and the Threat Assessment Team reserves the right to supersede any step in the PVCC Student Grievance Procedure when doing so is in the best interest of protecting the safety of the college community and the individual(s) involved.

Policy and Procedure for Student Grievances

Step 1. The student with the grievance shall first discuss the grievance with the faculty member, administrator, or member of the classified staff involved. Every reasonable effort should be made by both parties to resolve the matter at this step. A grievance must be raised within twenty (20) school days from the time the student reasonably should have gained knowledge of the occurrence.

Step 2. If the student is not satisfied with the disposition of the grievance at Step 1, a written statement of the grievance shall be sent to the faculty member, administrator, or member of the classified staff within five (5) school days of the discussion at Step 1. This written 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 faculty member, administrator, or member of the classified staff must respond in writing within five (5) school days.

Step 3. If the student is not satisfied with the written response obtained in Step 2, or the faculty member, administrator or member of the classified staff fails to answer the grievance, the student shall contact the immediate supervisor within five (5) school days. A copy of the original written grievance and the reply (if available) should be provided to the supervisor. Within five (5) school days of receipt of the student's notification, the supervisor shall schedule a conference with all involved persons in an attempt to resolve the grievance. Notification of the supervisor's decision will be given in writing within five (5) school days after the conference.

Step 4. If the student is not satisfied with the disposition at Step 3, a written appeal may be made to the appropriate vice president (or president, if the grievance involves a Vice President or if the VP is involved at earlier steps) within five (5) school days of the hearing at Step 3. The student has the option of having a conference with the appropriate vice president, or the student may present the case before a selected panel. The panel will include three students, three persons from the appropriate faculty, administrative or classified

ranks, and the Dean of Student Services who will serve as Chair of the panel. Selection of the panel will be made by the Vice President for Instruction and Student Services, with approval by the President. The decision of the appropriate vice president or panel is binding. Final notification of the decision at Step 4 will be presented in writing within five (5) school days of the termination of the conference or panel.

STUDENT APPEALS

GRADE APPEAL POLICY

Faculty members are responsible for informing students of the basis on which grades in each class will be assigned. Assignment of grades is the responsibility of the faculty member and presumes fairness and best professional judgment.

It should be understood that the student who chooses to appeal a grade assumes the burden of proof concerning any perceived error in the grade assigned.

Step 1. The student who believes a course grade received to be in error may appeal directly to the instructor within 10 school days after the beginning of classes of the semester following the one in which the grade was reported. Every reasonable effort should be made by both parties to resolve the matter.

Step 2. If Step 1 does not resolve the question, the student may file a written appeal to the division dean within five school days after an attempt to resolve the matter with the faculty member. The division dean will conference with the student and faculty member via e-mail, telephone, video, or in person in an effort to resolve the grade appeal. The division dean may within five school days of the conference appoint a committee of three faculty members and two students to review and make a recommendation on the matter. Within five school days of the conference, or if a committee is formed within five school days of the receipt of the committee's recommendation, the division dean will prepare a report of the disposition of the matter with copies to the student, the faculty member, and the divisional record.

Step 3. If either the student or the faculty member wishes to appeal Step 2 disposition of the matter, he or she may do so in writing to the vice president for instruction and student services within five school days of the receipt of the division dean's report. If, in the vice president's discretion, the appeal and record of previous actions indicate further consideration of the matter is not warranted, the vice president will so notify the student, faculty member, and division dean within five school days, and the division dean's decision shall be final and binding on all parties.

If the vice president grants the appeal, he or she may schedule a conference via e-mail, telephone, video, or in person with the division dean, faculty member, and student. Within five school days of the conference, the vice president will prepare a written decision with copies to the student, faculty member, and division dean. The vice president's decision shall be final and binding on all parties.

FINANCIAL AID APPEALS

Students who fail to meet the credit progress schedule, the cumulative grade point average, and/or satisfactory academic progress (SAP) standards and lose eligibility for financial aid have the right to appeal the financial aid suspension (SS). Appeals will be evaluated by

the Financial Aid Appeals Panel. The Financial Aid Appeals Panel will include three students, three persons chosen from the faculty, administrative or classified ranks, and the Dean of Student Services who will serve as Chair of the panel. Selection of the panel will be made by the Vice President for Instruction and Student Services, with approval by the President. Decisions of the Appeal Panel are final. Students must make their appeals in writing and be willing to meet with the panel. Students must complete the Financial Aid Appeal Application. Students are strongly encouraged to appeal within seven (7) school days of notification of suspension to allow adequate time for processing and review.

STUDENT CODE OF CONDUCT APPEALS

The Student Code of Conduct enumerates clear expectations of students as members of the college community, the kind of unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the code is not observed. While on college property or at college sponsored/supervised events, all persons, including guests of students, are required to abide by all college policies, procedures, practices, and related rules and regulations. Copies of the PVCC Code of Conduct are available in the Admissions and Advising Center and at the college receptionist area. The current code of conduct is posted on the college Web site http://www.pvcc.edu/files/media/code_of_conduct.pdf.

Students who have been charged with a student code of conduct violation and who have received a minor or major sanction may appeal to the President in writing within 10 school days of the decision. The President shall take one of three actions: uphold the sanction, reverse the sanction, or dismiss the sanction. The decision of the President is final.

COMPETITIVE ADMISSION PROGRAM APPEALS

Students who are denied admission to competitive admission programs have the right to appeal. Students who are denied admissions should first meet with the appropriate program director to discuss the reasons why the student was denied admission. If this meeting does not resolve the issue, the student may file a written appeal to the appropriate program director. Appeals must be received within seven (7) school days after the meeting with the respective program director.

The appeal should include the reasons why the student feels their application should be reconsidered, what criteria or information the student feels was overlooked and any supporting documentation.

Appeals will be evaluated by the Admissions Appeals Panel. The Admissions Appeal Panel is made up of three faculty from outside of the health and life sciences division, three students including one currently enrolled in a health science competitive admission program, and the Dean of Health and Life Sciences who will serve as Chair of the panel. Selection of the panel will be made by the Vice President for Instruction and Student Services with approval by the President. The decision of the Admissions Appeals Committee is final.

PARKING TICKET AND FINES APPEALS

Students who have received parking citations and fines may appeal in writing to the Parking Appeals Panel through the Vice President for Finance and Administrative Services. The Parking Appeals Panel consists of two students,

one employee with faculty rank and one classified employee. Selection of the Panel will be made by the Vice President for Finance and Administrative Services with approval by the President. The Vice President for Finance and Administrative Services will inform students who appeal parking tickets in writing of the results of the appeal.

Procedures for Filing Complaint with U.S. Department of Education

Issues involving financial aid, fraud, waste or abuse of federal funds, special education, or civil rights may come under the U.S. Department of Education's jurisdiction. Listed below is contact information for these issues:

Office of the Inspector General investigates allegations of fraud, waste or abuse of federal educational funds, including federal student aid funds http://www.ed.gov/about/offices/list/oig/hotline.html.

Federal Student Aid's Ombudsman will informally conduct impartial fact-finding about your complaints. This office will recommend solutions, but does not have the authority to reverse decisions. If your student loan complaint is justified, it will work with you and the office, agency, or company involved in the problem http://www.ombudsman.ed.gov/.

Office of Special Education Programs is responsible for monitoring state and local compliance to federal special education laws http://www.ed.gov/policy/speced/guid/idea/monitor/state-contact-list.html.

Office of Civil Rights is responsible for investigating any claims of discrimination on the basis of race, color, national origin, sex, disability, or age http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm.

Computer Use Policy

All computer users are obligated to use these PVCC computer resources responsibly, professionally, ethically, and lawfully.

All students are given access to the computer network to assist in completion of college class work. There should be no expectation of privacy in anything created, stored, sent, or received in the PVCC computer system. The computer system belongs to the college and may only be used for instructional purposes. Without prior notice, the college may review any material created, stored, sent, or received on its network or through the Internet or any other computer network.

Use of the computer resources for any of these activities is strictly prohibited:

1. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.

2. Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), or any other unauthorized material.

3. Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating

unnecessary network traffic.

4. Using or copying software in violation of a license agreement or copyright.

5. Violating any state, federal, or international law.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible suspension of computing privileges, dismissal, and civil and criminal liability.

Firearms and Dangerours Weapons Policy

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities, and places of like kind where people congregate, or while attending college-sponsored sporting, entertainment, or educational events.

Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.

Visitors and contractors may secure handguns, rifles, and shotguns in parked vehilces. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.

Campus Safety/Student's Right To Know

Federal legislation requires that campus crime data be reported to the federal government on an annual basis. The data is maintained for three years. This information is available to the public and can be found on the college website http://www.pvcc.edu/security_safety/clery_act.php.

Sexual Violence, Domestic Violence, Dating Violence, and Stalking (Title IX)

As a recipient of federal funds, Piedmont Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Teresa Willis, Director of Human Resources, whose office is located in Room M810A on the Main Campus, and may be contacted by phone at 434 961-5245 or by email at twillis@pvcc.edu.

Piedmont Virginia Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. For the complete policy go to: https://www.pvcc.edu/sites/www.pvcc.edu/files/pvcc_title_ix_save_act_policy.pdf

Sexual Misconduct Policy

The sexual misconduct policy at PVCC applies to all students, faculty, and staff and includes sexual assault, sexual harassment, and power relationships. PVCC will not tolerate sexual misconduct in any form and will aggressively

investigate all reported incidents of abuse on campus. The college encourages all members of the college community to be aware of both the negative and far-reaching consequences of sexual misconduct and the options and support services available to victims.

Sexual assault includes a wide range of behavior in which coercion is used to obtain sexual contact against a person's will. It is defined as sexual contact without consent and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy without consent; or sexual penetration with an object without consent.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic performance; or

Submission to or rejection of such conduct is used as a basis for employment decisions such as promotion or performance evaluation; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or educational environment.

Power Relationships. As a matter of sound judgment and professional ethics, it is the responsibility of all faculty and supervisors to avoid having sexual relationships with or making sexual overtures to students or employees over whom they are in a position of authority by virtue of their specific teaching or administrative assignments.

The president designates a sexual misconduct policy coordinator to oversee all issues and incidents arising under this policy. All incidents of possible sexual misconduct arising under this policy shall be reported immediately to the dean of student services at 434.961.6540. The complainant may choose one of three procedures:

Procedure One. The complainant and the accused meet with the coordinator for discussion, informal mediation, and counseling to resolve the matter.

Procedure Two. With approval of the coordinator, the complainant and the accused are referred to an appropriate agency for formal mediation.

Procedure Three. The complainant and the accused go before the college's Sexual Misconduct Policy Committee and a hearing is conducted on the alleged misconduct.

Consensual and Familial Relations

The VCCS prohibits consensual amorous and/or sexual relationships between employees and students for whom the employee has direct professional responsibility; familial relationships where a faculty member or supervisor will have a power differential over one's immediate or extended family (activities generally prohibited are instruction, advising, counseling or supervising work activites); other potential conflicts of interest which have a negative impact on college operations.

Virginia Sex Offender Registry

The federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The Virginia State Police Web Site provides information about registered sex offenders. Once the Web site is reached, click on "Sex Offender Registry" which includes an easy to use sex offender search feature.

Alcohol/Drug Abuse Assistance

Consistent with the adoption of a drug-free work place, PVCC works with students who are either identified as possibly having an alcohol or substance problem, or who self-refer in order to seek assistance.

Education has been, and will continue to be, the primary focus of the college's efforts. Providing honest, factual information through organized educational programs will assist individuals in making reasoned decisions regarding the use of chemical substances. This includes information about illegal substances and their effects, and about the establishment of responsible drinking behavior for those who choose to use alcoholic beverages.

Assistance is available to students who may have chemical abuse problems. This assistance provides education, counseling and/or referral to a rehabilitation resource.

Recognition and referral for diagnosis and treatment is made by the dean of student services or designee to existing outside resources and service agencies.

Students who are desirous of confidential assistance from the college in dealing with a perceived alcohol or chemical substance abuse problem may self-refer for that assistance by making an appointment with an advisor or counselor.

Faculty, staff, or other students may wish to counsel a student to seek assistance through a voluntary referral to a counselor if a perceived problem with alcohol or substance abuse exists. No records regarding the contact with an advisor or counselor, the referral to an outside agency, or actions taken as an outcome of that referral, will be entered as part of the student's permanent record.

A student who is disruptive of the academic process or ordinary functions of the college and/or who is verbally or physically abusive to students, faculty, or staff and who exhibits symptoms which suggest the possibility of alcohol or drug related causes of this behavior may receive a referral to the vice president for instruction and student services.

Anti-Hazing Statement

Student organizations at PVCC are prohibited from engaging in any hazing activities. Hazing is defined as any act that poses a threat of bodily harm. Anyone not abiding by this policy should be brought to the attention of the dean of student services.

Student IDs

A student photo ID card is a student's official Piedmont Virginia Community College identification. Student photo identification cards are provided to students through the student activities fee. The photo identification cards can be obtained fromt eh Security Office. ID cards must be presente for admission to special student activites, to obtain parking decals, to purchase discounted bus passes and

to check out library materials. ID cards can also be used for discounts at some local merchants.

Students IDs are not transferrable to another person and students must present their student ID card if requested by College personnel. Failure to present an ID is a student code of conduct viliation and may result in disciplinary action.

Student Messages

In a college environment, it is impossible to get messages to students without interrupting a class. Therefore, unless there is a documented emergency, no messages will be forwarded to students. Students should inform appropriate family and friends that they will not be able to leave messages for students at the college.

PVCC Emergency Procedures

Medical and Other Emergencies. In the event of an injury, illness, or other circumstances requiring immediate emergency assistance, the person on the scene should first call “911” and then contact either the receptionist (during the day) or a security officer (at any time). The receptionist can be reached by dialing "0" from 8:00 a.m. to 5:00 p.m. Monday through Friday. A security officer can be reached by dialing 434.981.6362. To dial either 911 or 981.6362 from a college telephone, you must first dial "9" followed by the phone number. The classroom phones have the speed dial “1” button set to direct dial the security cell phone. The receptionist or security officer will summon emergency personnel if needed and notify appropriate persons at the college. The 911 addresses for PVCC are as follows (all on College Drive): 501 (Main Building), 400 (Dickinson Building), 490 (Keats Building), 600 (Stultz Center for Business & Career Development.)

Only employees with the proper training should attempt to administer first aid. First aid kits are available in each laboratory and shop, the receptionist’s desk in the Main Building, the Admissions & Advising Center (Room 144), the Business Office (Room 240), and the Security Office (Room 218). Kits are also available in the Dickinson, Keats and Stultz Center Buildings. Automated external defibrillators (AED’s) are located near the receptionist’s desk in the Main Building, in the 200 Wing near the Business Division Office (Room 270), in the 800 Wing near the Human Resources Office (Room 810), in the Dickinson Building near the Humanities Division Office (Room 317), in the Stultz Center Student Lounge and in the Keats Science Building near the elevator on both floors.

For situations that do not require immediate emergency assistance, the receptionist or a security officer should be contacted.

Call Boxes. Emergency call boxes are located in the parking lots. The call boxes will connect to PVCC campus security. A flashing blue light on each call box will help identify the exact location of the call box in use.

Fire, Gas Leak, or Bomb Threat. When the fire alarm sounds (in case of fire) or when verbally instructed (in case of gas leak or bomb threat), all persons should immediately leave the building by the nearest exit. With the exception of emergency personnel, all persons must remain at least 500 feet from any building until such time as authorization is given to return to the building. Parking Lot 3 is the designated evacuation area for the Main Building, the Dickinson Building and the Keats Science Building. **All persons without exception must leave the building when instructed to do so by authorized personnel.**

Tornado or Severe Windstorm. In the event of a tornado or severe windstorm requiring shelter, all persons should evacuate to one of the following interior rooms:

MAIN BUILDING: M155, M158, M159, M160, M174, M175, M248, M249, M251, M607, M701, M704, M813, M822, M823, M832, M834, M849, M850

DICKINSON BUILDING: D102, D106, D129, D130, D132, D222, D223, D226.

KEATS BUILDING: Upper and Lower Level Hallways

STULTZ CENTER: S100, S101, S109, S111, S113, S119, S131

Building Lockdown. A building lockdown will be ordered when it is more dangerous to evacuate the building than to remain in place. When a building lockdown is ordered, persons in public spaces should seek shelter in the nearest classroom or laboratory. Doors should be locked and interior lighting should be turned off. Stay away from windows and doors and remain in place. If gunfire is heard, get on the floor and remain quiet. **Do not leave your place of safety until instructed to do so by authorized personnel.**

Accident Reports. For accidents involving students or the general public, a PVCC Incident Report form should be completed by the supervising faculty or staff member, or by the person involved, as appropriate. Reports of accidents involving students and the general public should be submitted to the vice president for finance and administrative services. For accidents involving PVCC employees, including student employees, the employee should contact the Human Resources Office (Room M810) to complete a First Report of Accident form.

Smoking Policy

The purpose of this policy is to maintain the general well-being of the campus community while considering the needs of individuals who smoke. Smoking is permitted in personal vehicles and within parking lots. Smoking is also permitted within designated smoking areas identified by "DESIGNATED SMOKING AREA" signs and the presence of smoking urns.

Except as noted above, smoking is not permitted on college grounds. Smoking is not permitted inside college buildings.

Smokers are responsible for properly disposing of smoking materials.

Smoking Shelters. Smoking shelters have been provided at several locations. Where shelters are provided, the designated smoking area is inside the shelter. It is a violation of college policy to post flyers or other materials on the smoking shelters.

Fines. Students, employees, and visitors who violate college smoking policy will be subject to fines and appropriate disciplinary action. PVCC security personnel are authorized to issue tickets for smoking violations. The fine for smoking on college grounds outside of designated smoking areas and for improperly disposing of smoking materials is $30. A ticket for a smoking violation is a collectible financial obligation to the College. PVCC is obligated by state regulation to take appropriate action to collect such obligations. These actions may include, but are not limited to, placing a hold on records, denying class registration, and submitting overdue obligations to the Virginia

Department of Taxation debt setoff collection program.

Appeal Process. Appeals of smoking tickets should be submitted in writing to the vice president for finance and administrative services. A form is available online http://www.pvcc.edu/docs/appeal_form_smoking.pdf or from the Reception Desk, the Security Office, the Cashier's Office and the Vice President for Finance and Administrative Services' Office for this purpose.

The vice president for finance and administrative services will act directly on appeals of tickets issued to visitors. Appeals from current students, faculty, and staff will be referred to an appeals panel consisting of two students, one employee with faculty rank, and one classified employee. The lead security officer will serve as a resource person to the committee and may participate in the deliberations, but will not have a vote. The appeals panel will meet weekly or as needed. In order to void a ticket, three panel members must vote to void. Otherwise, the ticket is upheld and becomes a collectible financial obligation to the College.

Decisions of the appeals panel will be reviewed by the vice president for finance and administrative services. The vice president may not reinstate a ticket that has been voided by the appeals panel. In unusual circumstances, the vice president may void a ticket that has been upheld by the appeals panel, in which case the vice president must provide the Appeals Panel with a written explanation as to why the ticket was voided.

During the summer term and when the College is not in session, the Vice President for Finance and Administrative Services will act on appeals. To the extent possible, the Vice President will seek the input of available appeals panel members during these periods.

Notification. The Vice President for Finance and Administrative Services will inform persons who appeal smoking tickets in writing of the result of the appeal.

Inclement Weather/Building Closing Policy

The Web site is the first method of notification, followed by e2Campus text and e-mail emergency notification, local television stations, then local radio stations (both FM & AM).

To receive text message alerts about potential, developing or existing emergencies, students can sign up for PVCC's emergency text messaging service www.pvcc.edu/security_safety/register_for_alerts.php

The following phone numbers will also have late opening/closing information:

PVCC Main Phone Line: 434.977.3900
PVCC Inclement Weather/Emergency Message Line: 434.971.6673

Due to the unpredictable nature of Virginia's weather, PVCC may be required to close or open late. The late opening is based on an 8:00 a.m. opening time. In the event of a late opening, you should attend the class that is in progress at the time you arrive at the campus. Examples are listed below:

- If the college does not open until 10 a.m., you would arrive at the campus at 10:00 a.m. to attend your 10:00 a.m. class (not your 8:00 a.m. class.)

- Classes that are in progress at 10 a.m. would begin at 10 a.m.

- A 9:30 a.m. – 11 a.m. class would instead run from 10 a.m. – 11 a.m.

- Classes that begin at 10 a.m. or later will be held at their usual time.

- If the College closes early due to inclement weather, classes affected by the closing should meet as scheduled, and end at the time the College will be closing.

PVCC uses the following television and radio stations to announce decisions regarding opening late or closing:

Television Stations
WVIR-TV: NBC 29, www.nbc29.com
WVAW 16, WCVA 19, WAHU 27
http://www.charlottesvillenewsplex.tv/closings

Radio Stations
Most local Charlottesville radio stations
WKCI/WKDW/WSVO Staunton/Waynesboro
WFLO Farmville
WVTF Roanoke
WMRA Harrisonburg

College buildings generally close each night at approximately 10:30 p.m. Monday through Friday. The buildings close at other times approximately 30 minutes after classes are completed.

Student groups desiring to use college facilities when they are normally closed should make that request through their faculty club advisor to the student activities coordinator.

Children on Campus

PVCC cannot be responsible for the safety and welfare of unsupervised minors. Children must, therefore, not be left unattended while parents are working or attending classes at the college. In addition, except with the permission of the instructor arranged prior to the class session, small children are prohibited from any college classroom in which instructional activities are taking place. Parents of unsupervised children shall be held responsible for any destruction of property or any disruption of the orderly function of the college that their children may cause.

Parking and Vehicle Registration

Student Parking. The college has designated parking areas for students. All students, both day and evening, must obtain a parking decal in order to park in these areas. Students should fill out a vehicle registration card during class registration and secure a decal which is to be placed on the left side of the rear bumper, or alternately, on or in the rear window of the student's vehicle. The decal is effective through the academic year. It is the student's responsibility to ensure that the decal is visible. Student decals are also available at the main building reception desk, the cashier's window, and the security office (main building, room M218). Registering online does not excuse a student from the requirement to register his/her vehicle and secure a parking decal.

Each vehicle a student operates must have a decal in order to park on the PVCC campus. The general traffic regulations of the state are applicable on the PVCC campus. Fines will be imposed on those who violate college traffic and parking regulations, and students are responsible for any violation committed by the operator of a vehicle registered in the student's name. There is no charge for a student parking decal. Not registering a vehicle is itself a parking

violation subject to the same fine as other general parking violations.

Lot 1 is reserved for faculty, staff and visitor parking from 7 a.m. to 5 p.m. Monday through Friday. Lot 2 is reserved for faculty, staff and visitors from 7 a.m. to 6:30 pm. Monday through Friday. Student parking is located in Parking Lots 3 and 4. If parking citations are not paid or cancelled on appeal, repeated violators may lose on-campus parking privileges. The fine for general parking violations is $15. Appeals of parking fines should be made in writing to the parking appeals panel through the vice president for finance and administrative services (main building, room M241).

Students who are employed by the college on a part-time basis are not eligible for employee parking permits.

Handicapped Parking. Handicapped parking permits that allow parking in designated handicapped parking spaces can only be issued by the Virginia Department of Motor Vehicles. The college is not authorized to issue permits which allow parking in handicapped spaces. All persons including students with valid handicapped parking permits may park in any handicapped space in any college parking lot. The fine for illegally parking in a handicapped space is $50. Albemarle County and state authorities may also issue tickets for parking in a handicapped space or for other violations (such as blocking a fire hydrant). The fines for tickets issued by county and state authorities are typically higher than for tickets issued by the college.

Traffic Offenses. In addition to parking in an employee or visitor parking space, the following are common traffic offenses:

Parking outside of a designated parking space; parking at a yellow curb; parking or stopping in a driveway so as to block the use of the driveway to others; parking within 15 feet of a fire hydrant; parking in a bus zone or fire lane as indicated by signs or marks upon the road or curb; parking in a loading zone as indicated by signs or marks upon the road or curb; parking on the grass unless such parking is indicated by a sign as being permitted; parking in a zone or area designed by signs as reserved for restricted parking; failing to register a vehicle; expired decal; driving in a direction opposite to the marked traffic arrows.

It is forbidden to leave a vehicle unattended for a period of time exceeding 15 hours or to park a vehicle overnight without prior consent. As a general policy, overnight parking will not be permitted except for official college purposes or in an emergency. The Security Office (cell phone number 434.981.6362) should be contacted if circumstances require permission for extended or overnight parking.

Employee Parking. PVCC employees are issued permanent hang tags. Employee hang tags are available from the security office. Adjunct faculty members are issued temporary hang tags which are available from the division offices. Employees with properly registered vehicles may park in student parking areas at any time. Employees are subject to the same regulations regarding traffic offenses and appeals of parking fines as students.

Visitor Parking. Short term (2 hours or less) visitors should park in designated visitor parking spaces and do not need to secure a visitor's parking permit. Visitors who will be on campus for longer periods or who must park in spaces other than those specifically marked for visitors should obtain a visitor's parking permit. Visitors

are not permitted to park in reserved spaces. Visitor's permits are available at the main building reception desk and the security office. Students may not park in visitor spaces. Visitors are subject to the same regulations regarding traffic offenses and appeals of parking fines as are employees and students.

VIP visitor parking may be reserved by the President's Office and the Office of Institutional Advancement and Development for board meetings and VIP visitors. Departments that have frequent or numerous visitors are authorized to issue visitor parking permits for general visitor parking. The standard PVCC temporary hang tag should be used for this purpose.

Liability. PVCC will not be responsible for loss or damage to motor vehicles or their contents while they are on college property. Drivers should use caution and good sense while in the parking areas.

Classroom/Lab Safety

Students are required to wear shoes at all times, have approved eye protection in potentially hazardous laboratories and shops, and wear other appropriate clothing or protective devices in laboratories, shops, darkroom, and any other place where there is a danger of injury. Students are expected to follow safe practices in their class activities.

Pets on Campus

Pets other than Seeing Eye dogs are not permitted in college buildings.

Electronic Devices Policy

PVCC is committed to educationally sound uses of technology in the classroom and to preventing technology from becoming disruptive to the learning environment. Any use of technology that disrupts the learning environment or promotes dishonesty is prohibited. The course instructor decides whether any student behavior is disruptive. Violations are subject to disciplinary action for disruptive conduct as stated in the PVCC Code of Conduct.

Expressive Activity Policy

The Expressive Activity Policy applies to all buildings, grounds, and other spaces owned or controlled by Piedmont Virginia Community College (PVCC). The term “expressive activity” includes:

- Meetings and other group activities of students, student organizations, faculty, staff, and outside groups;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, faculty, staff, and outside groups;
- Distributions of literature, such as distributing leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

College property is primarily dedicated to academic, student life, and administrative functions. However, it also represents the vitally-important function of providing a “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. PVCC will place restrictions on expressive activities occurring indoors that are likely to create a significant disruption to normal college operations, but the outdoor

areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, PVCC shall not interfere with the rights of individuals and groups to the free expression of their views or regulate their speech based on its content or viewpoint. Even though PVCC has established reasonable time, place, and manner restrictions on expressive activity in order to prevent significant disruption of normal college operations, such restrictions are content-neutral, narrowly tailored to serve a significant college operational interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations. Hindering the rights of others, however, shall not be defined as promoting ideas that others find disagreeable, offensive, or even repulsive. Promoting unpopular ideas is fully protected. Examples of hindering the rights of others include, but are not limited to, preventing others from expressing their views; threatening violence against another person (something more than hypothetical) or engaging in violent acts; acting aggressively to try to force others to take leaflets or brochures after the person has declined; blocking others' paths anywhere on campus; and other similar acts to deprive others of their rights.

The Vice President for Finance and Administrative Services shall be responsible for implementing the policy and is the appropriate official to receive inquiries about the policy.

<u>Procedures for Reserving Campus Facilities</u>

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the Vice President for Finance and Administrative Services. Requests must be made with at least 48 hours' notice. Under extraordinary and rare circumstances, more notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus. No facility request will be denied due to the nature of the topic to be discussed. Requests may only be denied for the reasons listed under this policy.

2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored and/or approved by a recognized student organization or the College to conduct expressive activities or events on campus. These individuals or organizations shall submit their requests for sponsorship or approval consistent with PVCC Policy II-100.0. No facility request will be denied due to the nature of the topic to be discussed. Requests may only be denied for the reasons listed under Section D (5) of this policy.

3. The college will assess appropriate fees for equipment and facility use to users who are not members of the campus community, as per PVCC Policy II-100.0. Reasonable security fees will be assessed to defray the actual costs of providing security when the size of the audience may pose a risk to safety. Security fees shall not be assessed based on the anticipated reaction to the expressive activity.

4. Facilities available for use are available only during normal operating hours or as otherwise

posted. Any and all expressive activities must not create noise levels that interfere with students' ability to study and learn in the classroom, library, and other rooms or that interfere with the ability of the college to conduct normal operations on behalf of students.

5. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:

a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under section F of this policy;

b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section D (4) of this policy;

c. The venue is already reserved for another event;

d. The activity will attract a crowd larger than the venue can safely contain;

e. The activity will substantially disrupt another event being held at a neighboring venue[1];

f. The activity will substantially disrupt college operations (including classes);

g. The activity is a clear and present threat to public safety, according to the college's police or security department;

h. The activity will occur during college examination periods; or

i. The activity is unlawful.

6. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume full responsibility.

7. When assessing a request to reserve campus facilities, the college will not under any circumstances consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions on external groups, students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's, college employee's, or external group's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

<u>Spontaneous Expressive Activity</u>

For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in

[1] The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.

The Bolick Student Center, North Mall Meeting Room, Dickinson Theater, and Fried Community Room are indoor areas that are available for spontaneous expressive activity, as long as noise levels do not become excessive to the degree that it interferes with classrooms and labs, the library, and offices in their ability to operate efficiently. Because of the configuration of the Bolick Student Center, it will not be available for any expressive activity, spontaneous or otherwise, that requires it to be blocked off from other areas during the activity because of the significant disruption in college operations this would create.

Areas Not Available for Expressive Activity

The following indoor areas/facilities are not available for expressive activity:

- Library
- Administrative/business offices
- Classrooms and labs (during instructional hours)
- Bookstore
- Café
- Hallways
- Entrances to buildings within 25 feet of doors

Banners and Distribution of Commercial Materials

Banners used in expressing speech should be stand-alone, should comply with the provisions of this policy, and cannot be used to block, obstruct, or otherwise deny access to any pedestrian, block or obstruct vehicular traffic, deface any college or private property, create safety hazards, or require employees to assist with their deployment.

Distribution of commercial as well as non-commercial advocacy advertising or the placement of commercial and non-commercial material must follow PVCC Policy II-40.0, and is prohibited in the following areas:

- Administrative offices
- Classrooms, computer rooms, laboratories, and all other places where instruction takes place
- Libraries
- Bulletin boards that are not listed as open bulletin boards under Policy II-40.0

INSTRUCTIONAL PROGRAMS

DEGREES AND CERTIFICATES

Piedmont Virginia Community College offers two-year associate degrees, one-year certificates, and short career studies certificates. The requirements for these awards for completion of curricula are determined by the college faculty and are intended to meet the requirements specified by the Commonwealth of Virginia, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and certain specialized accrediting agencies.

Associate of Applied Science Degree (AAS)

Awarded for completion of two-year curricula that are designed to prepare the student for employment in a technical field immediately following graduation. In some AAS degree programs one or more summer terms may be required. These curricula are not designed for transfer to a four-year college or university. However, in some limited cases, occupational courses may transfer, and there may be articulation arrangements with four-year colleges as part of a special program.

Associate of Arts Degree (AA)

Awarded for the completion of two-year curricula in fine arts, liberal arts, and music. The AA degree is designed for those who plan to transfer to a four-year, degree-granting institution for the completion of a Bachelor of Arts (B.A.) degree.

Associate of Science Degree (AS)

Awarded for the completion of two-year curricula in a variety of pre-professional programs. The AS degree is designed for those who plan to transfer to a four-year, degree-granting institution for the completion of a Bachelor of Science degree.

Certificate (C)

Awarded for the completion of one-year career/technical curricula totaling between 30 and 59 credits. Most certificates prepare the student for a specific job or aspect of a job. These curricula are not designed for transfer to a four-year college or university.

Career Studies Certificate (CSC)

Awarded for a specific group of career-related courses totaling between nine (9) and 29 credits. The career studies programs are designed for enhancement of job/life skills, retraining for career change, and/or investigating new career possibilities.

GRADUATION REQUIREMENTS

The requirements for graduation are listed below; however, students are strongly encouraged to print out the curriculum sheet for their program of study, check off the completed courses, and meet with an academic advisor prior to submitting an Application for Graduation. Consulting with an academic advisor at least a semester in advance of graduation, allows the opportunity of making necessary course adjustments or attending to particular academic concerns in a timely manner.

Students are encouraged to submit a completed Graduation Application online by the deadline posted on the PVCC website to ensure they have met all graduation requirements.

www.pvcc.edu/current_students/apply_to_graduate.php;

To be awarded an associate degree, a student must meet the following requirements:

1. Fulfilled all the course and credit-hour requirements of the degree or certificate curriculum with all applicable courses at the 100 level or above and 25 percent of the credits acquired at PVCC;

2. Earned a cumulative grade point average of at least 2.0 plan GPA in all studies attempted which are applicable toward graduation in the curriculum;

3. Resolved all financial obligations to the college and returned all library and college materials;

4. Complete the PVCC Graduate Exit Survey and any required Graduate Exit Assessments.

Students who have not completed all their coursework for their degree at the conclusion of the spring semester may participate in graduation ceremonies for the spring semester provided they have:

1. Completed all but six (6) credit hours (or less) of their degree program as determined by the final graduation check.

2. Students will receive their diplomas after degree requirements are completed, approximately six weeks after the end of the summer term.

Assessment Requirements for Graduation

Prior to graduation, students are required to complete one or more tests, surveys, questionnaires, projects, capstone courses or other activities designed to assess general education achievement, achievement in selected major areas, and/or other aspects of their education at PVCC. Students will be notified of required assessments in the semester in which they file an application to graduate. Results of these assessments will be kept confidential and will be used for evaluating and improving college programs and services. Individual assessment scores will not affect graduation status.

Honors at Graduation

PVCC graduates who achieve high cumulative grade point averages and those who participate in the Honors Program receive special recognition on their diplomas. Also, the achievements are noted on their PVCC transcripts.

GPA-Based Honors. To qualify for GPA-based honors, students must graduate in a degree program and have earned a minimum of 33 credit hours or 50 percent of degree requirements at PVCC. Appropriate honors based upon a student's cumulative grade point average are awarded as follows:

Summa cum laude (with highest honor) = 3.8 grade point average or higher

Magna cum laude (with high honor) = 3.5 grade point average or higher

Cum laude (with honor) = 3.2 grade point average or higher

Honors Program Graduates. To graduate with honors under PVCC's Honors Program, students must complete their regular degree requirements including a transfer math course in their curriculum (this does not have to be an honors class), complete a total of 15 credit hours of honors classes (marked with a 77 section number) and maintain a cumulative grade point average of 3.5 or higher.

Awarding of Multiple Degrees

Students who complete requirements for multiple majors or specializations in one program will receive only one degree. Upon request to the Admissions and Advising Center, they will have all of their completed majors recognized on their official college transcript with the appropriate degree appearing on their diploma.

In awarding students an additional degree, diploma, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25 percent of the credits.

Diploma Reorder Policy

A $10 replacement fee will be charged for all diploma reorders resulting from anything other than a PVCC error. This would include student name change, if different from original completed graduation application, and lost or misplaced diplomas.

Diploma reorder forms are available online and from the Admissions and Advising Center and Cashier's Office.

ARTICULATION AGREEMENTS AND GUARANTEED ADMISSIONS WITH FOUR-YEAR COLLEGES AND UNIVERSITIES

PVCC's transfer degree programs provide the first two years of baccalaureate study and a solid grounding for successful transfer. PVCC and a number of Virginia colleges and universities have guaranteed admission agreements that allow students to transfer with ease. More information on transfer opportunities is posted on the college website www.pvcc.edu/transfer.

On-Campus Four-Year College and University Partnerships

Mary Baldwin College at PVCC. Mary Baldwin College offers undergraduate and post-baccalaureate programs for women and men through its cooperative program with PVCC. The Adult Degree Program is a nonresidential program of college study leading to the Bachelor of Arts, Bachelor of Science, or Bachelor of Social Work degree with full teacher licensure as an option. Majors are available in the liberal arts and in pre-professional areas such as business administration, marketing communication, social work, and health care administration.

The undergraduate Adult Degree Program (ADP) provides for credit for prior learning; independent and online study, and group classes in the evenings and on weekends; academic advising from an MBC academic advisor in residence on the PVCC campus; access to student services at both colleges; and flexible learning opportunities allowing for year-round study.

Teacher Licensure for Special Education (K-12), Elementary (PK-6), Middle School (6-8), and Secondary (6-12) Education is available as part of the undergraduate degree, and there is a guaranteed admissions agreement to the MBC teacher licensure program for students in the PVCC Education curriculum. Students seeking Elementary and Special Education licensure should follow the PVCC Education curriculum. Students seeking Middle or Secondary licensure may choose to follow other transfer curricula at PVCC. Students planning to transfer to MBC are encouraged to work with academic advisors at both PVCC and MBC.

Post Baccalaureate Teacher Licensure (PBTL) is available to persons with a bachelor's degree seeking teacher licensure for grades K-12 and for Special Education.

MBC's Graduate Teacher Education program offers the Master of Arts in Teaching degree (MAT) to students seeking a master's degree along with licensure for PK-6, 6-8, PK-8, and Special Education. The MAT degree stresses teaching by inquiry and in-depth field experiences. The Master of Education degree (MEd) is available for those seeking a master's degree in Education without licensure.

For more information about MBC programs, call 434.961.5422 or check the program Web site www.mbc.edu/adp/pvcc.

Old Dominion University Distance Learning. With this program, students complete freshman and sophomore-level courses at PVCC and then continue with upper-level courses taught by Old Dominion University faculty and delivered to PVCC via interactive technology.

ODU offers guaranteed admission and articulation agreements into 28 bachelor's degrees through distance learning in fields including business, criminal justice, education, engineering, health care, information systems, computer science, and human services. Twelve graduate degrees are also offered in health sciences, nursing, engineering, and education. Old Dominion University advisors and staff have an office at PVCC and are available to assist students as they plan their courses of study. For information, check the program website or call 434.977.3262.

University of Virginia BIS Degree. The University of Virginia welcomes applications from adult students who wish to complete their undergraduate degree on a part-time basis. The Bachelor of Interdisciplinary Studies program offers late afternoon and evening classes on Grounds at UVa. And, in response to the evolving needs of adult learners, the BIS program is extending beyond the traditional once-a-week seminar experience to include more online courses as well as opportunities to earn credits in concentrated formats between semesters.

The BIS curriculum is designed to foster a broad liberal studies education, offering concentrations in business, humanities, and social sciences as well as the opportunity for an individualized concentration, which allows students to design an academically rigorous program that is unique to their personal, educational, and/or career goals.

Beyond fulfilling personal dreams of completing their college degree BIS graduates have used that degree to advance in their careers or to change their careers and also have gone on to graduate programs and to professional schools in law, education, business, architecture, and

nursing. Students can participate fully in UVa activities and organizations such as Student Council and the Honor Committee and "walk The Lawn" at graduation.

Students begin their study at PVCC and then transfer into the program through UVa's School of Continuing and Professional Studies. For information call 434.982.5274 or e-mail bis-degree@virginia.edu.

PVCC HONORS PROGRAM

PVCC welcomes and recognizes outstanding students who have intellectual initiative and the desire to pursue academic achievement beyond the level of traditional course work. Such students may apply to take honors classes through our Honors Program and apply for membership in the College's vibrant, service-oriented chapter of Phi Theta Kappa, the international honor society for two-year Colleges.

In recognition of students' academic excellence, those who achieve high grade point averages each semester are named to the President's or Vice President's List and graduation honors are awarded based upon final grade point average and participation in honors classes. Each academic year, the College also confers a Distinguished Student Award.

More information is available online at www.pvcc.edu/honors_programs/honors_program_classes.php or contact the Honors Program Coordinator, Ann Marie Plunkett, at 434.961.6544.

SERVICE LEARNING

The service learning program at PVCC provides an opportunity for students to put the theory of civic responsibility into action, promoting the common good of the service region.

The program is designed to address community needs in many areas and through a variety of courses.

Students may receive some type of course credit in classes that link their volunteer service to specific course content which enhances the learning experience. The classroom comes alive in a rewarding way through action. Many students also have used service learning for career exploration.

Learn more about service learning opportunities at PVCC at the college website www.pvcc.edu/academics/service-learning.

DEVELOPMENTAL STUDIES

Students enroll in developmental education courses to develop skills needed for entry into college-level courses and programs. Students who enroll in developmental courses represent various segments of the population: recent high school graduates who are under-prepared for college level courses, adults entering college after having been away from school for years, international students whose English proficiency is below that considered necessary for success in college level courses, and adults 18 years or older who never have received a high school diploma.

To help these students meet their academic goals, they must adhere to the following guidelines:

1. Students whose placement test scores indicate a need for two or more developmental courses must begin to take these courses during the first semester of attendance and successfully complete them

prior to registering for college-level courses for which developmental courses are required.

2. Students are limited to no more than twelve (12) credit hours per semester.

3. Students must take SVD 100 in their first semester of attending PVCC and concurrently with at least one developmental course.

4. Students are assigned to a Student Success Academic Advisor who will provide guidance and referrals as needed to promote academic success. Students will be required to meet with this advisor to prior to enrolling for any course while in the developmental studies program.

5. Students will not be permitted to enroll in a course after the first class meeting without the approval of both course faculty and at success advisor.

Developmental education courses do not award college level credits applicable toward associate degree or certificate programs.

Developmental education courses are numbered 01-15 and can be found first in the course descriptions under English (ENG/ENF), mathematics (MTE), and natural sciences (NAS).

The grades used in the developmental education curriculum are S (satisfactory) and U (unsatisfactory). A grade of S is awarded to a student upon achievement of all the objectives required for the course. A grade of U is awarded to the student making unsatisfactory progress.

DUAL ENROLLMENT

A student enrolled in a dual credit or dual enrollment course will receive credit according to community college guidelines. Students take dual credit courses at PVCC and/or dual enrollment courses at their high school. Some classes may also be taken online. Students should check course availability with their high school guidance counselor. All dual enrollment students must take the college placement tests in reading and writing, while some dual enrollment students may also be required to complete placement testing in mathematics. Students may be exempt from taking placement tests by submitting satisfactory SAT or ACT scores. For information call 434.961.5484.

WRITING INTENSIVE COURSE REQUIREMENT (WIC)

PVCC believes in the value of writing as a tool for learning and as a tool for Communicating. Graduates of AA, AS, and AAS degrees must be ready to meet the writing expectations of the workplace and transfer institutions. A Writing Intensive Course (WIC) requirement is part of each AA, AS, and AAS degree program. Students must have successfully completed English 111 and English 112 before taking the Writing Intensive Course (WIC) that will fulfill the writing intensive requirement for their program. Courses that meet the Writing Intensive Course (WIC) requirement will include various writing activities designed to improve both writing and knowledge of course content.

Students entering all associate degree programs are required to take one Writing Intensive Course in order to graduate. All Writing Intensive Courses have an ENG 111 and ENG 112 prerequiste.

Curriculum sheets indicate the Writing Intensive Course (WIC) requirements for each associate degree program.

WORKFORCE SERVICES

The Division of Workforce Services carries out the college's commitment to lifelong learning for the residents of the region. These opportunities include programs and classes that are available to area business and industry, government agencies, and community residents.

The division provides a broad range of quality, cost-effective training and career development programs to meet the ever-changing needs of the workforce in the Charlottesville region.

Customized Job Training

Workforce Services offers customized job training programs for the region's employers. Beginning with a needs analysis, our experts review the employer's needs and develop a program to address those needs. PVCC's workforce programs are flexible to meet business schedules and goals. More information and a free needs analysis are available by calling 434.961.5330, or e-mail workforce@pvcc.edu.

Online Noncredit Classes

Workforce Services delivers online courses that are flexible and innovative to students who are unable to travel to the campus, who want to take a class at their office computer, or who have changing work schedules. These affordable classes include workplace training, certificate programs, and personal enrichment topics. Classes start each month. For information call 434.961.5420, or e-mail us at workforce@pvcc.edu.

Open Enrollment Classes

Workforce Services offers a variety of classes for businesses as well as residents. Topics range from customer service training to computer training to personal enrichment topics. The division also offers certificate programs in CPR/AED, healthcare careers, contractor licensing, OSHA, craft brewing and viticulture and enology. For more information, call 434.961.5354, or e-mail workforce@pvcc.edu.

Viticulture and Enology

The viticulture and enology program at PVCC has received international recognition. The viticulture certificate program includes a series of courses on growing grapes and managing the vineyard. The enology certificate program includes courses on wine making, wine tasting and marketing strategies. In 2011, PVCC partnered with the Thomas Jefferson Foundation to plant a training vineyard on Montalto, overlooking Monticello. For information call 434.961.5354, or e-mail workforce@pvcc.edu.

Assessments: WorkKeys®, KeyTrain® and Career Readiness Certificate (CRC)

WorkKeys is a national workplace skills analysis system that helps employers hire, train, and retain a skilled workforce.

PVCC's WorkKeys staff will consult with a business to determine needs and provide any of the following services: job profiling (job analysis) to determine the skill requirements of jobs; skill assessment to determine the current skills of individuals; customized training to address any skills gaps identified; and reporting services to provide data and documentation about workplace skills at the business.

KeyTrain is computer-based training to prepare students for the Career Readiness Certificatin. It offers targeted, self-paced instruction, pre- and post-assessments, a complete learning management system and an occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire.

Virginia's Career Readiness Certificate (CRC) is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. PVCC offers courses to prepare individuals for the assessments, as well as offering the assessments themselves. For information call 434.961.5354, or e-mail workforce@pvcc.edu.

KidsCollege@PVCC

KidsCollege@PVCC offers project-based learning to youth in grades 1-12, with a focus on Science, Technology, Engineering, Arts and Math. KidsCollege is offered at the main campus at PVCC, and at selected sites in Charlottesville, Albemarle, Fluvanna, Greene, and Nelson Counties. In addition to the over 100 academies offering in the summer, KidsCollege also organizes the 7th Grade Career Days and the 10th Grade Career Fair in partnership with the University of Virginia.

The mission of KidsCollege@PVCC is to promote personal and academic success by aligning academic achievement through career exploration. Students in K-12 education throughout PVCC's service region. The goal of the program is to involve business and industry in K-12 education to build a community of responsible and productive citizens for the 21st century.

KidsCollege@PVCC annually engages 350 area business professionals in career education programs for over 10,000 students. For more information visit www.pvcc.edu/KidsCollege or contact program staff at KidsCollege@pvcc.edu or 434.961.5354.

CURRICULA OF STUDY

Associate Degree Programs (Transfer)

Associate of Arts (AA) & Associate of Science (AS)

Business Administration (AS)
Computer Science (AS)
Education (AS)
Education (AS) JMU RTEA Option
Engineering (AS)
General Studies (AS)
Liberal Arts (AA)
Physical and Natural Sciences (AS)
- Specialization in Biotechnology (AS)
Visual and Performing Arts - Specialization in Art (AA)
Visual and Performing Arts - Specialization in Music (AA)
Visual and Performing Arts - Specialization in Theatre and Drama (AA)

Associate Degree Programs (Non-Transfer)

Associate of Applied Science (AAS)

Accounting (AAS)
Culinary Arts (AAS)
Diagnostic Medical Sonography (AAS)
Electronics and Computer Technology (AAS)
Emergency Medical Services (AAS)
Information Systems Technology (AAS)
-Specialization in Cybersecurity (AAS)
Management (AAS)
Nursing (AAS)
Police Science (AAS)
Radiography (AAS)

Certificates and Career Studies Certificates (Non-Transfer)

Certificates (C)

General Education (C)
Health Information Management (C)
Practical Nursing (C)
Surgical Technology (C)

Career Studies Certificates (CSC)

Administrative Support (CSC)
Central Services Technician (CSC)
Computer and Network Support Technologies (CSC)
Construction Management (CSC)
Criminal Justice (CSC)
Cybersecurity (CSC)
Early Childhood Development—Infant/Toddler (CSC)
Early Childhood Development—Preschool (CSC)
Electronics Technlogy (CSC)
EMS – Advanced (CSC)
EMS-Intermediate (CSC)
EMS – Paramedic (CSC)
Entrepreneurship (CSC)
Graphic Design (CSC)
Manufacturing Technology (CSC)
Medical Administrtive Support Assistant (CSC)
Nursing Assistant (CSC)
Pharmacy Technician (CSC)
Professional Cooking (CSC)
Retail Management (CSC)
Web Technologies (CSC)

Partnership Programs

Air Force ROTC-UVA
Army ROTC-UVA

CURRICULUM REQUIREMENTS FOR CONTINUING AND READMITTED STUDENTS

1. Unless specified in the written admission criteria for any program, students who have been continuously enrolled in a program of study (defined as having any break from enrollment be less than three semesters including summer) will not be required to repeat a course that has had a time limit imposed after they began the program. However, students who have had more than a three semester break will be required to repeat a course that has had time limits imposed.

2. If the faculty's periodic review of the curriculum results in adding a new course or a significant content revision of an existing course in a program of study, students who have been continuously enrolled (as defined above) in the program of study will not be required to complete the new course or significantly revised course. However, students who have not been continuously enrolled will be required to take the new or revised course.

Virginia Community Collee System (VCCS) Minimum Requirements for Associate Degrees

	Minimum Number of Semester Hour Credits					
General Education:	(1) AA	(2) AS	(3) AA&S	(4) AFA	(5) AAA / AAS	
Communication[a]	6	6	6	6	3-6	
Humanities / Fine Arts	6	6	6	3-9[b]	3-6	
Foreign Language (Intermediate Level)	6	0	0	0	0	
Social / Behavioral Sciences	9	9[a]	9	3-9	3-6	
Natural Sciences /	7-8	7-8	7-8	4	0	} 3-6
Mathematics	3-6	3-6	3-6	3	0	
Total for General Education =	34-41	31-35	31-35	19-28	15	
As specified above, degree programs must contain a minimum of 15 semester hours of general education as defined by SACSCOC.						
Other Requirements for Associate Degrees:						
Personal Development						
Personal development constitutes one of the seven elements of general education required for degree completion by the VCCS. However, not all courses that satisfy this degree requirement will also satisfy the fulfillment of the general education component specified in SACSCOC guidelines.	1-2	1-2	1-2		1-2	
Major field courses and electives (columns 1-4) Career/technical courses (column 5)	14-22	20-28	20-28	34-43	43-53	
Total for Degree =	60-63	60-63	60-63	60-63	60-69	

Notes:

[a] Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

[b] One course in humanities/fine arts for the Fine Arts major must be a literature course.

TRANSFER ELECTIVES

Transfer Electives for Piedmont Virginia Community College's Associate of Arts and Sciences (AA and AS) degree programs must be taken from the courses listed below. These approved courses will satisfy graduation requirements in transfer degree programs.

PLEASE NOTE: PVCC degree requirements do not necessarily fulfill the general education requirements for other institutions. Some of the courses listed may not transfer to every four-year college or university. Before selecting electives, you should consult the transfer guide of prospective colleges and universities, contact prospective institutions to inquire about the transferability of particular courses, and check with a Piedmont Virginia Community College advisor in the Admissions and Advising Center.

Courses which meet **TRANSFER ELECTIVE** requirements in Piedmont Virginia Community College's AA and AS degree programs include:

ACCOUNTING: ACC 211, 212, 213, 214
ADMINISTRATION OF JUSTICE: ADJ 100, 133, 201, 227, 229, 232, 236
ARABIC: ARA 101, 102, 201, 202
ART: ART 100, 101, 102, 121, 122, 125, 131, 132, 138, 153, 154, 231, 232, 235, 236, 241, 242, 259, 271, 272
AMERICAN SIGN LANGUAGE: ASL 101, 102, 201, 202
BIOLOGY: BIO 101, 102, 106, 107, 141, 142, 150, 206, 256, 270
BUSINESS: BUS 100, 241
CHINESE: CHI 101, 102, 201, 202
CHEMISTRY: CHM 101, 102, 111, 112, 241, 242, 243, 244, 260, 261
COMPUTER SCIENCE: CSC 110, 201, 202, 205
COMMUNICATIONS, SPEECH & THEATRE: CST 100, 130, 131, 132, 141, 229, 250
DANCE: DAN 200
ECONOMICS: ECO 201, 202
ENGINEERING: EGR 115, 120, 126, 240, 245, 246, 248, 255
ENGLISH: ENG 111, 112, 121, 122, 210, 211, 212, 241, 242, 243, 244, 247, 250, 251, 252, 253, 254, 255, 273
FRENCH: FRE 101, 102, 201, 202
GEOGRAPHY: GEO 210
GEOLOGY: GOL 105, 106, 111
GERMAN: GER 101, 102, 201, 202
GEOGRAPHIC INFORMATION SYSTEMS: GIS 200
HEALTH 110, 230
HISTORY: HIS 101, 102, 111, 112, 121, 122, 125, 127, 141, 142, 251, 252, 253, 254, 270, 276, 277, 281, 282
HUMANITIES: HUM 201, 202, 241, 259
ITALIAN: ITA 101, 102, 201, 202
INFORMATION SYSTEMS TECHNOLOGY: ITD 110, ITE 119, 120, ITP 120
JAPANESE: JPN 101, 102, 201, 202
LATIN: LAT 101, 102, 201, 202
MATH: MTH 152, 157, 163, 164, 167, 180, 240, 263, 264, 265, 266, 267, 271, 286
MUSIC: MUS 101, 102, 111, 112, 121, 122, 211, 212, 221, 225
NATURAL SCIENCE: NAS 131, 132
PHILOSOPHY: PHI 100, 111, 200, 220, 227, 260
PHYSICS: PHY 100, 201, 202, 241, 242
POLITICAL SCIENCE: PLS 135, 211, 212, 215, 216, 225, 241, 242
PSYCHOLOGY: PSY 200, 215, 230, 235, 270
RELIGION: REL 200, 210, 215, 216, 230, 233, 237, 240, 246
RUSSIAN: RUS 101, 102, 201, 202
SOCIOLOGY: SOC 200, 210, 215, 225, 252, 266, 268
SPANISH: SPA 101, 102, 201, 202

Courses which meet **SPECIFIC TRANSFER ELECTIVE** requirements in Piedmont Virginia Community College's AA and AS degree programs include:

Approved Humanities Course Electives

ARA* 101, ARA 102, ARA 201, ARA 202
ART 100, ART 101, ART 102, ART 121, ART 122, ART 125, ART 131, ART 132, ART 138, ART 153, ART 154, ART 231, ART 232, ART 235, ART 236, ART 241, ART 242, ART 259, ART 271, ART 272
ASL* 101, ASL 102, ASL 201, ASL 202
CHI* 101, CHI 102, CHI 201, CHI 202
CST 130, CST 131, CST 132, CST 141, CST 229, CST 250
DAN 200
ENG 211, ENG 212, ENG 241, ENG 242, ENG 243, ENG 244, ENG 250, ENG 251, ENG 252, ENG 253, ENG 254, ENG 255, ENG 273
FRE* 101, FRE 102, FRE 201, FRE 202
GER* 101, GER 102, GER 201, GER 202
HUM 201, HUM 202, HUM 241, HUM 259
ITA* 101, ITA 102, ITA 201, ITA 202
JPN* 101, JPN 102, JPN 201, JPN 202
LAT* 101, LAT 102, LAT 201, LAT 202
MUS 121, MUS 122, MUS 221, MUS 225
PHI 100, PHI 111, PHI 200, PHI 220, PHI 227, PHI 260
REL 200, REL 210, REL 215, REL 216, REL 230, REL 233, REL 237, REL 240, REL 246
RUS* 101, RUS 102, RUS 201, RUS 202
SPA* 101, SPA 102, SPA 201, SPA 202

* 100 level foreign language courses may NOT be used to satisfy the humanities graduation requirement in programs where only one humanities course is required. In programs with two humanities courses, only one 100 level foreign language course may be used to satisfy the humanities graduation requirement.

Approved Mathematics Course Electives

MTH 152, MTH 157, MTH 163, MTH 164, MTH 167, MTH 180, MTH 240, MTH 263, MTH 264, MTH 265, MTH 266, MTH 267, MTH 271, MTH 286

Approved Science with Lab Course Electives

BIO 101, BIO 102, BIO 106, BIO 107, BIO 141, BIO 142, BIO 150, BIO 206, BIO 256, BIO 270
CHM 101, CHM 102, CHM 111, CHM 112, CHM 241, CHM 242, CHM 243, CHM 244, CHM 260, CHM 261
GOL 105, GOL 106, GOL 111
NAS 131, NAS 132
PHY 100, PHY 201, PHY 202, PHY 241, PHY 242

Approved Social Science Course Electives

ECO 201, ECO 202
GEO 210
HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122, HIS 127, HIS 141, HIS 142, HIS 270, HIS 276, HIS 277, HIS 281, HIS 282
PLS 135, PLS 211, PLS 212, PLS 215, PLS 216, PLS 225, PLS 241, PLS 242
PSY 200, PSY 215, PSY 230, PSY 235, PSY 270
SOC 200, SOC 210, SOC 215, SOC 225, SOC 252, SOC 266, SOC 268

Approved Transfer Electives
(All courses listed above also qualify as Transfer Electives)

ACC 211, ACC 212, ACC 213, ACC 214
ADJ 100, ADJ 133, ADJ 201, ADJ 227, ADJ 229, ADJ 232, ADJ 236
BUS 100, BUS 241
CSC 110, CSC 201, CSC 202, CSC 205
CST 100
ENG 111, ENG 112, ENG 121, ENG 122, ENG 210
EGR 115, EGR 120, EGR 126, EGR 240, EGR 245, EGR 246, EGR 248, EGR 255
GIS 200
HLT 110, HLT 230
ITD 110,
ITE 119, ITE 120
ITP 120
MUS 101, MUS 102, MUS 111, MUS 112, MUS 211, MUS 212

Note to students transferring credits <u>TO PVCC</u>:
Transferred courses may fulfill a requirement under PVCC's approved electives (above). To receive credit for a specific PVCC elective <u>from transferred courses</u>, registrar's approval will be required.

Note to students transferring credits <u>FROM PVCC TO FOUR-YEAR INSTITUTIONS</u>:
Although a course fulfills a requirement for a PVCC program, it is possible the same course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

ASSOCIATE DEGREE PROGRAMS (TRANSFER)

BUSINESS ADMINISTRATION

Associate of Science Degree

Purpose: The associate of science curriculum in business administration is designed for those who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Program Requirements: Business needs employees who are educated in business and also have a global perspective gained through study of the liberal arts. This curriculum, therefore, requires liberal arts courses in the humanities, natural sciences, and social sciences in addition to business courses in economics and accounting. The program is comparable in length and course content to the first two years of baccalaureate business administration curricula so that students who earn the AS degree will be prepared for transfer to four-year colleges or universities. Students should become familiar with the requirements of the major department at the contemplated transfer institutions. When students have a choice of courses, they should base their choice on the requirements of the transfer institutions. The responsibility for proper course selection rests with the student. Students who complete the program and fulfill all other graduation requirements will be awarded the associate of science degree in business administration.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

[1]Mathematics: Check with the intended transfer college or university to ensure that the appropriate math courses and sequencing are selected.

[2]To meet the humanities elective requirement for this program, no more than one introductory foreign language course (101 or 102 level) may be used.

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

Business Administration

First Year

Fall Semester		Credits
ITE 119 ITE 120 CSC 110	Information Literacy or Principles of Information Systems or Introduction to Computing	3
ENG 111	College Composition I	3
MTH___	Math Sequence: Course I*	3
SDV 100	Orientation	1
___ ___	Science with Laboratory Elective	4
	Total Credits	**14**

Spring Semester		Credits
ENG 112	College Composition II	3
MTH ___	Math Sequence: Course II*	3
___ ___	Transfer Elective	3
___ ___	Science with Laboratory Elective	4
BUS 100	Introduction to Business	3
	Total Credits	**16**

Second Year

Fall Semester		Credits
ACC 211	Principles of Accounting I	3
ACC 213	Accounting Lab I	1
ECO 201	Principles of Macroeconomics or ECO 202 Principles of Microeconomics	3
___ ___	Humanities Elective[2]	3
___ ___	Social Science Elective	3
___ ___	Transfer Elective	3
	Total Credits	**16**

Spring Semester		Credits
ACC 212	Principles of Accounting II	3
ACC 214	Accounting Lab II	1
ECO 202	Principles of Microeconomics or ECO 201 Principles of Macroeconomics	3
___ ___	Humanities Elective[2]	3
___ ___	Transfer Elective	3
___ ___	Transfer Elective	3
	Total Credits	16

Total minimum credits: 61

2017-2018

COMPUTER SCIENCE

Associate of Science Degree

Purpose: The associate of science curriculum in computer science is designed for those who plan to transfer to a four-year college or university to complete a baccalaureate degree program in computer science. The curriculum emphasizes the study of the science of computing and the use of computing in a scientific setting.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Program Requirements: This curriculum emphasizes computer science and the underlying mathematical principals. The curriculum also includes electives in humanities and social sciences to broaden the viewpoints of students. Students can select the appropriate course for their pre-professional program as required in the first two years of the prospective four-year college or university degree. Students should become familiar with the requirements of the major department at the contemplated transfer institutions. When students have a choice of courses, they should base their choice on the requirements of the transfer institutions. The responsibility for proper course selection rests with the student. Students who complete the program and fulfill all other graduation requirements will be awarded the associate of science degree in computer science.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's

Computer Science

First Year

Fall Semester		**Credits**
CSC 110	Introduction to Computing	3
ENG 111	College Composition I	3
MTH 263*	Calculus I	4
___ ___	Humanities Elective[1]	3
SDV 100	Orientation	1
	Total Credits	**14**

Spring Semester		**Credits**
CSC 201	Computer Science I	4
ENG 112	College Composition II	3
MTH 264	Calculus II	4
___ ___	Social Science Elective	3
___ ___	Transfer Elective	3
	Total Credits	**17**

Second Year

Fall Semester		**Credits**
CSC 202	Computer Science II	4
MTH 286	Discrete Mathematics	4
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
	Total Credits	**15**

Spring Semester		**Credits**
CSC 205	Computer Organization	4
___ ___	Humanities Elective[1]	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
___ ___	Transfer Elective	3
	Total Credits	**17**

Total minimum credits: 63-65

[1]To meet the humanities elective requirement for this program, no more than one introductory foreign language course (101 or 102 level) may be used.

2017-2018

EDUCATION

Associate of Science Degree

Purpose: The associate of science in education degree program is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in a particular subject and enter the teaching field.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

The following high school units or equivalent are recommended: four units of English, two units of college preparatory mathematics, one unit of laboratory science, and one unit of social science. Students with deficiencies in reading, writing or math will be required to take developmental studies.

Program Requirements: The world of modern education demands that its teachers and staff be knowledgeable both in their teaching field and in general education. Thus, this curriculum requires courses in the humanities, natural sciences, mathematics, social sciences, and health and physical education in addition to general course work usually required in the first two years of a baccalaureate teacher education curriculum. The student is urged to become familiar with the requirements of a major department in the college or university to which transfer is contemplated.

The student also is urged to check the mathematics requirement of the four-year institution to which transfer is planned to determine the proper mathematics courses to take at PVCC. Upon satisfactory completion of the four-semester program, the graduate will be awarded the associate of science in education degree.

Students who wish to transfer to the Curry School of Education at the University of Virginia must fulfill entrance requirements that vary considerably from this program. These individuals must check with Admissions and Records and the dean of the Division of Humanities, Fine Arts and Social Sciences. In general, these students should enroll in the liberal arts program, not education.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

Education

First Year

Fall Semester		Credits
ENG 111	College Composition I	3
HIS 121	U.S. History I	3
SDV 100	Orientation	1
MTH 152	Mathematics for Liberal Arts or MTH 163 Precalculus I	3
HLT 110	Concepts of Personal and Community Health	3
ITE 119	Information Literacy	3
	Total Credits	**16**

Spring Semester		Credits
ENG 112	College Composition II	3
HIS 122	U.S. History II	3
PLS 135	American National Politics	3
MTH 157	Elementary Statistics or MTH 240 Statistics	3
ART/MUS	Art or Music Elective[1]	3
	Total Credits	**15**

Second Year

Fall Semester		Credits
CST 100	Principles of Public Speaking	3
HIS 111	History of World Civilization I or HIS 101/HIS 102 History of Western Civilization I&II	3
EDU 200	Introduction to Teaching as a Profession	3
ECO 201	Principles of Macroeconomics	3
BIO 101	General Biology I	4
	Total Credits	**16**

Spring Semester		Credits
PSY ___	PSY 235 or 230	3
ENG ___	Literature[2]	3
GEO 210	Introduction to Cultural Geography	3
___ ___	Transfer Elective[3]	3
GOL 105	Physical Geology or BIO 102 General Biology II[4]	4
	Total Credits	**16**

Total minimum credits: 63

[1]Art/Music Elective: Students may select from ART 101, ART 102, MUS 121 or MUS 122 based on their intended transfer college or university.

[2]Literature:Choose one course from the following options: ENG 241, 242, 243, 244, 251, 252, 253, 254, or 255.

[3]Transfer electives for all transfer associate degree programs must be selected from the Approved Transfer Elective list.

[4]Students should choose the lab science based on their intended transfer college or university.

2017-2018

EDUCATION

James Madison University Regional Teacher Education Agreement (RTEA) Option

Associate of Science Degree

Purpose: Students who wish to attend JMU for licensure programs in Early Childhood Pre K-3, Elementary Pre K-6, Middle School 6-8, Secondary, and Special Education K-12 may participate in a special articulation agreement.

Admission Requirements: In addition to admission to the College, upon entry to PVCC, students must meet with an advisor to sign an RTEA Intent Form, which certifies that they intend to transfer to JMU and enroll after completing the two-year RTEA Education Option. These students must follow the curriculum described below and observe the timeline that outlines the tasks that must be done by students, PVCC, and the JMU Education Support Center and JMU program coordinator. Students will receive copies of the Intent form, the timeline, and the JMU RTEA Education Option curriculum sheet when they enroll. Students who participate must graduate with the Associate of Science, Major in Education, RTEA Option with a minimum cumulative GPA of 3.00 on a four-point scale. The dean of the Division of Humanities, Fine Arts and Social Sciences has responsibility for the oversight of this option. Please contact the Admissions and Advising Center at PVCC to discuss the requirements of this agreement with a transfer advisor.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

JMU RTEA Option

First Year

Fall Semester		**Credits**
ENG 111	College Composition I	3
HIS 111	World History I	3
SDV 100	Orientation	1
MTH 152	Mathematics for Liberal Arts	3
ITE 119	Information Literacy	3
BIO 101	General Biology I	4
	Total Credits	**17**

Spring Semester		**Credits**
ENG 112	College Composition II	3
HIS 112	World History II	3
PSY 230	Developmental Psychology	3
MTH 157	Elementary Statistics	3
GOL 105	Physical Geology or GOL 106 Historical Geology	4
	Total Credits	**16**

Second Year

Fall Semester		**Credits**
PLS 135	American National Politics or PLS 211 U.S. Government I	3
ENG ___	Literature[1]	3
HIS 121	U.S. History I	3
CST 100	Principles of Public Speaking	3
ECO 201	Principles of Macroeconomics or ECO 202 Principles of Microeconomics	3
	Total Credits	**15**

Spring Semester		**Credits**
GEO 210	Cultural Geography	3
EDU 200	Intro to Teaching as a Profession	3
HIS 122	U.S. History II	3
HLT 110	Concepts of Personal and Community Health	3
___ ___	Transfer Elective[2]	3
	Total Credits	**15**

Total minimum credits: 63

[1]Literature: Choose one course from the following options: ENG 241, 242, 243, 244, or 255. This course will meet the Writing Intensive Course (WIC) requirement for this degree.

[2] Transfer Elective: Courses in Art History (ART 101, 102), Music Appreciation and History (MUS 121, 122 or MUS 221, 222), and World Religion (REL 230) are electives that transfer to JMU and other Virginia colleges and universities. Students seeking middle school (6-8) licensure should take CHM 101 or PHY 100. All others may take any eligible Transfer Elective.

2017-2018

ENGINEERING

Associate of Science Degree

Purpose: The associate of science curriculum in engineering is designed for those who plan to transfer to a four-year college or university to complete a baccalaureate degree program in engineering.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Program Requirements: This curriculum emphasizes engineering, mathematics, and the sciences. However, the curriculum also includes electives in humanities and social sciences so that the student can select the appropriate courses for his or her pre-professional program as required in the first two years of the prospective four-year college or university degree. Students should become familiar with the requirements of the major department at the contemplated transfer institutions. When students have a choice of courses, they should base their choices on the requirements of the transfer institutions. The responsibility for proper course selection rests with the student. Students who complete the program and fulfill all other graduation requirements will be awarded the associate of science degree in engineering.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

Engineering

First Year

Fall Semester		**Credits**
CHM 111	College Chemistry I	4
CSC 110	Introduction to Computing	3
EGR 120	Introduction to Engineering	2
ENG 111	College Composition I	3
MTH 263	Calculus I	4
SDV 100	Orientation	1
	Total Credits	**17**

Spring Semester		**Credits**
EGR 115	Engineering Graphics	3
ECO 201	Principles of Macroeconomics or Social Sciences Elective	3
___ ___	Humanities Elective[1]	3
ENG 112	College Composition II	3
MTH 264	Calculus II	4
___ ___	Transfer Elective	3
	Total Credits	**19**

Second Year

Fall Semester		**Credits**
MTH 265	Calculus III	4
PHY 241	University Physics I	4
EGR 126	Computer Programming for Engineers or CSC 201 Computer Science I	3
EGR ___	Engineering Elective[2]	3
EGR ___	Engineering Elective[2]	3
	Total Credits	**17**

Spring Semester		**Credits**
___ ___	Engineering Elective/ Technical Elective[2,3]	3
EGR ___	Engineering Elective[2]	3
___ ___	Humanities Elective[1]	3
PHY 242	University Physics II	4
___ ___	Social Science Elective	3
	Total Credits	**16**

Total minimum credits: 69-71[4]

[1]To meet the humanities elective requirement for this program, no more than one introductory foreign language course (101 or 102 level) may be used.

[2]Engineering Elective: Students are advised to choose from the following list of courses but should check with the intended transfer institution to ensure that the courses will transfer.
EGR 245 Engineering Mechanics-Dynamics
EGR 246/247 Mechanics of Materials
EGR 251/255 Basic Electric
EGR 277/278 Digital Logic

[3]Technical Elective: Students are advised to choose from the following list of courses but should check with the intended transfer institution to ensure that the courses will transfer.
CHM 112 College Chemistry II)
CSC 201 Computer Science I
MTH 267 Differential Equations

[4]The Bachelor of Science degree in engineering at most four-year institutions will require specific engineering and technical electives at the freshman and sophomore level. Students should consult with the engineering program liaison or engineering advisor at the earliest possible date to acquaint themselves with the requirements of the engineering program of the intended transfer institution. Student choice should be based on the requirements of four-year institution to which student plans on transferring.

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

2017-2018

GENERAL STUDIES

Associate of Science Degree

Purpose: The purpose of the General Studies degree program is to provide a broad range of courses across multiple disciplines in order to prepare students who are informed citizens, skilled and knowledgeable employees, and/or prepared transfer students.

The program has advantages in cases in which (1) other PVCC transfer programs do not correspond to the requirements of the transfer institution which the students has selected; (2) students enter with numerous transfer credits that may be applicable to completion of the general studies program rather than to other associate degree curricula; and (3) students have defined certain individual and occupational general education goals and wish to achieve them within the associate degree format.

The student who selects general studies is making a commitment to design his or her course of study in consultation with an academic advisor and assumes responsibility for making the program relevant to his or her particular needs.

Since the program offers students a choice of general education course work in mathematics, laboratory science, social science, history, and also general electives, it is extremely important for the student to use care in course selection. If the primary goal is transfer, the student must learn in advance the particular general education requirements of the intended transfer college or university. If the primary goal involves other objectives, the student must carefully consult with an academic advisor before selecting courses.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Program Requirements: This curriculum consists of required courses in college composition, information technology, and humanities as well as general education elective course work in history, mathematics, laboratory science, social science, and health or physical education.

The general studies program offers students a number of elective courses each semester. Upon satisfactory completion of the four-semester program, the graduate will be awarded the associate of science in general studies degree.

Graduation Requirement: Students must take one Writing Intensive Course (WIC)

General Studies

First Year

Fall Semester		**Credits**
ENG 111	College Composition I	3
HIS 111	World History I, or HIS 101 History of Western Civilization or HIS 121 U.S. History I[1]	3
SDV 100	Orientation	1
MTH ___	Mathematics Elective	3
ITE 119	Information Literacy or ITE 120 Principles of Information Systems or CSC 110 Introduction to Computing	3
___ ___	Transfer Elective[2]	3
	Total Credits	**16**

Spring Semester		**Credits**
ENG 112	College Composition II	3
CST 100	Principles of Public Speaking	3
HIS 112	World History II or HIS 102 History of Western Civilization II or HIS 122 U.S. History II[1]	3
MTH___	Transfer Elective or Transfer Elective	3
___ ___	Transfer Elective[2]	3
	Total Credits	**15**

Second Year

Fall Semester		**Credits**
___ ___	Humanities Core Course[2]	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
ENG ___	Literature Elective	3
___ ___	Transfer Elective[2]	3
	Total Credits	**16**

Spring Semester		**Credits**
___ ___	Humanities Core Course[2]	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
___ ___	Transfer Elective	3
___ ___	Transfer Elective	3
	Total Credits	**16**

Total minimum credits: 63

[1]Students who wish to transfer to James Madison University must take HIS 111-112, History of World Civilization I-II.

[2]Humanities Core Courses: ART 100, ART 101, ART 102, CST 130, CST 141, CST 250, DAN 200, ENG 211, ENG 212, HUM 201, HUM 202, HUM 259, MUS 121, MUS 122, MUS 221, MUS 225, PHI 100, PHI 111, PHI 200, PHI 220, PHI 227, PHI 260, REL 200, REL 210, REL 215, REL 216, REL 230, REL 233, REL 237, REL 240, REL 246. ***2017-2018***

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

LIBERAL ARTS

Associate of Arts Degree

Purpose: The associate of arts in liberal arts degree program is designed for those who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the Bachelor of Arts degree, in the liberal arts or social sciences, especially in the fields of economics, education, English, foreign languages, political science, history, humanities, international relations, journalism, literature, philosophy, pre-law, psychology, religion, and sociology.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

The following high school units or equivalent are recommended: four units of English, two units of college preparatory mathematics, one unit of laboratory science, one unit of history, and at least two units of a foreign language. Students with deficiencies in reading, writing or math will be required to take developmental studies.

Program Requirements: This curriculum consists of courses in the humanities (including a foreign language), natural sciences, and social sciences that are usually required in the first two years of a baccalaureate liberal arts curriculum. The student is urged to become familiar with the requirements of the major department in the institution to which transfer is contemplated. The student is also urged to check the mathematics requirements of the four-year college or university to which he or she plans to transfer to determine the proper mathematics courses to be taken at PVCC. Upon satisfactory completion of the four-semester program, the graduate will be awarded the associate of arts in liberal arts degree.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

Liberal Arts

First Year

Fall Semester		**Credits**
ENG 111	College Composition I	3
HIS 101	History of Western Civilization I or HIS 121 U.S. History I or HIS 111 History of World Civilization I[1]	3
MTH ___	Mathematics Elective	3
___ 101	Foreign Language Elective[2]	4
SDV 100	Orientation	1
ITE 119	Information Literacy	3
	Total Credits	**17**

Spring Semester		**Credits**
ENG 112	College Composition II	3
HIS 102	History of Western Civilization II or HIS 122 U.S. History II or HIS 112 History of World Civilization II[1]	3
MTH ___	Mathematics Elective	3
___ 102	Foreign Language Elective[2]	4
___ ___	Transfer Elective	3
	Total Credits	**16**

Second Year

Fall Semester		**Credits**
ENG ___	Literature[3]	3
___ 201	Foreign Language Elective[2]	3
___ ___	Social Science Elective	3
___ ___	Science with Laboratory Elective	4
___ ___	Transfer Elective	3
	Total Credits	**16**

Spring Semester		**Credits**
___ ___	Humanities Elective[4]	3
___202	Foreign Language Elective[2]	3
___ ___	Social Science Elective	3
___ ___	Science with Laboratory Elective	4
HLT/PED	Health or Physical Ed Elective	1
	Total Credits	**14**

Total minimum credits: 63

[1]Students who wish to transfer to James Madison University must take HIS 111-112, History of World Civilization I-II.

[2]Foreign language Elective: Students who have satisfactorily completed two years of foreign language in high school may test for advanced placement into the second year of the foreign language.

[3]Literature: Students may select American (ENG 241, 242) British (ENG 243, 244), World (ENG 251, 252), African-American (ENG 253, 254), or Major Writers (ENG 255) in World Literature.

[4]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

2017-2018

PHYSICAL AND NATURAL SCIENCES

Associate of Science Degree

Purpose: The associate of science in physical and natural sciences degree is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in a scientific discipline.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Program Requirements: The major emphasis in this curriculum is on mathematics, the biological sciences, and the physical sciences. However, the curriculum also includes electives in humanities and social sciences so that the student can select the appropriate courses for his or her preprofessional or scientific program as required in the first two years of the prospective four-year college or university degree. Students must become knowledgeable about the requirements of the major departments in the college or university to which transfer is contemplated and also consult with their academic advisor. Upon satisfactory completion of the four-semester program, the graduate will be awarded the associate of science degree in physical and natural sciences.

Specialization in Biotechnology

The specialization in biotechnology has been designed to provide the science major with additional knowledge and skills required transfer to biology or biotechnology degree programs at four-year institutions or to be employed in an entry-level position in a research laboratory.

Graduation Requirement: Students must take one Writing Intensive Course (WIC).

Physical and Natural Sciences

First Year

Fall Semester		**Credits**
ENG 111	College Composition I	3
HIS 121	U.S. History I or HIS 101 History of Western Civilization I or HIS 111 History of World Civilization I	3
SDV 100	Orientation	1
MTH ___	Mathematics Elective	3-5
___ ___	Science with Laboratory Elective	4
	Total Credits	**14-16**

Spring Semester		**Credits**
ENG 112	College Composition II	3
HIS 122	U.S. History II or HIS 102 History of Western Civilization II or History of World Civilization II	3
ITE 119	Information Literacy	3
MTH ___	Mathematics Elective	3-5
___ ___	Science with Laboratory Elective	4
	Total Credits	**16-18**

Second Year

Fall Semester		**Credits**
___ ___	Science with Laboratory Elective	4
___ ___	Humanities Elective[1]	3
___ ___	Mathematics Elective	3-5
___ ___	Science with Laboratory Elective	4
HLT/PED	Health or Physical Ed Elective	1
	Total Credits	**15-17**

Spring Semester		**Credits**
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
___ ___	Humanities Elective[1]	3
___ ___	Science with Laboratory Elective	4
BIO/CHM/PHY/GOL 299	Independent Study in Science	2
	Total Credits	**16**

Total minimum credits: 61

[1]To meet the humanities elective requirement for this program, no more than one introductory foreign language course (101 or 102 level) may be used.

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

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Physical and Natural Sciences
Specialization in Biotechnology

First Year

Fall Semester		Credits
ENG 111	College Composition I	3
HIS 121	U.S. History I or HIS 101 History of Western Civilization I or HIS 111 World Civilization I	3
BIO 180	Introduction to Biotechnology Careers	1
CHM 111	College Chemistry I with laboratory	4
BIO 101	General Biology I with laboratory	4
SDV 100	Orientation	1
	Total Credits	**16**

Spring Semester		Credits
ENG 112	College Composition II	3
HIS 122	U.S. History II or HIS 102 History of Western Civilization II or HIS 112 World Civilization I	3
MTH 163	Pre-Calculus[1]	3
CHM 112	College Chemistry II with laboratory	4
BIO 102	General Biology II with laboratory	4
	Total Credits	**17**

Second Year

Fall Semester		Credits
BIO 150	Microbiology or CHM 260 Biochemistry	3-4
MTH 240	Statistics or MTH 157 Elementary Statistics or MTH 271 Applied Calculus[1]	3
BIO 206	Cell Biology	4
ITE 119	Information Literacy	3
	Total Credits	**13-14**

Spring Semester		Credits
___ ___	Social Science Elective	3
PHI 220	Ethics or PHI 227 Biomedical Ethics	3
BIO 256	General Genetics	4
HLT/PED	Health or Physical Ed Elective	1
___ ___	Humanities Elective[2]	3
BIO 299	Independent Study	2
	Total Credits	**15**

Total minimum credits: 62

[1]Mathematics: Check with intended transfer institution to ensure that appropriate math courses and sequencing are selected.

[2]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

2017-2018

Associate of Arts Degree

Purpose: The associate of arts in visual and performing arts degree program with specializations in art, music, and theatre/drama are designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in one of the following fields: art, music, or theatre and drama. This program will also serve the needs of artists who wish to improve their skills and broaden their knowledge in the fine arts.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

The following high school units or equivalent are recommended: four units of English, two units of college preparatory mathematics, one unit of laboratory science, one unit of history, and at least two units of a foreign language. Students with deficiencies in reading, writing or math will be required to take developmental studies.

Program Requirements: This curriculum consists of courses in the humanities (including a foreign language), natural sciences, and social sciences that are usually required in the first two years of a baccalaureate fine arts curriculum. The student is urged to become familiar with the requirements of the major department in the institution to which transfer is contemplated and also to consult with the dean of the Division of Humanities, Fine Arts and Social Sciences and the respective faculty in art, music, theatre, drama, and dance in planning the program and selecting electives. The student is also urged to check the mathematics requirements of the four-year institution to which transfer is planned to determine the proper mathematics courses to be taken at PVCC. Upon satisfactory completion of the program, the graduate will be awarded the associate of arts in visual and performing arts degree with specialization in art, music, theatre and drama or dance.

Graduation Requirement: Students must take one Writing Intensvie Course (WIC).

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

Visual and Performing Arts Specialization in Art

First Year

Fall Semester		**Credits**
ART 101	History and Appreciation of Art I	3
ENG 111	College Composition I	3
SDV 100	Orientation	1
ART ___	Art Elective[1]	4
___ ___	Foreign Language Elective[2]	3-4
	Total Credits	**14-15**

Spring Semester		**Credits**
ART 102	History and Appreciation of Art II	3
ENG 112	College Composition II	3
ITE 119	Information Literacy	3
ART ___	Art Elective[1]	4
___ ___	Foreign Language Elective[2]	3-4
	Total Credits	**16-17**

Second Year

Fall Semester		**Credits**
HIS 101	History of Western Civilization I or HIS 111 History of World Civilization I or HIS 121 US History I	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective[3]	3
___ 201	Foreign Language or Elective[4]	3-4
MTH ___	Mathematics Elective	3
	Total Credits	**16-17**

Spring Semester		**Credits**
HIS 102	History of Western Civilization II or HIS 112 History of World Civilization II or HIS 122 US History II	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective[3]	3
___ 202	Foreign Language or Humanities Elective[4]	1-3
HLT/PED	Health or Physical Ed Elective	1
MTH ___	Mathematics Elective	3
	Total Credits	**15-17**

Total minimum credits: 61

[1]Students should complete a full year of studio art. Studio courses are ART 121, 122 and ART 131, 132.

[2]Students who have satisfactorily completed two years of foreign language in high school may test for advanced placement into the second year of the foreign language.

[3]Students who wish to transfer to the University of Virginia must take the two social science courses from different departments.

[4]Students are advised to complete course work designed to match their area of interest and transfer requirements. Students who wish to transfer to the University of Virginia must take three semester hours (3) of literature, religion, or philosophy in addition to their art courses. Students who wish to transfer to the University of Virginia or the College of William and Mary need to take a foreign language through the 202 level.

2017-2018

Visual and Performing Arts Specialization in Music

First Year

Fall Semester		Credits
MUS 121	Music Appreciation I	3
ENG 111	College Composition I	3
SDV 100	Orientation	1
HLT/PED	Health or Physical Ed Elective	1
MUS 101	Basic Musicianship I or MUS 111 Music Theory I	3-4
___ ___	Foreign Language Elective[1]	3-4
	Total Credits	**14-16**

Spring Semester		Credits
MUS 122	Music Appreciation II	3
ENG 112	College Composition II	3
ITE 119	Information Literacy	3
MUS 102	Basic Musicianship II or MUS 112 Music Theory II	3-4
___ ___	Foreign Language Elective[1]	3-4
	Total Credits	**15-17**

Second Year

Fall Semester		Credits
HIS 101	History of Western Civilization I or HIS 111 History of World Civilization I or HIS 121 US History I	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
___ 201	Foreign Language or Elective[2]	3-4
MTH ___	Mathematics Elective	3
	Total Credits	**16-17**

Spring Semester		Credits
HIS 102	History of Western Civilization II or HIS 112 History of World Civilization II or HIS 122 US History II	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective	3
___ 202	Foreign Language or Humanities Elective	3-4
MTH ___	Mathematics Elective	3
	Total Credits	**16-17**

Total minimum credits: 61

[1]Foreign Language Elective: Students who have satisfactorily completed two years of foreign language in high school may test for advanced placement into the second year of the foreign language.

[2]Foreign Language or Elective: Students should complete up to eight semester hours of Applied Music, which can include chorus and ensemble. Foundation courses for music are MUS 111-112 and applied music courses. Students who wish to transfer to the University of Virginia or the College of William and Mary need to

Although a course fulfills a requirement for a PVCC program, it is possible the course will not fulfill a requirement at a four-year institution. Students who plan to transfer need to be aware of the four-year institution's requirements.

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Visual and Performing Arts Specialization in Theatre and Drama

First Year

Fall Semester		Credits
CST 131	Acting I	3
ENG 111	College Composition I	3
SDV 100	Orientation	1
HLD/PED	Health or Physical Ed Elective	1
CST ___	Theatre/Drama Elective[1]	3-4
___ ___	Foreign Language Elective[2]	3-4
	Total Credits	**14-16**

Spring Semester		Credits
CST 130	Introduction to Theatre or CST 136 Theatre Workshop	3
ENG 112	College Composition II	3
ITE 119	Information Literacy	3
CST ___	Theatre/Drama Elective[1]	3-4
___ ___	Foreign Language Elective[2]	3-4
	Total Credits	**15-17**

Second Year

Fall Semester		Credits
HIS 101	History of Western Civilization I or HIS 111 History of World Civilization I or HIS 121 US History I	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective[3]	3
___ 201	Foreign Language or Elective[4]	3-4
MTH ___	Mathematics Elective	3
	Total Credits	**16-17**

Spring Semester		Credits
HIS 102	History of Western Civilization II or HIS 112 History of World Civilization II or HIS 122 US History II	3
___ ___	Science with Laboratory Elective	4
___ ___	Social Science Elective[3]	3
___ 202	Foreign Language or Humanities Elective[4]	3-4
MTH ___	Mathematics Elective	3
	Total Credits	**16-17**

Total minimum credits: 61

[1]Theatre/Drama Elective: Students should complete a full year of theatre and drama courses. Courses for theatre/drama are CST 131-132, CST 136, CST 141, CST 145, and CST 250.

[2]Foreign Language Elective: Students who have satisfactorily completed two years of foreign language in high school may test for advanced placement into the second year of the foreign language.

[3]Foreign Language or Elective: Students are advised to complete drama/theatre course work designed to match their area of interest and transfer requirements. Students who wish to transfer to the University of Virginia or the College of William and Mary need to take a foreign language through the 202 level.

2017-2018

ASSOCIATE DEGREE PROGRAMS (NON-TRANSFER)

ACCOUNTING

Associate of Applied Science Degree

Purpose: The curriculum is designed for persons who seek employment in accounting positions. Individuals who are seeking their first accounting-related position or those presently in the field who are seeking additional knowledge and skills may benefit from this program.

Occupational Objectives: Career development for individuals seeking positions such as accounting technician, junior accountant, or accounting trainee. Possible job titles include accounts payable clerk, accounts receivable clerk, auditor in the hospitality industry and other entry-level positions requiring accounting skills.The skills may also be useful for those in retail management and entrepreneurs who wish to better manage their cash flows and financial planning.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Graduation Requirement: Students entering the Accounting associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **BUS 200** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Accounting

First Year

Fall Semester		Credits
ACC 211	Principles of Accounting I	3
ACC 213	Accounting Lab I	1
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
ITE 120	Principles of Information Systems	3
MTH 120	Introduction to Mathematics[1]	3
SDV 100	Orientation	1
	Total Credits	**17**

Spring Semester		Credits
ACC 212	Principles of Accounting II	3
ACC 214	Accounting Lab II	1
BUS 200	Principles of Business Management[5]	3
BUS 220	Intro to Business Statistics[2]	3
ENG 112	College Composition II	3
ITE 215	Advanced Computer Applications And Integration	4
	Total Credits	**17**

Second Year

Fall Semester		Credits
ACC 221	Intermediate Accounting I	3
ACC 261	Principles of Federal Taxation	3
ACC 290	Internship or Elective[3]	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics or ECO 202 Principles of Microeconomics	3
HLT/PED	Health or Physical Ed Elective	1
	Total Credits	**16**

Spring Semester		Credits
ACC 222	Intermediate Accounting II	3
ACC 231	Cost Accounting	3
FIN 215	Financial Management	3
___ ___	Social Science Elective	3
___ ___	Humanities Elective[4]	3
	Total Credits	**15**

Total Minimum Credits: 65

[1]Students may substitute a higher-level math course to include MTH 152, 157, 163, 164, 166, 173, 180, 271, or 277.

[2]Students who have taken MTH 163 or 180 or who have sufficiently high placement test scores may substitute MTH 240.

[3]Approved electives include ADJ 241, ADJ 133, AST 243, CSC 110, BUS 202, BUS 208, MKT 100 and ITE 150.

[4]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[5]BUS 200 is a writing intensive course

2017-2018

CULINARY ARTS

Associate of Applied Science Degree

Purpose: The restaurant and foodservice industry is one of the fastest growing occupational sectors with a need for well-trained and skilled professionals. The Associate of Applied Science Degree in Culinary Arts blends professional and technical courses in the culinary arts with general academic courses that provide graduates with the technical knowledge and hands on skills needed to be successful in the foodservice industry. The required internship provides students with the opportunity to apply and put into practice what they are learning in a real-time setting and to gain insight into their chosen field.

Occupational Objectives: Career opportunities in the restaurant and foodservice industry include: chefs, sous chefs, pastry chefs, personal chefs and line cooks at casual and fast food restaurants as well as hotels, resorts and country clubs. The Associate of Applied Science Degree prepares students for immediate employment upon graduation.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Graduation Requirement: Students entering the Accounting associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **HRI 206 or HRI 207** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Culinary Arts

First Year

Fall Semester		Credits
ENG 111	College Composition I	3
SDV 100	Orientation	1
___ ___	Social Science Elective	3
HRI 106	Principles of Culinary Arts I	3
HRI 158	Safety and Sanitation	3
HRI 219	Stock, Soup and Sauce Preparation	3
	Total Credits	**16**

Spring Semester		Credits
MTH 120	Introduction to Mathematics[1]	3
HLT 100	First Aid and CPR	2
HRI 119	Applied Nutrition for Food Service	3
HRI 128	Principles of Baking	3
HRI 220	Meat, Seafood and Poultry Preparation	3
	Total Credits	**14**

Summer Semester		Credits
HRI 159	Introduction to Hospitality Industry Computer Systems	4
HRI 218	Fruit, Vegetable and Starch Preparation	3
	Total Credits	**7**

Second Year

Fall Semester		Credits
HRI 145	Garde Manger	3
HRI 206	International Cuisine[2]	3
HRI 215	Food Purchasing	3
HRI 251	Food and Beverage Cost Control I	3
ENG 112	College Composition II	3
	Total Credits	**15**

Spring Semester		Credits
HRI 134	Food and Beverage Service Management	3
HRI 190	Coordinated Internship	3
HRI 207	American Regional Cuisine[2]	3
HRI 224	Recipe and Menu Management	3
___ ___	Humanities Elective[4]	3
	Total Credits	**15**

Total Minimum Credits: 67

[1]Students may substitute a higher-level math course to include MTH 152, 163, 164, 173, 180, 271, 279 or 286.

[5]HRI 206 and HRI 207 are writing intensive courses.

2017-2018

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Applied Science Degree

Purpose: The two-year associate degree in sonography is designed to provide a quality entry-level education in the cognitice (knowledge), psychomotor (skills), and affective (behavior) learning domains through a competency-based clinical and didactic instructional curriculum in diagnostic sonography. Graduates of the program will be eligible to take the American Registry of Diagnostic Medical Sonogrpahy exam or the American Registry of Radiolgoic Technologists (ARRT) sonography exam.

Occupational objectives: Hospitals remain the primary employer of sonographers, but there are increasing numbers of jobs available in physician offices, outpatient surgery centers, and free-standing diagnostic imaging centers. The profession of diagnostic medical sonography includes general sonography (defined as abdomen, obstetric, gynecologic, superficial parts, and other appropriate areas), cardiac sonography, vascular technology, and various other subspecialties. Entry-level sonographers usually work in general and obstetric/gynecologic sonography. With further experience and training, they can move into the other specialties.

Admission requirements: In addition to admission to the College, there are specific admission requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information in a booklet on the program's web page or in the Admission and Advising Center, and in the Health and Life Sciences Division office.

Graduation requirement: Students entering the Diagnostic Medical Sonography degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is DMS 222 which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Diagnostic Medical Sonography

General Education Courses[1]		Credits
BIO 141	Anatomy and Physiology I	4
MTH 115	Technical Mathematics	3
PHY 100	Elements of Physics	4
ENG 111	College Composition I	3
PSY 230	Developmental Psychology	3
BIO 142	Anatomy and Physiology II	4
ENG 112	College Composition II	3
SDV 100	Orientation	1
PHI 220	Ethics	3

Diagnostic Medical Sonography Courses		Credits
First Semester		
DMS 206	Introduction to Sonography	2
DMS 207	Sectional Anatomy	2
DMS 208	Ultrasound Physics & Instrumentation I	2
Second Semester		
DMS 211	Abdominal Sonography	3
DMS 231	Clinical Education I	3
DMS 209	Ultrasound Physics & Instrumentation II	2
DMS 219	Ultrasound Physics & Instrumentation II Lab	1
DMS 212	Obstetrical & Gynecological Sonography	3
Third Semester		
DMS 232	Clinical Education II	4
DMS 242	Obstetrical and Gynecological Sonography	3
Fourth Semester		
DMS 223	Intro to Vascular Ultrasound	2
DMS 221	Ultrasound Seminar I	3
DMS 233	Clinical Education III	6
Fifth Semester		
DMS 222	Sonography Registry Review[3]	2
DMS 234	Clinical Education IV	6

Total minimum credits: 72

[1]Completion of general education courses is one criteria used to make admissions decisions. All general education courses must be completed prior to the beginning of the second semester.

[2]Students may substitute a college-level math course(s) that includes both algebra and trigonometry to include: MTH 163 & MTH 164

[3]DMS 222 is a writing intensive course.

2017-2018

ELECTRONICS AND COMPUTER TECHNOLOGY

Associate of Applied Science Degree

Purpose: The curriculum is designed for persons who seek employment in computer and electronics technology or related fields. Individuals who are seeking their first employment or those presently in the field who are seeking additional knowledge and skills may benefit from this program.

Occupational Objectives: Career development for individuals seeking positions such as electronic technician, consumer product technician, industrial electronics technician, field service technician, communications technician, or engineering technician.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Graduation Requirement: Students entering the Electronics and Computer Technology associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **ETR 203** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Electronics and Computer Technology

Course		Credits
SDV 100	Orientation	1
IND 103	Industrial Methods	1
SAF 130	Industrial Safety-OSHA 10	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
MTH 115	Technical Mathematics I[1]	3
___ ___	Humanities Elective[4]	3
___ ___	Social Science Elective	3
ETR 113	DC and AC Fundamentals I	4
ETR 114	DC and AC Fundamentals II	4
ETR 156	Digital Circuits and Microprocessor Fundamentals	4
ETR 164	Upgrading & Maintaining PCs	3
ETR 203	Electronic Devices I [5]	4
ETR 204	Electronic Devices II	4
ETR 237	Industrial Electronics I	3
ETR 238	Industrial Electronics II	3
ETR 241	Electronic Communication I	3

Course		Credits
ELE 239	Programmable Controllers	3
___ ___	Technical Electives[2]	9
___ ___	Internship[3] or Technical Elective[2]	3
	Total minimum credits: 65	

[1]Students may substitute a higher-level math course to include: MTH 163, MTH 164, or MTH 173.

[2]Approved Technical Electives:

CAD 151	Engineering Drawing Fundamentals	3
CSC 110	Introduction to Computing	3
ETR 149	PC Repair	3
IND 113	Materials and Processes in Manufacturing I	3
IND 250	Intro to Basic Computer Integrated Manufacturing	3
IND 251	Automated Manufacturing Systems	3
ITN 101	Introduction to Network Concepts (Network+)	4
ITN 106	Microcomputer Operating Systems	3
ITN 120	Wireless—Network Administration	4
ITN 260	Network Security Basics (Security+)	4
ITP 120	JAVA Programming	4
ITP 132	C++ Programming I	4
MEC 155	Mechanisms	3
MEC 161	Basic Fluid Mechanics-Hydraulics/Pneumatics	3
MTH 163	Precalculus I	3
MTH 164	Precalculus II	3
MTH 174	Calculus with Analytical Geometry I	5

[3]Approved Internship:
ETR 290, ITD 290, ITE 290, ITN 290, ITP 290

[4]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[5]ETR 203 is a writing intensive course.

2017-2018

EMERGENCY MEDICAL SERVICES

Associate of Applied Science Degree

Purpose: The PVCC emergency medical services (EMS) program prepares graduates to provide pre-hospital care as a paramedic under structured guidelines in emergency situations. The problem-solving process is used to direct care outcomes. The curriculum consists of both general studies and EMS courses.

National Registry Exam: EMS program graduates are eligible to sit for the national registry exam, which is offered throughout the year. Upon successful completion of this examination, candidates receive their National Registry Paramedic certification. This is required prior to applying for the reciprocity as a Virginia paramedic. The Virginia Department of Health, Office of Emergency Medical Services will only grant certification as a paramedic in Virginia through initial certification and reciprocity afforded through the National Registry.

Occupational Objective: Employment opportunities for National Registry/Virginia-licensed paramedics include hospital emergeny rooms, rescue squads, ambulance companies and other public and private agencies providing pre-hospital care.

Admission Requirements: In addition to admission to the College, there are specific admission requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information in a booklet on the program's web page or in the Admission and Advising Center, and in the Health and Life Sciences Division office.

Graduation Requirement: Students entering the Emergency Medical Services degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **EMS 201** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Emergency Medical Services

General Education Courses[1]

		Credits
ENG 111	College Composition I	3
ENG 112	College Composition II	3
BIO 145	Human Anatomy & Physiology for the Health Sciences [3]	4
ITE 119	Information Literacy	3
SDV 100	Orientation	1
___ ___	Social Science Elective	3
___ ___	Humanities Elective[2]	3

EMS Courses

		Credits
First Semester		
EMS 111	Emergency Medical Technician	7
EMS 120	Emergency Medical Technician Clinical	1
Seond Semester		
EMS 151	Intro to Advanced Life Support	4
EMS 152	Advanced EMT Completion	2
EMS 153	Basic ECG Recognition	2
EMS 170	ALS Internship I	1
Third Semester		
EMS 154	ALS Cardiac Care	2
EMS 157	ALS Trauma Care	3
EMS 159	ALS Special Populations	3
EMS 172	ALS Clinical Internship II	1
EMS 173	ALS Field Internship II	1
Fourth Semester		
EMS 201	EMS Professional Development[4]	3
EMS 205	Advanced Pathophysiology	4
EMS 207	Advanced Patient Assessment	3
EMS 242	ALS Clinical Internship III	1
EMS 243	ALS Field Internship III	1
Fifth Semester		
EMS 244	ALS Clinical Internship IV	1
EMS 245	ALS Field Internship IV	1
EMS 215	Registry Review	1
EMS 211	Operations	2
EMS 209	Advanced Pharmacology	4

Total minimum credits: 68

[1]Completion of general education courses is one criteria used to make admissions decisions.

[2]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[3]BIO 141-142 are recommended fro students planning to transfer to another health science-related program.

[4]EMS 201 is a writing intensive course.

INFORMATION SYSTEMS TECHNOLOGY

Associate of Applied Science Degree

Purpose: The curriculum is designed for persons who seek full-time or part-time employment in a computer-related field immediately upon completion of the curriculum. Both persons who are seeking their first employment or those presently in the field who are seeking promotion may benefit from this program. This curriculum is not intended for transfer to a four-year college.

Occupational Objectives: Career development for individuals seeking positions such as application specialist, technical trainer, desktop support technician, accounts receivable/ payable assistant or other positions related to the applications field.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Graduation Requirement: Students entering the Information Systems Technology associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **ITE 182** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Information Systems Technology

Course		Credits
SDV 100	Orientation	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
MTH 115	Technical Mathematics I[1]	3
___ ___	Humanities Elective[3]	3
___ ___	Social Science Elective	3
CSC 110	Introduction to Computing	3
ITE 215	Advanced Computer Applications	4
ITN 101	Intro to Network Concepts	4
ITN 106	Microcomputer Operating Systems	3
ITN 111	Windows Serveer Administration	3
ITP 120	Java Programming	4
IT_ ___	Technical Electives[2]	12
ITD 132	SQL Programming	3
ETR 149	PC Repair	3
ETR 164	Upgrade & Maintain PC Hardware	3
ITD 110	Web Page Design I	3
ITE 182	User Support/Help Desk[4]	3

Total credits: 64

[1]Students may substitute a higher-level math course to include MTH 152, 157, 163, 164, 173, 180, or 240.

[2]Approved Technical Electives:

ITN 170 Linux System Administration
ITN 208 Protocols and Communications
ITN 260 Network Security Basics
ITN 261 Network Attacks, Computer Crime and Hacking
ITN 276 Computer Forensics I
ITN 277 Computer Forensics II
ITP 132 C++ Programming I
ITP 136 C# Programming I
ITP 140 Client Side Scripting
ITP 141 Client Side Scripting Lab
ITP 220 Java Programming

[3]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[4]ITE 182 is a writing intensive course.

2017-2018

INFORMATION SYSTEMS TECHNOLOGY
SPECIALIZATION IN CYBERSECURITY

Associate of Applied Science Degree

Purpose: This specialization in Cybersecurity is designed as a two-year degree program offering students both new to the field and currently employed in related work the opportunity to fully develop a work-ready skillset in Cybersecurity and Infrormation Systems Technology. Graduates will have he necessary skills to protect computing systems and networks that have an important impact on data confidentiality, integrity, and availability. Graduates will be knowledgeable about computer network threats and appropriate responses. This specialization will prepare graduates to functioin in public, private, and governmental organizations, in roles requiring assessment, operations, protection, and improvement of network security systems. In addition, graduates will possess a thorough knowledge of computer systems and networks with specific training in programming, server administration, system administration, and computer applications.

This specialization will also help prepare graduates for the A+, Network +, Security +, SSCP, CISM, CCNP, and ISSP examinations. This program is aligned to the standards set forth by the National Initiative for Cybersecurity Education.

Occupational Objectives: Successful graduates will be eligible for employment in the occupations of Netwrok Assistant, Network Systems Administrator, Network Analyst, and Penetration Tester.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Graduation Requirement: Students entering the Information Systems Technology associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **ITN 276** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Information Systems Technology Cybersecurity Specialization

Course		Credits
SDV 100	Orientation	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
MTH 115	Technical Mathematics I[1]	3
___ ___	Humanities Elective[3]	3
___ ___	Social Science Elective	3
CSC 110	Introduction to Computing	3
ITE 215	Advanced Computer Applications	4
ITN 101	Intro to Network Concepts	4
ITN 106	Microcomputer Operating Systems	3
ITN 111	Windows Serveer Administration	3
ITP 120	Java Programming	4
ITN 208	Protocols and Communications	3
ITN 260	Network Security Basics	4
IT_ ___	Technical Electives[2]	6
ITN 170	Linux System Administration	3
ITN 261	Network Attacks, Computer Crime and Hacking	4
ITN 276	Computer Forensics I [4]	3
ITP 140	Client Side Scripting	4

Total credits: 64

[1]Students may substitute a higher-level math course to include MTH 152, 157, 163, 164, 173, 180, or 240.

[2]Approved Technical Electives:

ITD 130 Database Fundamentals
ITN 277 Computer Forensics II
ITP 132 C++ Programming I
ITP 136 C# Programming I
ITP 220 Java Programming
IT_ 290 Internship

[3]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[4] ITN 276 is a Writing Intensive Course

2017-2018

MANAGEMENT

Associate of Applied Science Degree

Purpose: The curriculum is designed for persons who seek employment in management positions. Individuals who are seeking entry-level positions in management or those presently in the field who are seeking additional knowledge and skills may benefit from this program.

Occupational Objectives: Career development for individuals seeking positions such as management trainee, supervisor, department head, office manager, manager of a small business, construction manager, or an administrative assistant.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Graduation Requirement: Students entering the Management associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **BUS 200** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Management

First Year

Fall Semester		Credits
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
ITE 120	Principles of Information Systems	3
MTH 120	Introduction to Mathematics[1]	3
SDV 100	Orientation	1
___ ___	Social Science Elective	3
	Total Credits	**16**

Spring Semester		Credits
BUS 200	Principles of Management[5]	3
BUS 220	Introduction to Business Statistics[2]	3
ENG 112	College Composition II	3
HLT/PED	Health/Physical Ed Elective	1
ITE 215	Advanced Computer Applications and Integration	4
MKT 100	Principles of Marketing	3
	Total Credits	**17**

Second Year

Fall Semester		Credits
ACC 211	Principles of Accounting I	3
ACC 213	Accounting Lab I	1
FIN 107	Personal Finance	3
BUS 241	Business Law I	3
BUS 290	Internship or Elective[3]	3-4
ECO 201	Principles of Macroeconomics or ECO 202 Principles of Microeconomics	3
	Total Credits	**16-17**

Spring Semester		Credits
ACC 212	Principles of Accounting II	3
ACC 214	Accounting Lab II	1
BUS 208	Quality and Productivity Management	3
BUS 290	Internship or Elective[3]	3-4
FIN 215	Financial Management	3
___ ___	Humanities Elective[4]	3
	Total Credits	**16-17**

Total minimum credits: 65

[1]Students may substitute a higher-level math course to include MTH 152, 163, 164, 173, 174, 180, 271, 279 or 286.

[2]Students who have taken MTH 163 or 180 or who have sufficiently high assessment test scores may substitute MTH 240.

[3]Approved electives include ACC 221, ACC 222, ACC 231, ACC 241, ADJ 131, ADJ 133, AST 243, and ITE 150.

[4]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[5]BUS 200 is a writing intensive course.

2017-2018

NURSING

Associate of Applied Science Degree

Purpose: The two-year associate degree in nursing (ADN) program is designed to prepare graduates to be contributing members of the health care team, providing direct patient care as beginning practitioners of professional nursing in structured care settings. Graduates of the ADN program will be eligible to take the NCLEX-RN Examination required for licensure as registered nurses (RN).

Occupational Objectives: Employment opportunities for registered nurses include staff positions in hospitals, extended care facilities, physicians' offices, clinics, and other structured health care settings.

Admission Requirements: In addition to admission to the College, there are specific admission requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information in a booklet, which can be found on the program's web page or in the Admissions and Advising Center, and in the Health and Life Sciences Division office.

LPNs may apply to the LPN to RN Transition program. Admission requirements and program information may be found on the Nursing program web page or in the Admissions and Advising Center and in the Health and Life Sciences Division office.

Graduation Requirement: Students entering the Nursing degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **NUR 201** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

NURSING

General Education Courses[1]		**Credits**
ENG 111	College Composition I	3
BIO 141	Human Anatomy and Physiology	4
SDV 100	Orientation	1
PSY 230	Developmental Psychology	3
SOC 200	Introduction to Sociology	3
ENG 112	College Composition II	3
BIO 142	Human Anatomy and Physiology II	4
ITE 119	Information Literacy	3
BIO 150	Introduction to Microbiology	4
___ ___	Humanities Elective[2]	3

Nursing Courses		**Credits**
First Year Fall Semester		
NUR 100	Intro to Nursing and Health	1
NUR 108	Nursing Principles and Concepts I	6
NUR 226	Health Assessment	2
First Year Spring Semester		**Credits**
NUR 112	Nursing II	7
NUR 230	Pharmacology	3
Second Year Fall Semester		**Credits**
NUR 202	Medical-Surgical Nursing	4
NUR 201	Psychiatric Nursing[3]	4
Second Year Spring Semester		**Credits**
NUR 254	Nursing Dimensions	1
NUR 245	Maternal/Newborn Nursing	4
NUR 246	Parent/Child Nursing	4

Total minimum credits: 67

[1]Completion of general education courses is one criteria used to make admissions decisions.

[2]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[3]NUR 201 is a writing intensive course.

2017-2018

POLICE SCIENCE

Associate of Applied Science Degree

Purpose: The curriculum has two primary purposes: (1) to prepare the student for career services in law enforcement and related occupations, and (2) to provide the first two years of an academic foundation for transfer into a four-year liberal arts program or professional degree program in the discipline. This curriculum is applicable to both the preparatory student and the experienced officer.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Occupational Objectives: Career development for individuals seeking positions such as commercial and industrial security officer; local, state, or federal law enforcement officer; police officer; private or government investigator; or corrections officer. Students should note that the following qualifications are prerequisites for employment with many law enforcement agencies: (1) excellent physical condition, free from any physical or mental conditions which might adversely affect acceptance or performance as a law enforcement officer; (2) normal hearing, color vision, and eye function; (3) weight in proportion to height; (4) excellent moral character: no convictions of any crime involving moral turpitude or any felony, and no excessive number of traffic citations. A background investigation is usually conducted by the employing agency prior to employment.

Graduation Requirement: Students entering the Police Science associate degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **ADJ 236** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Police Science

First Year

Fall Semester		**Credits**
ADJ 100	Survey of Criminal Justice	3
ENG 111	College Composition I	3
HLT/PED	Health or Physical Ed Elective	1
ITE 119	Information Literacy	3
MTH 120	Introduction to Mathematics[1]	3
PLS 211	U.S. Government I	3
SDV 100	Orientation	1
	Total Credits	**17**

Spring Semester		**Credits**
ADJ 130	Introduction to Criminal Law	3
ADJ 229	Law Enforcement and the Community	3
ENG 112	College Composition II	3
___ ___	Humanities Elective[2]	3
PLS 212	U.S. Government II	3
___ ___	Social Science Elective	3
	Total Credits	**18**

Second Year

Fall Semester		**Credits**
ADJ 131	Legal Evidence	3
ADJ 201	Criminology	3
ADJ 290	Internship[3] or ADJ Elective[4]	3-4
HLT/PED	Health or Physical Ed Elective	1
PSY 200	Principles of Psychology	3
SOC 200	Principles of Sociology	3
	Total Credits	**16-17**

Spring Semester		**Credits**
ADJ 236	Principles of Criminal Investigation[5]	3
ADJ ___	ADJ Elective[4]	3
ADJ 290	Internship[3] or ADJ Elective[4]	3-4
BUS 241	Business Law or Elective	3
	Total Credits	**12-13**

Total minimum credits: 63

[1]Students may substitute a higher-level math course to include MTH 152, 157, 163, 164, 173, 180, or 240.

[2]Introductory (101 or 102 level) foreign language courses will not meet the humanities elective requirement for this program.

[3]A maximum of eight semester hours of ADJ 290 Internship may be taken.

[4]Approved ADJ electives include ADJ 115, ADJ 116, ADJ 133, ADJ 140, ADJ 227, and ADJ 232.

[5]ADJ 236 is a writing intensive course.

2017-2018

RADIOGRAPHY

Associate of Applied Science Degree

Purpose: The two-year associate degree in radiography is designed to provide a quality entry-level education in radiography through a competency-based clinical and didactic instructional curriculum in diagnostic imaging. Graduates of the program will be eligible to take the American Registry of Radiologic Technologists (ARRT) exam for certification.

Occupational Objectives: Hospitals remain the primary employer of radiologic technologists, but there are increasing numbers of jobs available in physician offices, outpatient surgery centers, and free-standing diagnostic imaging centers. Entry-level radiographers use diagnostic imaging equipment to produce x-rays of the tissue, organs, bones and vessels of the body. They may choose to concentrate in one or more specific clinical areas such as orthopedics or digestive health. With more experience and additional training, radiographers may specialize in fluoroscopy, mammography, angiography, computed tomography (CT) scanning or magnetic resonance imaging (MRI), radiation therapy or nuclear medicine.

Admission Requirements: In addition to admission to the College, there are specific admission requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information in a booklet which can be found on the program's web page or in the Admissions and Advising Center and in the Health and Life Sciences Division office.

Graduation Requirement: Students entering the Radiography degree program are required to take one writing intensive course in order to graduate. The writing intensive course for this program is **RAD 240** which has a prerequisite of ENG 111 and ENG 112.

Students who are awarded transfer credit for this course from another institution may fulfill the writing intensive course (WIC) requirement for this degree program by completing another writing intensive course (WIC).

Radiography

General Education Courses[1]		Credits
SDV 100	Orientation	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
BIO 141	Human Anatomy and Physiology I	4
BIO 142	Human Anatomy and Physiology II	4
PSY 200	Principles of Psychology or	
PSY 230	Developmental Psychology	3
PHI 200	Ethics or	
PHI 227	Bio-Medical Ethics	3

Radiography Courses		Credits
First Semester		
RAD 100	Introduction to Radiology & Protection	2
RAD 121	Radiographic Procedures I	4
RAD 125	Patient Care Procedures	2
RAD 190	Clinical Internship	2
Second Semester		
RAD 111	Radiologic Science I	4
RAD 221	Radiographic Procedures II	4
RAD 131	Elementary Clinical Procedures I	3
Third Semester		
RAD 112	Radiologic Science II	4
RAD 231	Advanced Clinical Procedures I	4
RAD 246	Special Procedures	2
Fourth Semester		
RAD 232	Advanced Clinical Procedures II	5
RAD 256	Radiographic Film Evaluation	3
RAD 270	Digital Image Acquisition & Display	2
Fifth Semester		
RAD 205	Radiation Protection & Radiobiology	3
RAD 240	Radiographic Pathology[2]	3
RAD 280	Terminal Competencies in Radiography	1
RAD 290	Coordinated Internship	3

Total Minimum Credits: 72

[1]Completion of general education courses is one criteria used to make admissions decisions.

[2]RAD 240 is a writing intensie course.

2017-2018

CERTIFICATE AND CAREER STUDIES CERTIFICATE PROGRAMS

ADMINISTRATIVE SUPPORT

Career Studies Certificate

Purpose: To prepare students for employment in administrative support.

Occupational Objectives: This program is directed to students who are seeking an entry-level position as well as students who currently hold an administrative support-related job, but wish to be promoted.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Administrative Support

Core Courses		Credits
AST 101	Keyboarding I	3
AST 243	Office Administration I	3
ENG 111	College Composition I	3
ITE 119/120	Information Literacy/Principles of Information Systems	3
ITE 175	E-mail Essentials	1
ITE 215	Advanced Computer Applications	4
___ ___	Technical Elective[1]	4-6

Total minimum credits: 21

[1]Approved Technical Elective:

- ACC 211/213 Principles of Accounting I/Lab (4 credits)
- AST 290 Internship (2-3 credits)
- BUS 100 Introduction to Business (3 credits)
- ENG 112 College Composition II (3 credits)
- HIM 115 Ambulatory Coding (3 credits)
- HLT 141 Medical Terminology (2 credits)
- ITE 151 Microcomputer Software: Database Management (Recommended for students who completed ITE 119)

2017-2018

CENTRAL SERVICES TECHNICIAN

Career Studies Certificate

Purpose: Provide individuals trained to perform central services processing duties in local health care facilities.

Occupational Objective: Students learn vital infection control techniques to keep hospitals and other medical facilities safe and free from the spread of diseases. Central service technicians perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment.

Admission Requirement: Admission to the College. Completion of MTE 1-3 or qualified placement test score and placement into ENF 2 or qualified placement test score for this program. Additional information can be found on the program's website or in the Admission and Advising Center or in the Health and Life Sciences Division office. You can find additional information about the Central Services Technician Career Studies Certificate in a booklet, which can be found on the program's web page, in Admissions and Advising, and in the Health and Life Sciences Building.

Central Services Technician

Core Courses		Credits
First Semester		
SDV 101[1]	Orientation	1
HLT 141	Medical Terminology	2
SUR 130	Introduction to Central Services	3
SUR 135	Introduction to Infection Control	2
SUR 190	Coordinated Internship	2
Second Semester		
ITE 100[2]	Information Literacy	3
SUR 230	Clinical Applications	5
SUR 235	Fundamentals of Central Services	3

Total Minimum Credits: 21

[1]May substitute SDV 100.
[2]May substitute ITE 119 or ITE 120.

2017-2018

CONSTRUCTION MANAGEMENT

Career Studies Certificate

Purpose: Provide individuals trained to perform construction management in construction firms throughout the service region.

Occupational Objectives: Successful graduates will be able to: plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems; and, participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing.

Admission Requirement: Admission to the College. Completion of MTE 1-3 or qualified placement test score and placement into ENF 2 or qualified placement test score for this program. Additional information can be found on the the program's website, or in the Admission and Advising Center, or in the Business, Mathematics and Technologies Division Office.

Construction Management

Course		Credits
Fall Semester		
BLD 101	Construction Management I	3
BLD 231	Construction Estimating I	3
CAD 165	Architectural Bluepring Reading	3
BLD 247	Construction Planning & Scheduling	3
Spring Semester		
BLD 102	Construction Management II	3
BLD 232	Construction Estimating II	3
BLD 215	OSHA 30 Construction Safety	2
BLD 290	Internship	3-4

Total minimum credits: 23

2017-2018

COMPUTER AND NETWORK SUPPORT TECHNOLOGIES

Career Studies Certificate

Purpose: The Career Studies Certificate in Computer and Network Support Technologies is designed to provide students with a beginning foundation in the computer science, electronics, and computer and networking support disciplines. The career studies certificate also facilitates the transition into the computer science, electronics or IST associate degree programs, if the student chooses to continue their studies at the College.

Occupational Objectives: The Career Studies Certificate in Computer and Network Support Technologies will prepare students for entry-level network technician jobs and help prepare them for multiple industry certification examinations.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Computer and Network Support Technologies

Course		Credits
CSC 110	Introduction to Computing	3
ETR 164	Upgrading and Maintaining PC Hardware	3
ITN 101	Introduction to Network Concepts	4
IT_/ETR/CSC/MTH[1]	Technical Electives	9-14

Total minimum credits: 19

[1] Approved Technical Electives

- ETR electives include: ETR 149, ETR 113, ETR 203, ETR 290
- ITN electives include: ITN 106, ITN 120, ITN 151, ITN 170, ITN 208, ITN 260, ITN 290
- ITP electives include: ITP 120, ITP 132, ITP 220
- MTH electives include: MTH 115, MTH 163, MTH 164, MTH 167, MTH 263

2017-2018

CRIMINAL JUSTICE

Career Studies Certificate

Purpose: The Career Studies Certificate in Criminal Justice is designed to provide students with the basic knowledge necessary to prepare for a career in the criminal justice system. This program of study also provides students with the necessary foundation to proceed to the next level of education, the Associate of Applied Science degree in Police Science.

Occupational Objectives: Career development for individuals seeking positions such as commercial and industrial security officer; local, state, or federal law enforcement officer; police officer; private or government investigator; or corrections officer. Students should note that the following qualifications are prerequisites for employment with many law enforcement agencies: (1) excellent physical condition; (2) normal hearing, color vision, and eye function; (3) weight in proportion to height; (4) no convictions of any crime involving moral turpitude or any felony, and no excessive number of traffic citations. A background investigation is usually conducted by the employing agency prior to employment.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Criminal Justice

Core Courses		Credits
ADJ 100	Survey of Criminal Justice	3
ADJ 130	Introduction to Criminal Law	3
ADJ 133	Ethics and the Criminal Justice Professional	3
ADJ 201	Criminology	3
BUS 100	Introduction to Business or ADJ 290 Internship in Administration of Justice	3
ENG 111	College Composition I	3
ITE 119	Information Literacy	3

Total minimum credits: 21

2017-2018

CYBERSECURITY

Career Studies Certificate

Purpose: The Career Studies Certificate in Cybersecurity is designed as an enhanced experience that will provide additional expertise to network specialist and those working in related fields, including updating technical skills, increasing content area knowledge, and augmenting abilities in the area of cybersecurity. Graduates will have the necessary skills to protect computing systems and networks that have an important impact on data confidentiality, integrity and availability. Graduates will be knowledgeable about computer network threats and appropriate responses.

Occupational Objectives: Network security specialists or Internet security specialists. The certificate will also help prepare graduates for the Security+, SSCP, CISM, and ISSP certification exams. This certificate will prepare graduates to function in public, private, and government organizations, in roles requiring assessment, operations, protection and improvement of network security systems. This program is aligned to the standards set forth by the National Initiative for Cybersecurity Education.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program. Additional information can be found on the program's website, or in the Admissions and Advising Center, or in the Business, Mathematics and Technologies Division office.

Cybersecurity

Course		Credits
ITN 170	Linux System Administration	3
ITN 111	Windows Server Administration	3
ITN 106	Microcomputer Operating Systems	3
ITN 208	Protocols and Communications	3
ITN 260	Network Security Basics	4
ITN 261	Network Attacks, Computer Crime and Hacking	4
ITN 276	Computer Forensics I	3
ITP 140	Client Side Scripting	4

Total minimum credits: 27

2017-2018

EARLY CHILDHOOD DEVELOPMENT

Infant and Toddler

Career Studies Certificate

Purpose: This career studies certificate is designed to prepare students to provide developmentally appropriate learning environments for infants and toddlers. This certificate provides the entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals. These competencies include health, safety and nutrition, understanding child growth and development, appropriate child observation and assessment, partnering with familes and community, learning environment, effective interactions, program management, teacher qualifications, and professional development curriculum. This certificate exceeds the Child Development Associates credential (CDA), which would make PVCC students who hold this certificate fully qualified for any program that requires the CDA as a minimum.

Students accepted into the program will plan their coursework with the aid of the Program Coordinator or with the dean of the Division of Humanities, Fine Arts, and Social Sciences.

Occupational Objectives: Employment opportunites include positions in childcare centers, Early Head Start classrooms, family day care homes, preschool programs, centers for children with special needs, residential childcare facilities, and industry associated centers.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Early Childhood Development
Infant and Toddler

Core Courses		Credits
CHD 120	Introduction to Early Childhood Education	3
HLT 135	Child Health and Nutrition	3
CHD 164	Working with Infants and Toddlers In Inclusive Settings	3
CHD 165	Observation and Participation in Early Childhood Settings	3
CHD 166	Infant and Toddle Programs	3
PSY 235[1]	Child Psychology	3

Total minimum credits: 18

[1]In consultation with faculty and their employer, students may choose the following course to complete the certificate in place of PSY 235:

CHD 210 Exceptional Children

2017-2018

EARLY CHILDHOOD DEVELOPMENT

Preschool

Career Studies Certificate

Purpose: This career studies certificate is designed to prepare students to work with young children in a safe and healthy environment to support their individual physical, cognitive social and emotional development. This certificate provides the entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals. These competencies include health, safety and nutrition, understanding child growth and development, appropriate child observation and assessment, partnering with familes and community, learning environment, effective interactions, program management, teacher qualifications, and professional development curriculum. This certificate exceeds the Child Development Associates credential (CDA), which would make PVCC students who hold this certificate fully qualified for any program that requires the CDA as a minimum.

Students accepted into the program will plan their coursework with the aid of the Program Coordinator or with the dean of the Division of Humanities, Fine Arts, and Social Sciences.

Occupational Objectives: Employment opportunites include positions in childcare centers, Head Start classrooms, family day care homes, preschool programs, centers for children with special needs, residential childcare facilities, and industry associated centers.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Early Childhood Development
Preschool

Core Courses		Credits
CHD 120	Introduction to Early Childhood Education	3
HLT 135	Child Health and Nutrition	3
CHD 145	Teaching Art, Music and Movement	3
CHD 165	Observation and Participation in Early Childhood Settings	3
CHD 205	Guiding the Behavior of Children	3
PSY 235[1]	Child Psychology	3

Total minimum credits: 18

[1]In consultation with faculty and their employer, students may choose the following course to complete the certificate in place of PSY 235:

CHD 210 Exceptional Children

2017-2018

EMERGENCY MEDICAL SERVICES

Advanced

Career Studies Certificate

Purpose: The PVCC Emergency Medical Services (EMS)-Advanced career studies certificate prepares current National Registry or Virginia Certified Emergency Medical Technicians (EMTs) to provide advanced pre-hospital care as an Advanced EMT under structured guidelines in emergency situations. Graduates will have the knowledge and skills necessary to function as entry-level Advanced EMTs (AEMT).

Occupational Objective: Employment opportunities for Nationally Registry/Virginia certified AEMT's include local emergency departments, rescue squads, ambulance companies and other public and private agencies providing pre-hospital care.

Admission Requirements: In addition to admission to the college, there are specific admissions requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information for the Advanced EMT Program in a booklet in the admissions and advising center and in the Health and Life Sciences Division office.

EMS-Advanced

General Education Courses		Credits
BIO 145	Human Anatomy & Physiology for the Health Sciences	4
First Semester		
EMS 111	Emergency Medical Technician	7
EMS 120	Emergency Medical Technician Clinical	1
Second Semester		
EMS 151	Intro to Advanced Life Support	4
EMS 152	Advanced EMT Completion	2
EMS 153	Basic ECG Recognition	2
EMS 170	ALS Internship I	1

Total minimum credits: 21

2017-2018

Intermediate

Career Studies Certificate

Purpose: The PVCC Emergency Medical Services (EMS)-Intermediate career studies certificate prepares graduates to provide advanced pre-hospital care as an EMT-Intermediate under structured guidelines in emergency situations. Graduates will have the knowledge and skills necessary to function as entry-level EMT-Intermediate.

Occupational Objective*:* Employment opportunities for intermediate-level pre-hospital care providers include rescue squads, ambulance companies and other public and private agencies providing pre-hospital care.

Admission Requirements*:* In addition to admission to the College, there are specific admission requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information in a booklet, which can be found on the program's web page, in the Admissions and Advising Center and in the Health and Life Sciences Division office.

EMS – Intermediate

General Education Courses		Credits
BIO 145	Human Anatomy & Physiology for the Health Sciences	4
Core EMS Courses		
First Semester		
EMS 111	Emergency Medical Technician	7
EMS 120	Emergency Medical Technician Clinical	1
Second Semester		
EMS 151	Intro to Advanced Life Support	4
EMS 152	Advanced EMT Completion	2
EMS 153	Basic ECG Recognition	2
EMS 170	ALS Internship I	1
Third Semester		
EMS 154	ALS Cardiac Care	2
EMS 157	ALS Trauma Care	3
EMS 159	ALS Special Populaitons	3
EMS 172	ALS Clinical Internship II	1
EMS 173	ALS Field Internship II	1

Total minimum credits: 31

2017-2018

PARAMEDIC

Career Studies Certificate

Purpose: The PVCC Emergency Medical Services (EMS) career studies certificate program prepares current NREMT-I and Registered Nurse students to provide advanced pre-hospital care as a paramedic under structured guidelines in emergency situations. Graduates will have the knowledge and skills necessary to function as entry-level paramedics.

Occupational Objective*:* Employment opportunities for National Registry/Virginia-licensed paramedics include hospital emergency rooms, rescue squads, ambulance companies and other public and private agencies providing pre-hospital care.

Admission Requirements*:* In addition to admission to the College, there are specific admission requirements for this program.

These requirements may change on an annual basis, and students can find the most up-to-date information for the EMS Intermediate to Paramedic Program in a booklet on the program's web page, and on the RN to Parmaedic program in a booklet on the program's web page or in the Admissions and Advising Center and in the Health and Life Sciences Division office.

Paramedic

Course Courses	Credits
Spring Semester	
EMS 201 EMS Professional Development	3
EMS 205 Advanced Pathophysiology	4
EMS 207 Advance Patient Assessment	3
EMS 242 ALS Clinical Internship III	1
EMS 243 ALS Field Internship III	1
Summer Semester	
EMS 209 Advance Pharmacology	4
EMS 211 Operations	2
EMS 215 Registry Review	1
EMS 244 ALS Clinical Internship IV	1
EMS 245 ALS Field Internship IV	1
Total minimum credits: 21	

2017-2018

ELECTRONICS TECHNOLOGY

Career Studies Certificate

Purpose: To prepare students for employment in the electronics field.

Occupational Objectives: The Electronics Technology Career Studies Certificate is designed to meet the needs of regional employees with a need to gain or expand their skillsets in electronics. This two-semester Career Studies Certificate aligns with coursework in the Electronics and Computer Technology (AAS) program. Students will be able to apply credits from this program to AAS degree in order to obtain advanced technical knowledge and skills in the field. Students will engage in coursework in the fields of electricity, electronics, industrial maintenance, and mathematics in order to gather the skills necessary for employment in electronics or a related field. Successful graduates will be able to secure entry-level employment or advanced employment in fields that require technical knowledge of electronics, computer repair, power, energy, and electronic systems.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Electronics Technology

Core Courses		Credits
IND 103	Industrial Methods	1
SDV 101	Orientation	1
SAF 130	Industrial Safety-OSHA 10	1
MTH 115	Technical Math	3
ETR 113	DC & AC Fundamentals I	4
ETR 114	DC & AC Fundamentals II	4
ETR 156	Digital Circuits and Microprocessor Fundamentals	4
ETR 203	Electronic Devices I	4
ETR 237	Industrial Electronics I	3
ETR 238	Industrial Electronics II	3

Total minimum credits: 28

2017-2018

ENTREPRENEURSHIP

Career Studies Certificate

Purpose: This career studies certificate provides the student with the skills to allow them to start, run or be more effective working in a small business, including providing the student with a realistic expectation of what running a small business entails and the commitment necessary to be successful.

Occupational Objectives: Students will gain skills to enable them to be more successful at starting, running or working in a small business.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Entrepreneurship

Course		Credits
ACC 211	Accounting I	3
ACC 213	Accounting I Lab	1
BUS 116	Entrepreneurship	3
BUS 205	Human Resource Management	3
BUS 241	Business Law I	3
BUS 260	Planning for Small Business	3
FIN 107	Personal Finance	3
ITE 160	Introduction to E-Commerce	3
MKT 100	Principles of Marketing	3

Total minimum credits: 25

2017-2018

GENERAL EDUCATION

Certificate

Purpose: The curriculum serves as a core of general education courses that will assist students toward fulfilling the requirements for many of the College's associate degrees.

Occupational Objectives: To complete a core of general education requirements on the path toward completing an associate degree.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

General Education

First Semester		Credits
SDV 100	Orientation	1
ENG 111	College Composition I	3
MTH ___	Math elective[1]	3
___ ___	Social/Behavioral Science elective[2]	3
___ ___	Science with Laboratory[3]	4
___ ___	Humanities/Fine Arts elective[4]	3
	Total Credits	**17**

Second Semester		Credits
___ ___	Communications elective[5]	3
___ ___	Social/Behavioral Science elective[2]	3
___ ___	Social/Behavioral Science elective[2]	3
___ ___	Science with Laboratory[3]	4
___ ___	Humanities/Fine Arts elective[4]	3
	Total Credits	**16**

Total minimum credits: 33

[1]Mathematics Elective: MTH 152, 157, 163, 164, 167, 180, 240, 263, 264, 265, 266, 267, 271.

[2]Social/Behavioral Science Elective: ECO 201, 202, GEO 210; HIS 101, 102, 111, 112, 121, 122, 127, 141, 142, 270, 276, 277, 281, 282; PLS 135, 211, 212, 215, 216, 225, 241, 242; PSY 200, 215, 230, 235, 270; SOC 200, 210, 215, 225, 252, 266, 268.

[3]Natural Science Elective: BIO 101, 102, 106, 107, 141, 142, 150, 206, 256, 270; CHM 101, 102, 111, 112, 241, 242, 243, 244, 260, 261; GOL 105, 106, 111; NAS 131, 132; PHY 100, 201,202, 241,242.

[4]Humanities/Fine Arts Elective: HUM 201, 202, 241, 259; ART 100, 101, 102, 121, 122, 125, 131, 132, 138, 153, 154, 231, 232, 235, 236, 241, 242, 259, 271, 272; CST 130, 131, 132, 141, 229, 250; DAN 200; ENG 211, 212, 241, 242, 243, 244, 250, 251, 252, 253, 254, 255, 273; MUS 121, 122, 221, 225; PHI 100, 101, 111, 200, 220, 227, 260; REL 200, 210, 215, 216, 230, 233, 237, 246; Foreign Languages: 201, 202 level.

[5]Communications Elective: CST 100, ENG 112.

2017-2018

GRAPHIC DESIGN

Career Studies Certificate

Purpose: This program is designed to provide the professional background and skills in graphic design for entry-level positions in graphic communication and graphic design.

Occupational Objectives: Advertising and business design, graphic design, Web page design, graphic artist, graphic design technician, and other related fields.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Program Requirements: Students must satisfactorily complete all general education and computer graphics program requirements and work with an advisor or counselor and the graphic design faculty advisor to plan the curriculum after the first semester.

Graphic Design

General Education Courses		Credits
CST 100	Principles of Public Speaking	3

Program Courses		
ART 131	Fundamentals of Design	4
ART 180	Introduction to Computer Graphics	3
ART 251	Communications Design I	3
ART 252	Communications Design II	3
ART 283	Computer Graphics I	3
ART 284	Computer Graphics II	3
PHT 164	Digital Photography	3
ART 141	Typography	3
ART 190	Internship	1

Total minimum credits: 29

2017-2018

HEALTH INFORMATION MANAGEMENT

Certificate

Purpose: The certificate program is designed to provide graduates with the knowledge and skills necessary to obtain entry-level employment in a variety of local medical settings.

Occupational Objectives: The Health Information Management (HIM) Certificate program will prepare graduates for entry-level employment in a variety of local medical office settings (acute care facilities, outpatient physician offices and facilities, medical coding/billing, insurance companies, and more). Graduates will obtain the necessary knowledge and skills in areas such as basic medical coding, patient scheduling, health records maintenance, healthcare compliance, billing, and reimbursement.

This program is also designed to provide graduates with the knowledge and skills necessary to take the National Coding Exam (CCA-Certificed Coding Associate) with AHIMA (The American Health Informaiton Management Association) and/or the National Coding Exam (CPC-Certified Professional Coder) with the AAPC (The American Academy of Professional Coders).

Admission Requirement: Admission to the College. There are no additional admission requirements for this program. Additional program information can be found on the program's web site at the link below or in the Admissions and Advising Center or in the Health and Life Sciences Division office.

You can find additional information about the Health Information Management Certificate in a booklet, which can be found on the program's web page, in Admissions and Advising, and in the Health and Life Sciences Building.

Health Information Management

General Education Courses		Credits
SDV 100	Orientation	1
HLT 141	Introduction to Medical Terminology	2
ITE 119	Information Literacy	3
ENG 111	English Composition I	3
BIO 145	Human Anatomy & Physiology for Health Sciences	4

Core Health Information Management Courses		
HIM 110	Introduction to Human Pathology	3
HIM 141	Fundamentals of Health Information Systems I	3
HIM 226	Legal Aspects of Health Record Documentation	2
HIM 250	Health Data Classification Systems I: ICD9-CM	4
HIM 255	Health Data Classification Systems II: CPT	2
HIM 260	Pharmacology for HIM	3
HIM 254	Advanced Coding and Reimbursement	4
HIM 196	On-Site Training	1

Total minimum credits: 35

2017-2018

HEALTH SCIENCE PREPARATION

Career Studies Certificate

Purpose: Provide students with a more formalized/structured pre-admission academic plan which will help both the student and the college be recognized for completion of health science program admission requirements.

Admission Requirement: Admission to the College. Completion of individual course prerequisites as identified in the college catalog.

Health Science Preparation

Core Courses		Credits
SDV 100	Student Orientation	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
ITE 119 or	Information Literacy or	3
ITE 120	Principles of Information Systems	
BIO 141	Human Anatomy and Physiology I	4
BIO 142	Human Anatomy and Physiology II	4
or BIO 145*	Human Anatomy and Physiology for the Health Sciences	4
Required Social Science Course**		3
Humanities Elective ***		3
Total Minimum Credits:		**20-24**

*Refer to the degree requirements for the program(s) for which you plan to apply to determine the required anatomy & physiology course(s).

** Refer to the degree requirements for the program(s) for which you plan to apply to determine acceptable social science course(s). Some programs require more than three (3) credits of social science course.

*** Refer to the degree requirements for the program(s) for which you plan to apply to determine acceptable humanities course.

2017-2018

MANUFACTURING TECHNOLOGY

Career Studies Certificate

Purpose: To prepare students for employment in manufacturing.

Occupational Objectives: This Career Studies Certificate is designed as an entry-level training program aligned to recognized, highly transferrable industry credentials. This two-semester program is aligned to coursework in the Electronics and Computer Technology (AAS) Program. Students will engage in coursework in the fields of electricity, electronics, industrial maintenance, mathematics, and mechanics in order to gather the skills necessary for attainment of the Manufacturing Technician Level 1 (Manufacturing Skills Institute) and Certified Mechatronic Systems Assistant (Siemens). Job titles may include Engineering Technician, Industrial Maintenance Mechanic, and Mechatronic Systems Assistant.

Admission Requirements: Admission to the College. There are no additional admissions requirements for this program.

Manufacturing Technology

Course		Credits
IND 103	Industrial Methods	1
SDV 101	Orientation	1
SAF 130	Industrial Safety-OSHA 10	1
MTH 115	Technical Math	3
ETR 113	DC & AC Fundamentals 1	3
ELE 239	Programmable Controllers	3
IND 250	Introduction to Basic Computer Integrated Manufactuirng	3
MEC 155	Mechanisms	3
MEC 161	Basic Fluid Mechanics-Hydraulics Pneumatics	3
IND 251	Automated Manufacturing Systems I	4
IND 113	Materials and Processes in Manufacturing I	3

Total minimum credits: 28

2017-2018

Medical Administrative Support Assistant (MASA)

Career Studies Certificate

Purpose: The Medical Administrative Support Assistant (MASA) career studies certificate is designed to provide students with the basic academic and technical skills necessary for entry-level jobs in local hospitals and physician offices, in the areas such as a medical secretary on the floor of an acute care hospital, admissions and patient registration, receptionist, customer service representative, front office staff, office assistant and more. Some working environments include physician's offices, hospitals, outpatient clinics, nursing homes and long-term care facilities. This program of study also gives students a foundation of academic course work that will allow them to continue their education in the areas of health information management – medical coding.

The PVCC Medical Administrative Support Assistant (MASA) program helps prepare you to take the Certified Medical Administrative Assistant (CMAA) exam, and/or the Certified Billing and Coding Specialist (CBCS) exam, and/or the Certified Electronic Health Record Specialist (CEHRS) exam with the National Healthcareer Association. If you meet elegibility requirements and pass this exam, you'll become certified which can help you stand out as an applicant.

Occupational Objectives: Entry-level positions in hospitals and physician offices; articulation into health information management program-medical coding. Entry-level positions in an acute care hospital can be in the areas of patient registration, admissions, and floor medical secretaries. In a physician's office setting, the medical administrative support assistant (MASA) is the person who helps keeps the office running as smoothly as possible, regarding "everything administratively" – such as recordkeeping and patient documentation, assisting with patient insurance claims, medical coding, patient scheduling, confirm patient appointments, and data entry of the non-technical or medical coding information provided.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program. Additional information can be found on the program's website or in the Admission and Advising Center or in the Health and Life Sciences Division office.

Medical Administrative Support Assistant

Course		Credits
HLT 141	Introduction to Medical Terminology	2
ITE 119	Information Literacy	3
AST 243	Office Administration I	3
HIM 226	Legal Aspects of Health Record Documentation	2
HIM 106	International Classification of Diseases I	2
HIM 196	On-Site Training	1
___ ___	Technical Elective[1]	3

Total minimum credits: 16

[1] Technical Electives Include:
ITE 215 Advanced Computer Applications – 4 credits
AST 242 Medical Insurance and Coding – 3 credits

2017-2018

NURSING ASSISTANT

Career Studies Certificate

Purpose: This career studies certificate prepares students to take the Virginia state nursing assistant certification exam to become a Certified Nurse Aide (CNA), transition into the Practical Nursing Program and become successful employees in a variety of health care settings.

Occupational Objectives: Work as a certified nurse aide in a variety of health care setting such as long term care and assisted living facilities, home care settings, physician offices and acute care hospitals.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program. Additional information can be found on the program's website or in the Admission and Advising Center or in the Health and Life Sciences Division office.

You can find additional information about the Nursing Assistant Career Studies Certificate in a booklet, which can be found on the program's web page, in Admissions and Advising, and in the Health and Life Sciences Division Office.

Nursing Assistant

Core Courses		Credits
HCT 101	Health Care Technician I [1]	3
HCT 102	Health Care Technician II [1]	3
SDV 100	Student Orientation	1
HLT 141	Medical Terminology	2
ITE 100	Introduction to Informatin Systems[2]	3
HLT 100	First Aid and CPR	2
HLT 145	Ethics for Health Care Personnel	2
HLT 140	Nutrition and Diet Therapy[3]	1
___ ___	Elective[4]	3

Total minimum credits: 20

[1]Meets current BON nurse aide content requriements. Successful completion leads to eligibility to take the certification exam.

[2]Can substitute ITE 119.

[3]Can substitute PNE 116.

[4]Students may choose from any of the following courses: AST, ASL, BIO 145, BUS, CHD, ENG, HLT, ITE, MKT 100, PSY, SOC, SPA 163, SPA 164.

2017-2018

PHARMACY TECHNICIAN

Career Studies Certificate

Purpose: Provide individuals trained to perform Pharmacy Technician duties in local healthcare facilities.

Occupational Objective: Pharmacy technicians are individuals who help licensed pharmacists dispense prescription medication to customers or health professionals, measuring amounts of medication for prescriptions, packaging and labeling prescriptions, accepting payment and providing information to patients. They work in retail pharmacies and hospitals.

Admission Requirement: Admission to the College. Completion of MTE 1-5 or qualified placement test score and complete ENF 2 or qualified placement testscore for this program. Additional information can be found onthe program's website or in the Admission and Advising Center or in the Health and Life Sciences Division office. You can find additional information about the Pharmacy Technician Career Studies Certificate in a booklet, which can be found on the program's webpage, in Admissions and Advising, and the Health and Life Sciences Building.

Pharmacy Technician
Fulltime Program

Core Courses		Credits
Fall		
HLT 141	Medical Terminology	2
BIO 145	Anatomy & Physiology for the Health Sciences	4
ITE 119[1]	Information Literacy	3
HLT 195	Introduction to Pharmacy	3
Spring		
HLT 250	General Pharmacology	3
HLT 261	Basic Pharmacy I	3
HLT 263	Basic Pharmacy I Lab	1
HLT 262	Basic Pharmacy II	3
HLT 264	Basic Pharmacy II Lab	1
Summer		
HLT 290	Coordinated Internship	5
HLT 295	Pharmacy Technician Capstone	1

Total Minimum Credits: 29

[1] May substitute ITE 120

Pharmacy Technician
Part Time Program

Core Courses		Credits
Summer		
HLT 141	Medical Terminology	2
BIO 145	Anatomy & Physiology for the Health Sciences	4
Fall		
ITE 119[1]	Information Literacy	3
HLT 195	Introduction to Pharmacy	3
Spring		
HLT 250	General Pharmacology	3
HLT 261	Basic Pharmacy I	3
HLT 263	Basic Pharmacy I Lab	1
HLT 262	Basic Pharmacy II	3
HLT 264	Basic Pharmacy II Lab	1
Summer		
HLT 290	Coordinated Internship	5
HLT 295	Pharmacy Technician Capstone	1

Total Minimum Credits: 29

[1] May substitute ITE 120

PRACTICAL NURSING

Certificate

Purpose: The one-year certificate program is designed to provide the community with graduates who, after receiving licensure and under the guidance of a registered nurse or licensed physician/dentist, provide therapeutic, rehabilitative and preventative care for people of all ages and diverse cultures in various stages of dependency. The practical nurse takes care of patients in extended care and in other non-acute care settings. Graduates of the program are eligible to apply for licensure after successful completion of the National Council Licensing Examination for Practical Nurses (NCLEX-PN).

Occupational Objectives: Employment opportunities for licensed practical nurses include staff positions in long-term care facilities, doctors' offices, correctional facilities, clinics, schools and other structured health care settings.

Admission Requirements: In addition to admission to the College, there are specific admission requirements for this program. These requirements may change on an annual basis, and students can find the most up-to-date information on the program in a booklet, which can be found on the program's web page, in the Admissions and Advising Center, and in the Health and Life Sciences Division office.

Practical Nursing

General Education Courses[1]		**Credits**
BIO 145	Human Anatomy and Physiology for the Health Sciences	4
SDV 100	Orientation	1
ENG 111	College Composition I	3
PSY 230	Developmental Psychology	3
ITE 119	Information Literacy	3
HLT 141	Introduction to Medical Terminology	2
Practical Nursing Courses		**Credits**
First Semester (Spring)		
PNE 186	Nursing Concepts I	6
PNE 116	Nutrition and Diet Therapy or HLT 130 Normal Nutrition	1
PNE 173	Pharmacology for Practical Nurses	2
Second Semester (Summer)		
PNE 187	Nursing Concepts II	9
Third Semester (Fall)		
PNE 188	Nursing Concepts III	6
PNE 174	Applied Pharmacology for Practical Nurses	1

Total minimum credits: 41

[1]Completion of general education courses is one criteria used to make admissions decisions.

2017-2018

PROFESSIONAL COOKING

Career Studies Certificate

Purpose: Prepares individuals for immediate employment as a professional cook.

Occupational Objectives: Combining technical training and work-based learning, this program will meet the demands for competitive employment in the food service industry. Program graduates will have the necessary training and experience for competitive entry into employment in restaurants, catering, grocery stores, and institutional food service. Successful graduates will earn a ServSafe certification for food safety.

Admission Requirement: Admission to the College. There are no additional admission requirements for this program.

Professional Cooking

Course		Credits
SDV 100	Orientation	1
HLT 100	First Aid & CPR	2
HRI 106	Principles of Culinary Arts	3
HRI 119	Applied Nutrition for Food Service	3
HRI 128	Principles of Baking	3
HRI 158	Sanitation and Safety	3
HRI 219	Stock, Soup and Sauce Preparation	3
HIR 220	Meat, Seafood, and Poultry Preparation	3
MTH 120	Introduction to Mathematics or Technical Elective	3

Total minimum credits: 24

Approved Technical Electives

HRI 134	Food and Beverage Service Management	3
HRI 159	Introduction to Hospitality Industry Computer Systems	4
HRI 190	Coordinated Internship	3
HRI 215	Food Purchasing	3
HRI 224	Recipe and Menu Management	3
HRI 251	Food and Beverage Cost Control I	3

2017-2018

RETAIL MANAGEMENT

Career Studies Certificate

Purpose: Provide individuals trained to perform Retail Management in retail firms throughout the service region.

Occupational Objectives: Successful graduates will be able to directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Admission Requirement: Admission to the College. Completion of MTE 1-3 or qualified placement test scores and placement into ENF 2 or qualified placement test score for the program. Additional information can be found on the program's website, or in the Admission and Advising Center or in the Business, Mathematics and Technologies Division office.

Retail Management

Course		Credits
BUS 100	Introduction to Business	3
BUS 205	Human Resource Management	3
BUS 236	Communication in Management	3
MKT 100	Principles of Marketing	3
MKT 110	Principles of Selling	3
MKT 215	Selling and Marketing Management	3
MKT 216	Retail Organization and Management	3
MKT 260	Customer Service Management	3

Total minimum credits: 24

2017-2018

SURGICAL TECHNOLOGY

Certificate

Purpose: The one-year certificate program is designed to provide the community with individuals who can function as surgical technologists. This program of study will provide students with an entrance into the health care field that is rewarding, in demand, and provides an opportunity for career advancement.

Occupational Objectives: The three-semester surgical technology certificate program will prepare individuals to perform selected activities in the operating room as an entry-level member of the surgical team. The certificate curriculum is designed to provide graduates the opportunity to become nationally certified as a surgical technologist.

Admission Requirements: In addition to admission to the College, there are specific admissions requirements fro this program. These requirements may change on an annual basis, and students can find the most up-to-date information in a booklet, which can be found on the program's web page, in the Admission and Advising Center and in the Health and Life Sciences Division Office.

Surgical Technology

General Education Courses[1]		**Credits**
BIO 141	Human Anatomy and Physiology I	4
HLT 141	Introduction to Medical Terminology	2
SDV 100	Orientation	1
BIO 142	Human Anatomy and Physiology II	4
ENG 111	College Composition I	3
BIO 150	Introduction to Microbiology	4

Surgical Technology Courses		**Credits**
First Semester (Fall)		
SUR 140	Introduction to Surgical Care	4
SUR 145	Fundamentals of Surgical Care	4
Second Semester (Spring)		
SUR 250	Surgical Pharmacology	2
SUR 210	Surgical Procedures	8
Third Semester (Summer)		
SUR 260	Surgical Technology Clinical Practicum	5
SUR 254	Professional Issues in Surgical Technology	1

Total minimum credits: 42

[1]Completion of general education courses is one criteria used to make admissions decisions.

2017-2018

WEB TECHNOLOGIES

Career Studies Certificate

Purpose: This career studies certificate provides the student with the aesthetic, technical and management knowledge required for the creation and management of well-designed and well-organized Web sites. This career studies certificate also prepares the student for the CIW Associate Certification and the CIW Associate Design Specialist Certification.

Occupational Objectives: Students will gain skills in Web site creation, web page design and other skills that will allow them to utilize these skills for fun or profit.

Admission Requirements: In addition to admission to the College, there are specific admission requirements for this program. The student needs to have taken ITE 119, ITE 120, ITE 127 or passed one of the corresponding credit-by-exams. Advanced students who have completed college-level computing courses and/or have work experience in a computer-related field may have beginning-level computer courses waived, if approved by the dean of the Division of Business, Mathematics and Technologies. The approval process may include a passing score on a credit-by-exam.

Web Technologies

Core Courses		Credits
ART 131	Fundamentals of Design	4
ITD 110	Web Page Design I	3
ART 180	Introduction to Computer Graphics	3
ITD 210	Web Page Design II	3
ITD 132	SQL Programming	3

Total minimum credits: 16

2017-2018

ROTC PROGRAMS

AIR FORCE ROTC PROGRAM

Four-year Reserve Officer Training Corps (ROTC) programs are available in conjunction with the University of Virginia. These programs offer the opportunity to take classes in army or air science, and can lead to becoming a commissioned officer in the Army or Air Force. The credit awarded for ROTC classes counts toward PVCC degree requirements. For further information about PVCC credit, contact the Division of Health and Life Sciences at 434.961.5431.

The Air Force Reserve Officers Training Corps (AFROTC) is the largest of three programs available through the Air Force to earn a commission and serve as an officer in the United States Air Force. The AFROTC program at PVCC is established under a cross-town agreement with the University of Virginia. PVCC students take the first two years of AFROTC classes at the University of Virginia for PVCC credit. Upon transferring into a four-year institution that offers an AFROTC program, students can complete the US Air Force officer training and receive a commission in the United States Air Force upon completing their undergraduate degree.

AFROTC offers two, three, and four year commissioning programs for students of all levels, both graduate and undergraduate. The four-year program is designed for students who join during their first year of college. Students take all four years of air science classes and attend a four week summer field-training encampment at an Air Force Base between their second and third years.

Students may also enroll in AFROTC during their second year of college. Those awarded a scholarship will dual enroll in both the 100 and 200 level courses during their second year of college and attend a four-week summer field-training encampment. Students not on scholarship will take only the 200 level courses and attend a five-week summer field-training encampment.

Students enrolling in the program during their third year attend field training between their third and fourth years. At a minimum, the two-year program allows students who have missed any portion of the first two years to attend the 300 and 400 level courses and a five-week field-training encampment.

Unless the student earns an AFROTC scholarship, there is no service obligation inside the first two years of the four-year program. However, all students who enter into the Professional Officer Course (the last two years), enter into a contractual obligation with the Air Force to serve on active duty upon commissioning.

After graduation and commissioning as second lieutenants in the Air Force, graduates serve in any number of career fields for a four-year active duty service commitment. Interested and qualified students may compete to become Air Force pilots or navigators. Successful pilot and navigator candidates serve 10 and six year active duty service commitments, respectively.

Active duty may be delayed after graduation for those who wish to immediately pursue a graduate degree. Merit-based financial scholarships are offered to qualified students through two, three, and four year scholarships. Qualified students may be offered an AFROTC scholarship for full or partial college tuition, incidental fees, textbook allowances, and a monthly subsistence allowance of $250 to $400 dependent on academic year. Scholarship students incur a military obligation.

Air Force ROTC Program
First Year

Fall Semester

PVCC *Course#	UVA Course#	Title	Credits
MSC 101	AIRS 110	Foundations of USAF I	1

Spring Semester

PVCC *Course#	UVA Course#	Title	Credits
MSC 102	AIRS 120	Foundations of USAF II	1

Second Year

Fall Semester

PVCC *Course#	UVA Course#	Title	Credits
MSC 201	AIRS 210	Evolution of Air & Space Power I	1

Spring Semester

PVCC *Course#	UVA Course#	Title	Credits
MSC 202	AIRS 220	Evolution of Air & Space Power II	1

***All AFROTC courses require one additional hour per week of leadership lab.**

For further information contact:
AFROTC Detachment 890
University of Virginia
PO Box 400188
Charlottesville VA 22904-4188
434.924.6832 Fax: 434.982.2842
e-mail: afrot@virginia.edu
www.virginia.edu/-afrotc

2017-2018

ARMY ROTC PROGRAM

Four-year Reserve Officer Training Corps (ROTC) programs are available in conjunction with the University of Virginia. The credit awarded for ROTC classes counts toward PVCC degree requirements. For further information about PVCC credit, contact the contact the Division of Health and Life Sciences at 434.961.5431.

The Army Reserve Officers Training Corps (ROTC) offers a general military science curriculum that provides eligible students the opportunity to become commissioned officers in the United States Army while completing their undergraduate or graduate degrees.

Qualified cadets enroll in one military science class and leadership laboratory each semester. Cadets attend a five-week leadership training camp during the summer between their Junior and Senior years. With the instructor's permission, students not enrolled in Army ROTC may take military science classes as electives. These students are not cadets and do not participate in the "Applied Military Leadership" courses.

Second year, transfer, and graduate students who were unable to take ROTC during the first two years of college may be eligible for a compressed program. These students complete a five week summer internship at Fort Knox, Kentucky. During attendance they are provided transportation, food, lodging, and cadet pay.

Highly qualified students may compete for two, three, and four year scholarships that cover tuition, an annual stipend for books and equipment, and a monthly stipend during the school year. Students may apply during their junior or senior years of high school and their first and second years of college. Scholarship recipients and contracted cadets incur a military service obligation.

Non-scholarship cadets enroll in the same courses as scholarship cadets. During their Junior and Senior years, they receive the monthly stipend. Non-scholarship cadets incur no military obligation until the last two years of a four-year academic program at the University.

ARMY ROTC PROGRAM

First Year

Fall Semester

PVCC Course#	UVA Course#	Title	Credits
MSC 111	MISC 1010	Leadership & Personal Development	1
	MISC 1015	Intro to Applied Military Leadership	1

Spring Semester

PVCC Course#	UVA Course#	Title	Credits
MSC 112	MISC 1020	Intro to Tactical Leadership	1
	MISC 1025	Intro to Applied Military Leadership	1

Second Year

Fall Semester

PVCC Course#	UVA Course#	Title	Credits
MSC 211	MISC 2010	Foundations of Leadership	1
	MISC 2015	Intermediate Applied Military Leadership	1

Spring Semester

PVCC Course#	UVA Course#	Title	Credits
MSC 212	MISC 2020	Foundations of Tactical Leadership	1
	MISC 2025	Intermediate Applied Military Leadership	1

For further information contact:
Department of Military Science
PO Box 400782, Room 108
Astronomy Building
University of Virginia
Charlottesville VA 22904-4782
434.924.7101
www.virginia.edu/arotc

2017-2018

DESCRIPTIONS OF COURSES

A/C AND REFRIGERATION

AIR 116 Duct Construction and Maintenance (3 cr, F/Sp/Su) Presents duct materials including sheet metal, aluminum, and fiber glass. Explains development of duct systems, layout methods, safety hand tools, cutting and shaping machines, fasteners and fabrication practices. Includes duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation, and ventilating hoods. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 235 Heat Pumps (3 cr, F/Sp/Su) Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 281 Energy Management I (3 cr, F/Sp/Su) Introduces methodology for residential audits covering heat flow analysis, construction methods and materials. Discusses effects of life styles on energy consumption, conservation and practices, renewable energy sources, calculating cost and savings, interviewing and education techniques. Introduces commercial and industrial energy audits, methodology for the performance of audits covering heat flow analysis, construction methods and materials. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 282 Energy Management II (3 cr, F/Sp/Su) Introduces methodology for residential audits covering heat flow analysis, construction methods and materials. Discusses effects of life styles on energy consumption, conservation and practices, renewable energy sources, calculating cost and savings, interviewing and education techniques. Introduces commercial and industrial energy audits, methodology for the performance of audits covering heat flow analysis, construction methods and materials. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: Completed AIR 281.

ACCOUNTING

ACC 124 Payroll Accounting (2 cr, IR) Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation. Lecture 2 hours per week.

ACC 211 Principles of Accounting I (3 cr, F/Sp/Su) Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Studies service and merchandising companies. Lecture 3 hours per week. Corequisite: ACC 213.

ACC 212 Principles of Accounting II (3 cr, F/Sp/Su) Continues Principles of Accounting 211 with emphasis on cost and managerial accounting. Lecture 3 hours per week. Prerequisite: Completed ACC 211. Corequisite: ACC 214.

ACC 213 Principles of Accounting Laboratory I (1 cr, F/Sp/Su) Provides problem-solving experience to supplement instruction in ACC 211. Laboratory 2 hours per week. Corequisite: ACC 211.

ACC 214 Principles of Accounting Laboratory II (1 cr, F/Sp/Su) Provides problem-solving experience to supplement instruction in ACC 212. Laboratory 2 hours per week. Corequisite: ACC 212.

ACC 221 Intermediate Accounting I (3 cr, F) Analyzes principal elements of accounting systems and statements. Lecture 3 hours per week. Prerequisite: Completed ACC 212.

ACC 222 Intermediate Accounting II (3 cr, Sp) Continues Intermediate Accounting I. Analyzes principal elements of accounting systems and statements. Lecture 3 hours per week. Prerequisite: Completed ACC 221.

ACC 231 Cost Accounting I (3 cr, Sp) Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control and other topics. Lecture 3

KEY TO COURSE FREQUENCIES

F = offered fall semester **Sp** = offered spring semester **Su** = offered summer semester
Y = offered once every academic year **IR** = offered irregularly (contact division office for next offering)
PVCC cannot guarantee course frequency. However, to aid in student planning, courses typically are offered as indicated.

hours per week. Prerequisite: Completed ACC 212.

ACC 241 Auditing I (3 cr, IR) Presents techniques of investigating, interpreting, and appraising accounting records and assertions. Studies internal control design and evaluation, evidence gathering techniques and other topics. Lecture 3 hours per week. Prerequisite or corequisite: ACC 212.

ACC 261 Principles of Federal Taxation I (3 cr, F) 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.

ACC 290 Coordinated Internship in Accounting (2-4 cr, F/Sp/Su) Supervised on-the-job training in approved business, industrial, and service firms coordinated by the College. Applicable to all career and technical and transfer curricula at the discretion of the College. May be repeated for credit. Variable hours.

ADMINISTRATION OF JUSTICE

ADJ 100 Survey of Criminal Justice (3 cr, F) 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.

ADJ 115 Patrol Procedures (3 cr, F) Describes, instructs and evaluates street-level procedures commonly employed by patrol officers in everyday law enforcement operations. Lecture 3 hours per week.

ADJ 116 Special Enforcement Topics (3 cr, Su) Considers contemporary issues, problems, and controversies in law enforcement. This course will examine contemporary police responses to unusual crimes and criminals, including a case study approach to topics such as serial rapists, serial killers, and terrorism. Lecture 3 hours per week.

ADJ 130 Introduction to Criminal Law (3 cr, Sp) Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Lecture 3 hours per week.

ADJ 131 Legal Evidence (3 cr, F) Surveys the identification, degrees, and admissibility of evidence for criminal prosecution; examines pretrial and trial procedures as they pertain to the rules of evidence. Lecture 3 hours per week.

ADJ 133 Ethics and the Criminal Justice Professional (3 cr, Sp) Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts, and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional. Lecture 3 hours per week.

ADJ 140 Introduction to Corrections (3cr, IR) Focuses on societal respoonses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationship to other aspects of the criminal justice system. Lecture 3 hours per week.

ADJ 201 Criminology I (3 cr, F) Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Lecture 3 hours per week.

ADJ 227 Constitutional Law for Justice Personnel (3 cr, IR) Surveys the basic guarantees of liberty described in the U.S. Constitution and the historical development of these restrictions on government power, primarily through U.S. Supreme Court decisions. Reviews rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture 3 hours per week.

ADJ 229 Law Enforcement and the Community (3 cr, Sp) Considers current efforts by law enforcement personnel to achieve an effective working relationship with the community. Surveys and analyzes various interactive approaches of law enforcement agencies and the citizenry they serve. Lecture 3 hours per week.

ADJ 232 Domestic Violence (3 cr, IR) Surveys historical issues that have affected family violence. Examines current trends in the

context of the Criminal Justice System. Lecture 3 hours per week.

ADJ 236 Principles of Criminal Investigation (3 cr, Sp) 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 290 Internship in Administration of Justice (2-4 cr, F/Sp/Su) Supervised on-the-job training in selected business, industrial, and service firms coordinated by the College. May be repeated for credit. Variable hours.

ADMINISTRATIVE SUPPORT TECHNOLOGY

AST 101 Keyboarding I (3 cr, F/Sp) Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. Lecture 3 hours per week.

AST 102 Keyboarding II (3 cr, F/Sp) Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Lecture 3 hours per week. Prerequisite: Completed AST 101.

AST 117 Keyboarding for Computer Usage (1 cr, F/Sp/Su) Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week.

AST 132 Word Processing I (Word) (1 cr, F/Sp/Su) Introduces students to a word processing program to create, edit, save, and print documents. Lecture 1 hour per week. Recommended: 20 wpm keyboarding skills.

AST 243 Office Administration I (3 cr, Sp) 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 Lecture 3 hours per week. Prerequisite: Completed AST 101.

AST 290 Internship in Administrative Support Technology (2-4 cr, F/Sp/Su) Supervised on-the-job training in approved business, industrial, and service firms coordinated by the College. Applicable to all career and technical and transfer curricula at the discretion of the College. May be repeated for credit. Variable hours.

AMERICAN SIGN LANGUAGE

ASL 101-102 American Sign Language I-II (4 cr, F) (4 cr, Sp) Introduces the fundamentals of American Sign Language (ASL) used by the deaf community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gesture skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the deaf community. Lecture 4 hours. Prerequisite: Completed ASL 101 is a prerequisite for ASL 102.

ASL 201-202 American Sign Language III-IV (3 cr, F) (3 cr, Sp) Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Contact with the deaf community is encouraged to enhance linguistic and cultural knowledge. Lecture 3 hours. Prerequisite: Completed ASL 102 or instructor permission is a prerequisite for ASL 201. Completed ASL 201 is a prerequisite for ASL 202.

ARABIC

ARA 101-102 Beginning Arabic (I-II) (5 cr, F) (5 cr, S) Introduces understanding, speaking, reading, and writing kills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Lecture 5 hours per week. Prerequisite: Completed ARA 101 is a prerequisite for ARA 102.

ARA 201-202 Intermediate Arabic (I-II) (5 cr, F) (5 cr, S)

ART

ART 100 Art Appreciation (3 cr, F/Sp/Su) Introduces art from prehistoric times to the present day. Describes architectural styles,

sculpture, photography, print-making, and painting techniques. Lecture 3 hours per week.

ART 101-102 History and Appreciation of Art I-II (3 cr, F/Sp/Su) (3 cr, F/Sp/Su) Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of Western civilization to the present. Lecture 3 hours per week.

ART 109 History of Women Artists (3cr, IR) Surveys the work of women artists through history, with emphasis on the role of women artists. Lecture 3 hours per week.

ART 121-122 Drawing I-II (4 cr, F/Sp/Su) (4 cr, Sp/Su) 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. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week. Prerequisite: Completed ART for ART 122.

ART 125 Introduction to Painting (3 cr, F/Sp/Su) Introduces study of color, composition, and painting techniques. Places emphasis on experimentation and enjoyment of oil and/or acrylic paints and the fundamentals of tools and materials. Lecture 2 hours. Studio instruction 3 hours. Total 5 hours per week.

ART 131-132 Fundamentals of Design I-II (4 cr, F/Sp/Su) (4 cr, Sp, Su) Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

ART 138 Figure Drawing I (4 cr, IR) Develops drawing skills for beginning and experienced students. Explores a broad range of drawing problems dealing with the human figure in costume using various media and techniques. Lecture 2 hours. Studio instruction 2-4 hours. Total 4-6 hours per week. Prerequisite: Completed ART 121.

ART 141 Typography I (3 cr, IR) Studies the history of letter forms and typefaces and examines their uses in contemporary communications media. Emphasizes applications to specific design problems. Includes identification and specification of type, copy fitting and hands-on typesetting problems. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week. Prerequisite: Completed ART 180.

ART 153-154 Ceramics I-II (4 cr, F/Sp/Su) (4 cr, F/Sp/Su) Presents problems in the design and production of functional and nonfunctional ceramic works. Includes hand building, the potter's wheel, and clays and glazes. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week. Prerequisite: Completed ART 153 for ART 154.

ART 180 Introduction to Computer Graphics (3 cr, F/Sp/Su) Provides a working introduction to computer-based electronic technology used by visual artists and designers. Presents the basics of operating platforms and standard industry software. Introduces problems in which students can explore the creative potential of the new electronic media environment. Lecture 2 hours. Lab 3 hours. Total 5 hours per week.

ART 190 Coordinated Internship (1 cr., F/Sp/Su) Supervised on-the-job training in graphic design coordinated by the College.

ART 231-232 Sculpture I-II (4 cr, F/Sp) (4 cr, IR) Introduces sculptural concepts and methods of production in traditional and contemporary media. Includes clay, plaster, wood, stone, metal, plastics, and terra cotta. May include field trips. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week. Prerequisite: Completed ART 231for ART 232.

ART 235 Functional Ceramics (4 cr, F) Explores the design and production of functional ceramics, including hand building and use of the wheel. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week. Prerequisite: Completed ART 154.

ART 236 Sculptural Ceramics (4 cr, Sp) Explores the design and production of sculptural ceramics, including hand building and use of the wheel. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours

per week. Prerequisite: Completed ART 154.

ART 241-242 Painting I-II (4 cr, F/Sp/Su) (4 cr, Sp/Su) Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

ART 251-252 Communication Design I-II (3 cr, IR) (3 cr, IR) Studies the principles of visual communications as applied to advertising in newspapers, magazines, direct mail advertising, house organs, etc. Analyzes the influence of contemporary art on design. Lecture 2 hours. Studio instruction 2-4 hours. Total 4-6 hours per week. Prerequisites: Completed ART 131, ART 141, and ART 180 are the prerequisites for ART 251. Completed ART 251 is the prerequisite for ART 252.

ART 263 Interactive Design I (4 cr, F/Sp) Focuses on creative concepts of design problem solving for interactive design: techniques specific to web, multimedia for the web, and other interactive design products. Lecture 2 hours. Laboratory 2-4 hours. Total 4-6 hours per week.

ART 271-272 Printmaking I-II (3 cr, F/Sp/Su) (3 cr, IR) Introduces the student to the full range of printmaking techniques. Includes woodcuts, silkscreen, etching, and lithography. Provides historical perspective on printmaking. Lecture 2 hours. Studio instruction 3 hours. Total 5 hours per week.

ART 283-284 Computer Graphics I-II (3 cr, IR) (3 cr, IR) Utilizes micro-computers and software to produce computer graphics. Employs techniques learned to solve studio projects that reinforce instruction and are appropriate for portfolio use. Lecture 1-2 hours. Studio instruction 3-4 hours. Total 5-6 hours per week. Prerequisites: Completed ART 180 for ART 283. Completed ART 283 for ART 284.

BIOLOGY

BIO 101-102 General Biology I-II (4 cr, F/Sp/Su) (4 cr, F/Sp/Su) 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. Lecture 3 hours. Laboratory 3 hours. Lecture and lab must be taken concurrently. Total 6 hours per week. Prerequisites: Completed MTE 1-9 or placement test score equivalent or SAT math score of 520 or greater or ACT math score of 22 or greater; AND placement into ENF3/ENG 111 are the prerequisites for BIO 101. Completed BIO 101 is a prerequisite for BIO 102. Corequisite: BIO 101 lab for BIO 101 and BIO 102 lab for BIO 102. **Credit toward graduation will not be awarded for both BIO 101 and BIO 106**.

BIO 106 Life Science (4 cr, F/Sp/Su) Provides a topical approach to basic biological principles. Includes the scientific process, characteristics of living organisms, molecular aspects of cells, bioenergetics, cellular and organismal reproduction genetics, evolution, some animal and plant systems, and ecology. Designed for the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: VPT placement into ENF 3, or SAT Critical Reading score of 500 or greater, or ACT score of 21 or greater; AND completion of MTE 1-5 or placement test score equivalent. Corequisite: BIO 106 Lab. **Credit toward graduation will not be awarded for both BIO 106 and BIO 101. BIO 106 will not satisfy the lab science requirement for the AS in Physical and Natural Science**.

BIO 107 Biology of the Environment (4 cr, IR) Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth, and migration, use of natural resources and waste management, ecosystem simplification recovery, evolution, bio-geochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate, and ozone depletion and acid deposition. Lecture and laboratory must be taken in the same semester. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: VPT placement into ENF 3, or SAT Critical Reading score of 500 or greater, or ACT score of 21 or greater; AND completion of MTE 1-5 or placement test score equivalent. Corequisite: BIO 107 lab.

BIO 141-142 Human Anatomy and Physiology I-II (4 cr, F/Sp/) (4 cr, F/Sp/Su) Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed NAS 2 with a grade of "P" OR pass NAS 2 challenge exam with a grade of 70% or higher or completion of a college-level biology or chemistry course with a grade of "C" or better within the last five years are the prerequisites for BIO 141. Completed BIO 141 is a prerequisite for BIO 142. Corequisite: BIO 141 lab for BIO 141 and BIO 142 lab for BIO 142.

BIO 145 Human Anatomy and Physiology for the Health Sciences (4 cr, F/Sp/Su) Introduces human anatomy and physiology primarily to those planning to pursue an AAS degree in nursing. Covers basic chemical concepts, cellular physiology, as well as the anatomy and physiology of human organ systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

BIO 150 Introductory Microbiology (4 cr, F/Sp/Su) Studies the general characteristics of microorganisms. Empasizes their relationships to individual and community health. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisite: Completion of NAS 2 with a grade of "P" OR pass NAS 2 challenge exam with a grade of 70% or higher OR completion of a college-level biology course with a grade of "C" or higher within the last five years, AND completion of MTE 1-5 (or equivalent, AND placement inot ENF 3/ENG 111. Co-requisite: BIO 150 lab.

BIO 180 Introduction to Careers in Biotechnology (1 cr, F) Provides an understanding of the many careers in biotechnology and the Central Dogma of Biology on which these careers are based. Lecture 1 hour. Total 1 hour per week.

BIO 206 Cell Biology (4 cr, S) Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisite: BIO 101 and one semester of college biology chemistry.

BIO 256 General Genetics (4 cr, F) Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed BIO 102 or equivalent.

BIO 270 General Ecology (4 cr, IR) Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed BIO 101 & BIO 102 or BIO 101 & BIO 107.

BIO 299 Supervised Study (2 cr, F/Sp) This is a capstone independent research course designed fro science degree students. Prerequisite: Successful completion of BIO 101 and one of the following courses: BIO 102, 200-level Biology course or BIO 150 and instructor permission. Variable hours.

BUILDING TRADES

BLD 101 Construction Management I (3 cr, F) Presents overviews of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, business methods, including basic computer usage, safety and general project management procedures. Lecture 3 hours per week.

BLD 102 Construction Management II (3 cr, S) Emphasizes advance management techniques and methodology. Includes engineering economics, accounting principles, life cycle costing, value engineering, systems analysis with computer applications, work improvement, quality control, and a broad overview of the construction management profession. Lecture 3 hours per week.

BLD 215 OSHA 30 Construction Safety (2 cr, F/Sp/Su) Covers all topics including in the OSHA 30-hour course. Lecture 2 hours per week. Prerequisite: OSHA 10 Certification.

BLD 231 Construction Estimating I (3 cr, F) Focuses on materials take-off and computing quantities from working drawings and specifications. Includes methods for computing quantities of concrete, steel, masonry, roofing and excavation. Deals with pricing building components, materials and processes, as well as transportation and handling costs, mark-up discount procedures, equipment cost and labor rates. Lecture 3 hours per week.

BLD 232 Construction Estimating II (3 cr, S) Presents an introduction to computer programs for construction estimating. Produces a cost estimate for a major project with the aid of a computer program. Lecture 3 hours per week.

BLD 247 Construction Planning and Scheduling (3 cr, F) Introduces principles of planning and scheduling of a construction project. Includes sequence of events and processes on a construction site. Studies scheduling techniques including the critical path method. Lecture 3 hours per week.

BLD 290 Coordinated Internship (1-5 cr, S) Supervises on-the-job-training for selected business, industrial or service firms coordinated by the college. Credit/practice ration not to exceed 1:5 hours. May be repeated for credit. Variable hours.

BUSINESS MANAGEMENT AND ADMINISTRATION

BUS 100 Introduction to Business (3 cr, F/Sp/Su) Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, finance, marketing, production, and risk and human resource management. Lecture 3 hours per week.

BUS 116 Entrepreneurship (3 cr, IR) Presents the various stpes 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.

BUS 200 Principles of Management (3 cr, F/Sp) Teaches management and the management functions of planning, organizing, directing, and controlling. Focuses on application of management principles of realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 202 Applied Management Principles (3 cr, F) Focuses on management practices and issues. May use case studies and/or management decision models to analyze and develop solutions to management problems. Lecture 3 hours per week.

BUS 205 Human Resource Management (3cr, IR) 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.

BUS 208 Quality and Productivity Management (3 cr, Sp) Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams, evaluation matrices, and implementation roadmaps. Lecture 3 hours per week.

BUS 220 Introduction to Business Statistics (3 cr, F/Sp/Su) Introduces statistics as a tool in decision making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis. Lecture 3 hours per week.

BUS 227 Quantitative Methods (3 cr, IR) Includes overview of quantitative methods in business decision making, simple and multiple regression and correlation analysis, time series analysis and business forecasting, decision analysis, linear programming, transportation and assignment methods, and network models. May include computer applications. Lecture 3 hours per week. Prerequisite: Completed MTH 163.

BUS 236 Communication in Management (3 cr, S) Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas. Teaches the basic techniques of effective oral and writing communication. Lecture 3 hours per week.

BUS 241 Business Law I (3 cr, F/Sp) Presents a broad introduction to legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

BUS 280 Introduction to International Business (3 cr, IR) 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.

BUS 290 Internship in Business (2-4 cr, F/Sp/Su) Supervised on-the-job training in approved business, industrial, and service firms coordinated by the College. Applicable to all career and technical and transfer curricula at the discretion of the College. May be repeated for credit. Variable hours.

CHEMISTRY

CHM 101-102 General Chemistry I-II (4 cr, F) (4 cr, Sp) Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for science technology, applied science and non-science majors. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: Completed MTE 1-5 or placement test score equivalent AND placement inot ENF 3/ENG 111 are prerequisites for CHM 101. Completed CHM 101 is a prerequisite for CHM 102. Corequisites: CHM 101 lab for CHM 101 and CHM 102 lab for CHM 102. **Credit toward graduation will not be awarded for both CHM 101 and CHM 111. CHM 101 and CHM 102 will not satisfy the lab science requirement for the AS in Physical and Natural Science.**

CHM 111-112 College Chemistry I-II (4 cr, F/Sp/Su) (4 cr, F/Sp/Su) Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: MTH 163 is a prerequisite or corequisite for CHM 111. Completed CHM 111 and MTH 163 are prerequisites for CHM 112. Corequisites: CHM 111 lab for CHM 111 and CHM 112 lab for CHM 112. **Credit for graduation will not be awarded for both CHM 112 and CHM 102**.

CHM 241-242 Organic Chemistry I-II (3 cr, F) (3 cr, Sp) Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite: Completed CHM 112 is a prerequisite for CHM 241. Completed CHM 241 and CHM 243 are prerequisites for CHM 242. Corequisite: CHM 243 lab for CHM 241 and CHM 244 lab for CHM 242.

CHM 243-244 Organic Chemistry Laboratory I-II (1 cr, F) (1 cr, Sp) Laboratory 3 hours per week. Prerequisite: Completed CHM 112 is a prerequisite for CHM 243. Completed CHM 241 and CHM 243 are prerequisites for CHM 244. This course is a Writing Intensive Course (WIC), and fulfills the College's WIC requirement. Corequisite: CHM 241 for CHM 243 and CHM 242 for CHM 244.

CHM 260 Introductory Biochemistry (3 cr, Sp) Explores fundamentals of biological chemistry including study of

macromolecules, metabolic pathways, and biochemical genetics. Lecture 3 hours per week. This course is a Writing Intensive Course (WIC), and fulfills the College's WIC requirement. Prerequisite: Completed CHM 112.

CHM 261 Introductory Biochemistry Lab (1 cr, Sp) Provides hands on lab experiences designed to reinforce the fundamentals of biological chemistry taught in CHM 260 such as biochemistry assays, enzyme kinetics, enzyme purification, chromatography, electrophoresis and use of wester blots. Laboratory 3 hours per week. Prerequisite: Completed CHM 112.

CHM 299 Supervised Study (2 cr, F/Sp) This is a capstone independent research course designed for science degree students. Prerequisite: Successful completion of CHM 112 and instructor permission. Variable hours.

CHILDHOOD DEVELOPMENT

CHD 120 Introduction to Early Childhood Education (3 cr, F/Sp) 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 curricula procedures. Lecture 3 hours per week.

CHD 145 Teaching Art, Music and Movement to Children (3 cr, IR) Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support of exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 164 Working with Infants and Toddlers in Inclusive Settings (3 cr, IR) Examines developmental and behavioral principles and practices and how these provide the most developmentally suitable curriculum and learning environment for very young children. Includes working with very young children with typical development, as well as those who are gifted, or have developmental delays or disabilities. Lecture 3 hours per week.

CHD 165 Observation and Participation in Early Child Settings (3 cr, IR) Focuses on observation as the primary method for gathering information about children in early childhood setting. Emphasizes development of skils in the implementation of a range of oberservation techiniques.One hour seminar, 4 hours of field placement. Total 5 hours per week.

CHD 166 Infant and Toddler Programs (3 cr, IR) Examines from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains.Emphasizes the importance of environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/toddler care giving. Lecture 3 hours per week.

CHD 205 Guiding the Behavior of Children (3 cr, IR) Explores the role of the early childhood educator in supporting emotional and social development of chidren, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance. Lecture 3 hours per week.

CHD 210 Introduction to Exceptional Children (3 cr, IR) Reviews the history of and legal requirments for providing intervention and educational services for young children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs. Lecture 3 hours per week.

CHINESE

CHI 101-102 Beginning Chinese I-II (5 cr) Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence

structure. Lecture 5 hours per week. Prerequuiste: Completed CHI 101 for CHI 102

CHI 201-201 Intermediate Chinese I-II (3 cr) Offers intensive practice in comprehending and speaking Chinese, with emphasis on developing structure and fluency. Lecutre 3 hours per week. Prerequisite: Completed CHI 102 for CHI 201, Completed CHI 201 for CHI 202.

COMMUNICATIONS, SPEECH AND THEATRE (CST)

CST 100 Principles of Public Speaking (3 cr, F/Sp/Su) Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

CST 105 Oral Communication (3 cr, IR) Studies effective communication with emphasis on speaking and listening. Lecture 3 hours per week.

CST 130 Introduction to the Theatre (3 cr, IR) 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 131-132 Acting I-II (3 cr, F/Sp) (3 cr, F/Sp) 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. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

CST 136 Theatre Workshop (3 cr, F/Sp) 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 141 Theatre Appreciation I- (3 cr, IR) Aims to increase knowledge and enjoyment of theatre. Considers process, style, organization, written drama, and performed drama. Lecture 3 hours per week.

CST 145 Stagecraft (3 cr, F/Sp) Acquaints the student with fundamental methods, materials, and techniques of set construction for the stage. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CST 229 Intercultural Communications (3 cr, IR) Emphasizes the influence of culture on the communication process, including differences in values, message systems, and communication rules. Lecture 3 hours per week.

CST 233-234 Rehearsal and Performance I-II (3 cr, IR) (3 cr, IR) Explores various aspects of the theatre through involvement in college theatre production. Variable hours per week.

CST 250 The Art of the Film (3 cr, IR) Introduces the art of the film through a survey of film history; viewing, discussion, and analysis of selected films. Studies film techniques such as composition, shot sequence, lighting, visual symbolism, sound effects, and editing. Lecture 3 hours per week.

CST 251 Stage Lighting and Sound (3 cr, F/Sp/Su) Provides students with a basic understanding of the principles of stage lighting and sound. Instructs students in the fundamentals of stage lighting such as: functions of lighting, qualities of light, design, basic electricity, lighting instruments and equipment, board operation, and safety. Instructs students in the functions of sound, equipment, design, and sound operation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

COMPUTER AIDED DRAFTING AND DESIGN

CAD 151 Engineering Drawing Fundamentals I (3cr) Introduces technical drafting from the fundamentals through advanced drafting practices. Includes lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners. Teaches theory and application of dimensioning and tolerances, pictorial drawing, and preparation of drawings. Part I of II. (Credit will not be awarded for both CAD 151 and DRF 151.) Lecture 1 hour. Laboratory 4-6 hours. Total 5-7 hours per week.

CAD 165 Architectural Blueprint Reading (3 cr, F) Emphasizes reading, understanding and

interpreting standard sypes of architectural drawing including plans, elevation, sections and details. (Credit will not be awarded for both CAD 165 and DRF 165). Lecture 2 hours per week. Laboratory 2 hours. Total 4 hours per week.

COMPUTER SCIENCE

CSC 110 Introduction to Computing (3 cr, F/Sp/Su) 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. Recommended: 20 wpm keyboarding skills and mouse proficiency. Office 2010 is required and is available in PVCC computer labs.

CSC 201 Computer Science I (4 cr, Sp/IR) Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Lecture 4 hours per week. Prerequisite: Completed CSC 110. Corequisite: MTH 173.

CSC 202 Computer Science II (4 cr, F) Examines data structures and algorithm analysis. (Including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (Including searching and sorting methods), and file structures. Lecture 4 hours per week. Prerequisite: Completed CSC 201. Corequisite: MTH 174.

CSC 205 Computer Organization (4 cr, Sp) Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. Uses a simple assembler language to complete programming projects. Includes processors, instruction, execution, addressing techniques, data representation and digital logic. Lecture 4 hours per week. Prerequisite: Completed CSC 202.

CSC 206 Assembly Language (3 cr, IR) Examines assembly language programming. Includes the use of macros, linkers, loaders, assemblers and interfacing of assembly language with hardware components. Prerequisite: CSC 205 or instructor permission. Lecture 3 hours per week.

DANCE

DAN 200 History of Modern Dance (3 cr) Explores the origin and development of modern dance, with concentration on American choreographers Doris Humphrey, Isadora Duncan and Martha Graham. Studies the cultural, intellectual and physical influences on the development of different techniques and movement theories as well as modern dance companies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 206 Introduction to Sonography (2 cr, F) Introduces the diagnostic foundations of diagnostic medical sonography, including terminology, scan plane orientations, anatomical relationships, departmental administrative operations, hospital organization and basic patient care principles. Lecture 2 hours per week. Prerequisite: Admission to the Diagnostic Medical Sonography program. Corequisite: DMS 207

DMS 207 Sectional Anatomy (2 cr, F) Teaches normal sectional anatomy in the transverse, longitudinal and coronal planes, with correlated sonographic images. Emphasis will be placed on abdominopelvic organs and vasculature. Lecture 2 hours per week. Prerequisite: admission to the Diagnostic Medical Sonography program. Co-requistite: DMS 206.

DMS 208 Ultrasound Physics and Instrumentation I (2 cr, F) Discusses and solves mathematical problems associated with human tissue, basic instrumentation and scanning technology. Lecture 2 hours per week. Prerequisite: DMS 206, DMS 207, PHY 100.

DMS 209 Ultrasound Physics and Instrumentation II (2 cr, Sp) Focuses on the areas of ultrasonic, instrumentation, image artifacts, biologic effects, quality control as well as doppler principles and applications and basic types of equipment through lecture and laboratory exercises. Lecture 2

hours per week. Prerequisite: Completed DMS 208.

DMS 211 Abdominal Sonography (4 cr, Sp) Examines the clinical applications within the specialty of abdominal sonography including interpretation of normal and abnormal sonographic patters, pathology, related clinical signs and symptoms, normal variants and clinical laboratory tests. Includes laboratory sessions on basic scanning techniques and protocols. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week. Prerequisite: DMS 206, BIO 141 and BIO 142.

DMS 212 Obstetrical & Gynecological Sonography (4 cr, Sp) Presents the clinical applications within the sonographic specialties of obstetrics and gynecology. Includes topics of discussion on normal and abnormal sonographic patters, related clinical symptoms and associated laboratory tests. Includes laboratory sessions on basic scanning techniques. Co-requisite: DMS 211. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

DMS 219 Ultrasound Physics and Instrumentation Laboratory II (1 cr, Sp) Presents advanced practice with instrumentation, hemodynamics, Doppler instrumentation and pulse echo technology. Laboratory 3 hours per week. Prerequisite: Completed DMS 208. Corequisite: DMS 209.

DMS 221 Ultrasound Seminar I (3 cr, F) Introduces the fundamentals of renal failure and transplantations, small parts sonography, basic echocardio-graphy, neonatal neurosonography, and rare and interesting ultrasonic care presentations. Lecture 3 hours per week. Prerequisite: DMS 211.

DMS 222 Sonography Registry Review (2 cr, Sp) Reviews material covered throughout the sonography program to prepare the student for the ultrasound registry examination. Lecture 2 hours per week. Prerequisite: ENG 112, Must be enrolled in the last semester of the DMS program.

DMS 223 Introduction to Vascular Ultrasound (2 cr, F) Discusses the principles of vascular ultrasound, the related anatomy and more common pathologies detected as well as the physiology and hemo-dynamics detected and evaluated with ultrasound. Lecture 2 hours per week. Prerequisite/corequisite: DMS 221.

DMS 231 Clinical Education I (3 cr, Sp) Develops the students' ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. May include experiences in abdominal, pelvic, obstetrical, and small parts scanning, as well as echocardio-graphy and vascular sonography. Clinical 15 hours per week. Prerequisite: Admission to the DMS program. Corequisite: DMS 211.

DMS 232 Clinical Education II (4 cr, Su) Develops the students' ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. May include experiences in abdominal, pelvic, obstetrical, and small parts scanning, as well as echocardio-graphy and vascular sonography. Clinical 24 hours per week. Prerequisite: Completed DMS 231.

DMS 233 Clinical Education III (6 cr, F) Develops the students' ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic and obstetrical and small parts scanning. Laboratory 25 hours per week. Prerequisite: Completed DMS 232.

DMS 234 Clinical Education IV (6 cr, Sp) Develops the students' ultrasonic skills in a diagnostic environment. Includes on-campus labs, private office settings, as well as hospital rotations. Includes additional experience in abdominal, pelvic and obstetrical and small parts scanning. Clinical 32 hours per week. Prerequisite: Completed DMS 233.

DMS 242 Advanced Obstetrical & Gynecological Sonograpy (3 cr, Su) Presents advanced study of obstetrics/gynecology with concentration on case study reviews of normal anatomy, physiology, and fetal development, including abnormal etiology and diagnostic techniques. Prerequisite: DMS 212.Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ECONOMICS

ECO 201 Principles of Macroeconomics (3 cr, F/Sp/Su) 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.

ECO 202 Principles of Microeconomics (3 cr, F/Sp/Su) 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.

EDUCATION

EDU 200 Introduction to Teaching as a Profession (3 cr, F/Sp) 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 a required supervised field placement in a K-12 school. Lecture 3 hours per week. Prerequisites: 24 semester hours of transfer coursework.

EDU 114 Driver Tasks Analysis (3 cr, Su) Introduces the "driver task" as related to the highway transportation system and factors that influences performance ability. Prepares students so they may be eligible to take certification exams for driving school instructors in both public and private schools. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 214 Instructional Principles of Driver Education (3 cr, Su) Analyzes rules and regulations that govern the conduct of Driver Education programs with special emphasis on organization and administration. Includes uses in the classroom, driving range and on the street. Prepares students so they may be eligible to take the state certification exam in driver education. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.Prerequisite: Completed EDU 114.

ELECTRICAL TECHNOLOGY

ELE 100 Electronic Skills and Concepts (4 cr, F) Teaches skills and concepts of safety, hand & power tools, EMF, assembly and disassembly methods, basic electrical devices and instruments. Provides opportunities for hands-on skills. Reviews theoretical concepts related to basic electricity. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ELE 127 Residential Wiring Methods (3 cr, F/Sp/Su) Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential wiring systems by use of scaled mock-ups. Lecture 2 hour. Laboratory 2 hours. Total 4 hours per week.

ELE 239 Programmable Controllers (3 cr) Examines installation, programming, interfacing, and concepts of troubleshooting programmable controllers. Lecture 1 - 2 hours. Laboratory 2 hours. Total 3 - 4 hours per week.

ELECTRONICS

ETR 113 DC and AC Fundamentals I (4 cr, F) Studies DC and AC circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze, and measure electrical quantities. Concentration on the three main parameters of inductance, capacitance, and resistance as applied to electrical circuits. Teaches the use of test equipment and stresses safety. Practical troubleshooting and component identification skills are also emphasized. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 114 DC and AC Fundamentals II (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 3

hours. Laboratory 3 hours. Total 6 hours per week.

ETR 140 Introduction to Mechatronics (3 cr, IR) Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electromechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits. Lecture 2 hours, Laboratory 2 hours. Total 4 hours per week.

ETR 149 PC Repair (3 cr, Sp) Teaches the maintenance, troubleshooting and repair of personal computer systems. Uses IBM or compatible computer systems to provide fault isolation drill and practice. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: Completed ETR 164.

ETR 150 Machine Control Using Relay and Programmable Logic (3 cr, Sp-Even Years) Provides an introduction to hardwired relay logic and the programmable logic controller (PLC) as utilized in a variety of different control tasks. Covers different types of inputs and outputs in a control system. Teaches practical troubleshooting strategies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ETR 156 Digital Circuits and Microprocessor Fundamentals (4 cr) Introduces characteristics and applications of digital logic elements including gates, counters, registers, displays and pulse generators. Applies microprocessor theory and applications, including internal architecture of the micro-processor, interfacing, input/output, and memory. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 164 Upgrading and Maintaining PC Hardware (3 cr, F/Sp) Teaches upgrading of the system CPU, memory, drives, multimedia components, modem, and video card in a microcomputer. Covers hardware and software related maintenance issues. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: Completed ITE 119, ETR 166, or CSC 110.

ETR 203 Electronic Devices I (4 cr, Sp) Studies active devices and circuits such as diodes, power supplies, transistors, amplifiers, and others. Includes semiconductor diodes with direct circuit applications such as power supply rectifiers, regulators, protection devices (varistors), tuning devices (varactors), and opto-electronics (LEDs). Bipolar junction transistors (BJTs) and their various configura-tions as amplifiers are studied in detail with an introduction to Field Effect Transistors (FETs). Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: Completed ETR 113.

ETR 204 Electronic Devices II (4 cr, F) Studies active devices and circuits such as diodes, power supplies, transistors, amplifiers, and others. Includes applications of linear active devices such as voltage regulators, operational amplifiers (OP-AMPS), oscillators/timers, waveform generators, and active filters. Specialized Power ICs such as switching regulators and DC-to-DC converters will also be covered. Analog to Digital (A/D) and Digital to Analog (D/A) converters may be introduced. Also covers thyristors such as SCRs and TRIACs. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed ETR 203.

ETR 237 Industrial Electronics I (3 cr) Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Lecture 2-3 hours. Laboratory 2-4 hours. Total 4-5 hours per week.

ETR 238 Industrial Electronics II (3 cr) Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Lecture 2-3 hours. Laboratory 2-4 hours. Total 4-5 hours per week.

ETR 241 Electronic Communications I (3 cr, Sp) Studies noise, informa-tion 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. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Completed ETR 203 or instructor permission.

ETR 263 Microprocessor Applications (4 cr, F-Odd Years) Provides an intensive study of fundamentals of microprocessors, including architecture, internal operations, memory, I/O devices, machine level programming, and interfacing. Includes completion of a microcontroller based project. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed ETR 203.

ETR 280 Introduction to Digital Logic Circuits and Computers (4 cr, Sp-Odd Years) Studies digital logic, Boolean algebra, number systems, and arithmetic circuits, using standard integrated circuits and the functional block approach. Introduces memory devices, analog to digital (A/D) and digital to analog (D/A) converters. May include the study of registers, encoding and decoding, and multiplexing. Introduces concepts of computers, the internal operation and control language. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed ETR 113.

ETR 290 Internship in Electronics (2-4 c, F/Sp/Su) Supervised on-the-job training in approved business, industrial, and service firms coordinated by the College. Applicable to all career and technical curricula at the discretion of the College. May be repeated for credit. Variable hours.

ETR 298 Seminar and Project (Capstone) (3 cr, Sp) 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.

EMERGENCY MEDICAL SERVICES

EMS 111 Emergency Medical Technician-Basic (7 cr, IR) Prepares student for certification as a Virginia and National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Lecture 5 hours per week. Laboratory 4 hours per week. Total 9 hours per week. Prerequisites: CPR certification at the Health Care Provider level. Corequisite: EMS 120.

EMS 120 Emergency Medical Technician-Basic Clinical (1 cr, IR) Observes in a program approved clinical/field setting. Clinical 30 hours. Corequisite: EMS 111.

EMS 151 Introduction to Advanced Life Support (4 cr, F) 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 at a minimum to the Virginia Office of Emergency Medical Services curriculum. Lecture 3 hours per week, Laboratory 2 hours per week. Total 5 hours per week. Prerequisite: Admission to the EMS program. Corequisite: EMS 170, Clinical and Field Internship.

EMS 152 Advanced EMT Completion (2 cr, F) Continues the Virginia Office of Emergency Medical Services Advanced, Intermediate, and/or Paramedic curricula. Includes patient assessment, differential diagnosis and management of multiple complaints. Includes, but are not limited to conditions related to diabetic, neurological, abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Also includes Advanced EMT level cardiat, trauma, and special population topics. Lecture 1 hour per week, Lab 2 hours per week. Total 3 hours per week. Prerequisite: Current EMT certification. Corequisite: EMS 151.

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 154 ALS Cardiac Care (2 cr, Sp) Continues the Virginia Office of Emergency Medical Servics Intermediate and/or paramedic curricula. Includes Advanced Life Support (ALS) airway management, electrical therapy, pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis, and management of cardiovascular emergencies. Incorporates the current American Heart Assocaition (AHA) ACLS guidelines and curriculum including stroke management. Lecture 1 hour per week, Lab 2 hours per week. Total 3 hours per week. Prerequisite: EMS 153.

EMS 153 Basic ECG Recognition (2 cr, F) 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. Prerequisite: Admission to the EMS program.

EMS 157 ALS Trauma Care (3 cr, Sp) Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisites: Admission to EMS program. Corequites: EMS 151 and EMS 170.

EMS 159 ALS Special Populations (3 cr, Sp) 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. Lecture 2 hour per week. Laboratory 2 hours per week. Total 4 hours per week. Prerequisites: Completed EMS 151 and EMS 153. Corequisite: EMS 155.

EMS 170 ALS Internship I (1 cr, F) Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Prerequisite: Admission to the EMS program. Corequisite: EMS 151. Clinical 3 hours per week.

EMS 172 ALS Clinical Internship II (1 cr, Sp) Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. Clinical 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 173 ALS Field Internship II (1 cr, F) Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Clinical 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 201 EMS Professional Development (3 cr, IR) Prepares students for Paramedica certification at the National Registry Level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture 3 hours per week. This is a Writing Intensive Course (WIC), and fulfills the College's WIC requirement.

EMS 205 Advanced Pathophysiology (4 cr, F) 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. Course open to paramedic students, 2nd year nursing students, RNs, ALS providers or by instructor permission. Lecture 4 hours per week.

EMS 207 Advanced Patient Assessment (3 cr, F) Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: Admission to the EMS program.

EMS 209 Advanced Pharmacology (4 cr, F) 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, contraindications, 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 a laboratory environment. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week. Prerequisite: Admission to the EMS program.

EMS 211 Operations (2 cr, F) 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 EMT-Paramedics.) Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 215 Registry Review (1 cr, Sp) Reviews material covered in the intermediate/paramedic program. Prepares the student for National Registry testing. Lecture 1 hour per week. Prerequisite: Admission to the EMS program.

EMS 240 ALS Internship II (1 cr, F) Continues clinical and or field experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 242 ALS Clinical Internship III (1 cr, F) Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Clinical 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 243 ALS Field Internship III (1 cr, F) Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Clinical 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 244 ALS Clinical Internship IV (1 cr, Sp) 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. Clinical 3 hours per week. Prerequisite: Admission to the EMS program.

EMS 245 ALS Field Internship IV (1 cr, Sp) 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. Clinical 3 hours per week. Prerequisite: Admission to the EMS program.

ENGINEERING

EGR 115 Engineering Graphics (3 cr, F/Sp) Applies principles of orthographic projection, and multiview drawings. Teaches descriptive geometry including relationships of points, lines, planes and solids. Introduces sectioning, dimensioning and computer graphic techniques. Includes instruction in Computer Aided Drafting. Teaches Matlab software and applies it to engineering problem solving. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. Prerequisite: Completed EGR 120.

EGR 120 Introduction to Engineering (2 cr, F/Sp) 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 1 hour. Lab 3 hours. Total 4 hours per week.. Corequisite: CSC, 110, MTH 163.

EGR 126 Computer Programming for Engineers (3 cr, F) Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN, PASCAL, or C++. Lecture 3 hours per week. Prerequisite: Completed CSC 110. Corequisite: MTH 164 or MTH 166.

EGR 240 Solid Mechanics (Statics) (3 cr, F) Covers basic concepts of mechanics, systems of forces and couples, equilibrium of particles and rigid bodies, and internal forces and analysis of structures. Also includes trusses, frames, machines and beams, distributed forces, friction, centroids, and moments of inertia. Lecture 3 hours per week. Prerequisite: Completed MTH 173 and EGR 115. Corequisite: PHY 241.

EGR 245 Engineering Mechanics-Dynamics (3 cr, Sp) Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. Lecture 3 hours per week. Prerequisite: Completed EGR 240.

EGR 246 Mechanics of Materials (3 cr, Sp) Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear, and combined loading. Studies stress transformation and principal stresses, column analysis, and energy principles. Lecture 3 hours per week. Prerequisite: Completed EGR 240.

EGR 247 Mechanics of Materials Laboratory (1 cr, Sp) Examines mechanical behavior of bars, rods, shafts, tubes and beams subjected to various types of loading. Introduces experimental stress analysis techniques, such as the use of strain gages and data reduction. Laboratory 2 hours per week.

EGR 248 Thermodynamics for Engineering (3 cr, IR) Studies formulation of the first and second law of thermodynamics. Presents energy conversion, concepts of energy, temperature, entropy and enthalpy, equations of state of fluids. Covers the reversibility and irreversibility in processes, closed and open systems, cyclical processes and problem solving using computers. Lecture 3 hours per week.

EGR 251 Basic Electric Circuits I (3 cr, Sp) Teaches fundamentals of electric circuits. Includes circuit quantities of charge, current, potential, power, and energy. Teaches resistive circuit analysis; network theorems; and RC and RL circuit transient response with constant forcing functions. Teaches AC steady-state analysis, power, three-phase circuits. Presents frequency domain analysis, resonance, Fourier series, inductively coupled circuits, Laplace transform applications, and circuit transfer functions. Introduces problem solving using computers. Lecture 3 hours per week. Prerequisite: Completed EGR 115 and MTH 173. Corequisite: EGR 255.

EGR 255 Electric Circuits Laboratory (1 cr, Sp) Teaches principles and operation of laboratory instruments such as VOM, electronic voltmeters, digital multimeters, oscilloscopes, counters, wave generators, and power supplies. Teaches principles of circuit measurements, including transient and steady-state response of simple networks with laboratory

applications of law and theories of circuits plus measurement of AC quantities. Laboratory 3 hours per week. Corequisite: EGR 251.

EGR 277 Digital Logic (3 cr, F) Presents an introduction to digital logic, including such topics as number systems, Boolean algebra, minimization techniques, implementation of digital functions, sequential machines, state diagrams, state tables, and programmable logic devices. Lecture 3 hours per week. Prerequisites: Completed MTH 173 and EGR 115. Corequisite: EGR 278.

EGR 278 Digital Logic Laboratory (1 cr, F) Constructs digital logic circuits to verify analysis and design methods. Covers logic gates, combinational and sequential logic circuits, programmable logic devices, measurement techniques and report writing. Laboratory 2 hours per week. Corequisite: EGR 277.

ENGLISH FUNDAMENTALS

ENF 1-Preparing for College English I (8cr, F/S) Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week.

ENF 2 - Preparing for College English II (4cr, F/Sp) Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 4 hours per week.

ENF 3 - Preparing for College English III (2cr, F/S/ Su) Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Prerequisite: Co-Enrollment in a college-level English course.

ENGLISH

ENG 111 College Composition I (3 cr, F/Sp/Su) 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 effetive style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities wil include expositioin and argumentation with at least one researched essay. Lecture 3 hours per week. Prerequisite: English VPT group placement or equivalent course or SAT Critical Reading and Writing score of 500, or ACT English (Writing) and ACT English (Reading) score of 21 or PSAT Critical Reading and Writing score of 390 or AP English Language and Composition or English Literature and Writing score of 3, 4, or 5.

ENG 112 College Composition II (3 cr, F/Sp/Su) Continues to develop college writing with increased emphasis on critical essays, argumenttation, 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. Prerequisite: Completed ENG 111.

ENG 121 Introduction to Journalism I (3 cr, F/Sp) Introduces students to all news media, especially news gathering and preparation for print. Lecture 3 hours per week. Part I of II. Prerequisite: Completed ENG 111.

ENG 122 Introduction to Journalism II (3 cr, F/Sp) Introduces students to all news media, especially news gathering and preparation for print.

Lecture 3 hours per week. Part II of II. Prerequisite: Completed ENG 111.

ENG 210 Advanced Composition (3 cr, IR) Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedure for publication. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 211-212 Creative Writing I-II (3 cr, F/Sp/Su) (3 cr, F/Sp/Su) Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 241-242 Survey of American Literature I-II (3 cr, F/Sp/Su) (3 cr, Sp) Examines American literary works from Colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 243-244 Survey of English Literature I-II (3 cr, F/Sp) (3 cr, IR) 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. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 250 Children's Literature (3 cr, IR) Surveys the history, development and genres of children's literature focusing on analysis of texts for literary qualities and in terms of audience. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 251-252 Survey of World Literature I-II (3 cr, F) (3 cr, Sp) Examines major works of world literature. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 253-254 African-American Literature I-II (3 cr, F) (3 cr, Sp) Surveys the literature of African-Americans from slave narratives through contemporary works. Lecture 3 hours per week. Prerequisite: Completed ENG 112 is the prerequisite for ENG 253. Completed ENG 253 is the prerequisite for ENG 254.

ENG 255 Major Writers in World Literature (3 cr, IR) Examines major writers selected from a variety of literary traditions. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENG 273 Women in Literature I (3 cr, IR) Examines literature by and about women. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112.

ENGLISH AS A SECOND LANGUAGE

ESL 12 English as a Second Language: Composition II (4 cr, IR) Provides further instruction and practice in the writing process, emphasizing writing summaries and short essays, and introducing advanced language patterns. Includes practice in developing and improving writing strategies. Credits not applicable toward graduation. Lecture 4 hours per week.

ESL 13 English as a Second Language: Composition III (4 cr, IR) Prepares for college level writing by practice in the writing process, emphasizing development of thought in essays of greater length and complexity. Credits not applicable toward graduation. Lecture 4 hours per week. Prerequisite: Completed ESL 12.

FINANCE

FIN 107 Personal Finance (3cr, Sp) Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.

FIN 215 Financial Management (3 cr, Sp) Introduces the process of identifying and solving financial problems confronting the business enterprise. Includes topics such as the basic tools of financial analysis, working capital, capital budgeting, and long-term financing. Uses problems and cases to enhance skills in financial planning and decision making. Lecture 3 hours

per week. Prerequisite: Completed ACC 211.

FRENCH

FRE 101-102 Beginning French I-II (4 cr, F/Su) (4 cr, Sp/Su) Introduces understanding, speaking, reading, and writing skills. Emphasizes basic French sentence structure. Lecture 4 hours per week. Includes one additional hour of oral lab practice per week. Prerequisite: Completed FRE 101 is a prerequisite for FRE 102.

FRE 201-202 Intermediate French I-II (3 cr, F) (3 cr, Sp) Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Lecture 3 hours per week. Prerequisite: Completed FRE 102 is the prerequisite for FRE 201. Completed FRE 201 is the prerequisite for FRE 202.

GEOGRAPHICAL INFORMATION SYSTEMS

GIS 200 Geographical Information Systems I (4 cr, F) Provides hands-on introduction to a dynamic desk-top GIS (Geographic Information System). Introduces the components of a desk-top GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite: Completed ITE 215 or instructor approval.

GIS 201 Geographical Information Systems II (4 cr, Sp) Provides a continuation of GIS 200, with emphasis on advanced topics in problem solving, decision-making, modeling, programming, and data management. Covers map projections and data formats, and methods for solving the problems they create. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite: Completed GIS 200.

GEOGRAPHY

GEO 210 People and the Land: An Introduction to Cultural Geography (3 cr, F/Sp/Su) 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 activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEOLOGY

GOL 105 Physical Geology (4 cr, F/Sp) 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.

GOL 106 Historical Geology (4 cr, F/Sp) 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.

GOL 111 Oceanography I (4 cr, F/Sp) Examines the dynamics of the ocean basins. Applies the principles of physical, chemical, biological, and geological oceanography. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

GOL 299 (2 cr, F/Sp) This is a capstone independent research course designed for science degree students. Prerequisite: Completed 8 credits of GOL courses and instructor permission. Variable hours.

GERMAN

GER 101-102 Beginning German I-II (4 cr, F/Sp) (4 cr, Sp/Su) Introduces understanding, speaking, reading, and writing skills. Emphasizes basic German sentence structures. Lecture 4 hours per week. Includes one additional hour of oral lab practice per week. Prerequisite: Completed GER 101 is the prerequisite for GER 102.

GER 201-202 Intermediate German I-II (3 cr, F) (3 cr, Sp) Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. Lecture 3 hours per week. Includes one additional hour of oral lab practice per week. Prerequisite: Completed GER 102 or is the prerequisite for GER 201. Completed GER 201 is the prerequisite for GER 202.

HEALTH

HLT 100 First Aid and Cardio-pulmonary Resuscitation (2 cr, IR) Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2 hours per week.

HLT 106 First Aid and Safety (2 cr, IR) Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 110 Concepts of Personal and Community Health (3 cr, IR) Studies concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

HLT 115 Introduction to Personal and Community Health (1 cr, IR) Introduces and focuses on the principles of personal and community health. Lecture 1 hour per week.

HLT 130 Normal Nutrition (1 cr, IR) Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, basic requirements for individuals. Includes a brief introduction to diet therapy. Lecture 1 hour per week.

HLT 135 Child Health and Nutrition (3 cr, IR) Focuses on the physical needs of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health, growth, and development. Lecture 3 hours per week.

HLT 140 Orientation to Health Related Professions (2 cr, IR) Explores the interrelated roles and functions of various members of the health team. Lecture 2 hours per week.

HLT 141 Introduction to Medical Terminology (2 cr, F/S/Su) Focuses on medical terminology for students preparing for careers in the health professions. Lecture 2 hours per week.

HLT 145 Ethics for Health Care Personnel (2cr, Sp) Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Lecture 2 hours per week.

HLT 195 Introduction to Pharmacy Tech (3cr, F)
Introduces the role of the pharmacy technician in various pharmacy settings, the Federal and State laws governing practice of pharmacy, therapeutic communication skilss and the ethics, morals and values of the profession. In addition, routes of medication administration, commonly used abbreviation, systems of measurement, dosage calculations and the sterile and non-sterile compounding are introduced. Lecture 3 hours per week. Prerequisite: Admission to the Pharmacy Technician Program.

HLT 200 Human Sexuality (3 cr, IR) Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

HLT 230 Principles of Nutrition and Human Development (3 cr, IR) Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lecture 3 hours per week.

HLT 250 General Pharmacology (2 cr, Sp) Emphasizes general pharmacology for health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. This course fulfills HIM 260 requirements, but does not fulfill EMS 209. Lecture 2 hours per week.

HLT 261 - Basic Pharmacy I (3 cr, Sp) Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part I of II. Lecture 3 hours per week.

HLT 262 - Basic Pharmacy II (3 cr, Sp) 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.

HLT 263 - Basic Pharmacy I Lab (1 cr, Sp) Provides practical experience to supplement instruction in HLT 261. Should be taken concurrently with HLT 261, in appropriate curricula, as identified by the college. Part I of II. Laboratory 3 hours per week**.**

HLT 264 - Basic Pharmacy II Lab (1 cr, Sp) Provides practical experience to supplement instruction in HLT 262. Should be taken concurrently with HLT 262, in appropriate curricula, as identified by the college. Part II of II. Laboratory 3 hours per week.

HLT 290 - Coordinated Internship (5 cr, Su) Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical 15 hours per week.

HLT 295 Pharmacy Technician Capstone (1 cr, Su) Focuses on the profession of Pharmacy Technology, preparation for certification and employment. Lecture 1 hour per week.

HEALTH CARE TECHNOLOGY

HCT 101 Health Care Technician I (3 cr, F, Sp, Su) Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, 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, long and short term care facilities. Prerequisite: High School Diploma or placement into ENF 2. Corequisite: HCT 102. Lecture 3 hours per week.

HCT 102 Health Care Technician II (3 cr, F, Sp, Su) Applies theory through laboratory experiences for health care technicians to work in home health, long and short term facilities. Corequisite: HCT 101. Lecture 1 hour. Laboratory 8 hours. Total 9 hours per week.

HCT 110 Therapeutic Communication (3 cr, IR) 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.

HEALTH INFORMATION MANAGEMENT

HIM 110 Introduction to Human Pathology (3 cr, Sp) Introduces the basic concepts, terminology, etiology, and characteristics of pathological processes. Lecture 3 hours per week. Prerequisites: Placement into ENF 3/ENG 111; completed BIO 145; completed HIM 131; and completed HLT 141 or HLT 143.

HIM 115 Ambulatory Coding and Classification (3 cr, F) Focuses on disease and procedure classification in the ambulatory care environment. Develops basic coding and classification knowledge using ICD-9-CM and CPT. Not intended for HIM majors. Lecture 3 hours per week.

HIM 130 Healthcare Information Systems (3 cr, F) Focuses on microcomputer applications, information systems and applications in the Healthcare environment. Lecture 3 hours per week. Prerequisite: Completed MTE 1-4 or placement test score equivalent.

HIM 131 Health Information Procedures (3 cr, F) Introduces the health care delivery system and (1) the purpose, content, legal and accreditation requirements of health records; (2) the use of health data nomenclatures and classification systems; (3) the organization of registries and indexes. Includes data retrieval, storage and processing systems, quality assurance methodologies, statistical reporting and supervision practices in a health record department. Provides practice in manual and computerized data collection and display techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HIM 143 Managing Electronic Billing in a Medical Practice (3 cr., Sp) 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. Emphasizes law and ethics in health care. Lecture 3 hours per week. Prerequisites or corequisites: HIM 250, HIM 151, and HIM 255.

HIM 149 Introduction to Medical Practice Management (2 cr, Y) Introduces principles of administrative practice management. Examines patient scheduling, records management, financial systems and other systems/ procedures. Focuses on the development of organizational and decision making skills utilized by the practice manager. Lecture 2 hours.

HIM 151 Reimbursement Issues in Medical Practice Management (2 cr, Sp) Introduces major reimbursement systems in the United States. Focuses on prospective payment systems, managed care, and documentation necessary for appropriate reimbursement. Emphasizes management of practice to avoid fraud. Lecture 2 hours per week. Develops skill in preparation of universal billing claim forms. Prerequisites: Completed MTE 1-4 or placement test score equivalent, HIM 130 and HIM 131.

HIM 196 On-Site Training (1 cr) Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Clinical 5 hours per week for 8 weeks, total of 40 hours per semester.

HIM 231 Health Record Applications I (3 cr., Y) Uses an integrated approach to practicing health record skills in a simulated clinical environment. Emphasizes the use of the microcomputer in accomplishing problem-solving tasks. Laboratory 6 hours per week. Prerequisites or corequisites: HIM 130, HIM 131, HIM 151.

HIM 250 Health Data Classification Systems I: ICD-9-CM (4 cr, Sp) Focuses on diagnosis and procedure classification using ICD-9-CM. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. Lecture 4 hours per week. Prerequisites: Completed HLT 141 and BIO 145.

HIM 251 Clinical Practice I (3 cr, Su) Supervises student practice in health information activities conducted in a variety of clinical settings. Laboratory 6 hours per week. Prerequisites or corequisites: HIM 151, HIM 254, HIM 253.

HIM 253 Health Records Coding (4 cr., Su) Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Lecture 4 hours. Laboratory 3 hours. Total 6-7 hours per week. Prerequisite: Completed HIM 250.

HIM 254 Advanced Coding and Reimbursement (4 cr, Su) Stresses advanced coding skills through practical exercises using actual medical records. Introduces CPT-4 coding system and guidelines for outpatient/ambulatory surgery coding. Introduces prospective payment system and its integration with ICD-9-CM coding. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite: Completed HIM 250 and HIM 255.

HIM 255 Health Data Classification Systems II: CPT (2 cr, Su) Focuses on procedure classification using CPT. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. Lecture 2 hours per week. Prerequisites: Completed HLT 141 and BIO 145.

HIM 260 Pharmacology for Health Information Technology (2 cr, Sp) Introduces the general study of drug classifications, uses and effects as required to perform health data collection and retrieval tasks. Lecture 2 hours per week. Prerequisite: HLT 141 and BIO 145.

HISTORY

HIS 101-102 History of Western Civilization I-II (3 cr, F/Sp) (3 cr, F/Sp/Su) Examines the development of Western civilization from ancient times to the present. The first semester ends with the seventeenth century; the second semester (HIS 102) continues through modern times. Lecture 3 hours per week.

HIS 111-112 History of World Civilization I-II (3 cr, F/Sp/Su) (3 cr, F/Sp/Su) Surveys Asian, African, Latin American, and European civilizations from the ancient period

to the present. Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 cr, F/Sp/Su) (3 cr, F/Sp/Su) Surveys United States history from its beginning to the present. Lecture 3 hours per week.

HIS 125 History of the American Indian (3 cr, IR) Examines the history and culture of the native peoples of the Americas. Lecture 3 hours per week.

HIS 127 Women in American History (3 cr, IR) Studies the role of women and attitudes toward women in American society from colonial times to the present. Lecture 3 hours per week.

HIS 141-142 African-American History I-II (3 cr, IR) (3 cr, IR) Surveys the history of black Americans from their African origins to the present. Lecture 3 hours per week.

HIS 251-252 History of Middle East Civilization I-II (3 cr, 3cr, IR) Surveys intellectual, cultural, social, economic and religious patterns in the civilizations of the Middle East. Covers Semitic, Indo-European, and Turkic-speaking peoples from pre-Islamic to the present. Part I of II. Lecture 3 hours per week.

HIS 253-254 History of Asian Civilization I-II (3 cr, 3cr, IR) Surveys the civilizations of Asia from their origins to the present. Part I of II. Lecture 3 hours per week.

HIS 270 America in the Gilded Age (3 cr, IR) A survey of American life and thought during the years 1870-1900. Emphasis will be on themes that demonstrate the relationships among various aspects of American culture such as politics, industry, society, science and technology, intellectual and social thought, and the fine arts. Lecture 3 hours per week.

HIS 276 United States History Since World War II (3 cr, IR) Investigates United States history from 1946 to the present, studying both domestic developments and American involvement in international affairs. Lecture 3 hours per week.

HIS 277 The American Experience in Vietnam (3 cr, F) Analyzes American involvement in Vietnam from World War II through the Nixon and Ford years. Includes Roosevelt's plan of trusteeship, the Geneva Conference, the American military role, and the search for peace. Lecture 3 hours per week.

HIS 281-282 History of Virginia I-II (3 cr, IR) (3 cr, IR) Examines the cultural, political, and economic history of the Commonwealth from its beginning to the present. Lecture 3 hours per week.

HOTEL-RESTAURANT MANAGEMENT

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 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. 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 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 foodborne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week.

HRI 159 - Introduction to Hospitality Industry Computer Systems (4 cr) Familiarizes students with computerized information technology to manage information, support decision-making and analysis, improve processes, increase productivity and enhance customer service in the hospitality industry. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

HRI 190 - Coordinated Internship (3 cr) Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.

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 215 - Food Purchasing (3 cr) Presents the method and procedures for purchasing food for hotels, restaurants and institutions. Deals with markets, federal and trade grades, governmental regulations, packaging, comparative versions price buying, yields and quality control. Lecture 3 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 224 - Recipe and Menu Management (3 cr) Presents a comprehensive framework for creating and evaluating recipes and menus for commercial and non-commercial food service operations. Requires students to use microcomputer software to design recipes, recipe files, and menus. Teaches students menu engineering analysis and methods for optimizing menu contribution margin. Lecture 3 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. Lecture 3 hours per week.

HUMANITIES

HUM 201-202 Survey of Western Culture I-II (3 cr, Sp) Studies

thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. HUM 201 covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval, and Early Renaissance. HUM 202 covers the following periods: Renaissance, Baroque, Enlightenment, Romantic, and Modern. Lecture 3 hours per week.

HUM 259 Greek Mythology (3 cr, IR) Focuses on the details of many Greek stories. Acquaints students with the themes and variations which recur throughout religious systems, as well as with the Greek mythological themes in art, music, literature, and modern per week.

INDUSTRIAL ENGINEERING TECHNOLOGY

IND 103 Industrial Methods (1 cr) Covers theoretical knowledge necessary for familiarization with common handtools, common power tools, measuring tools and techniques, fastening components and procedures, grinding operations, metal cutting operations, and other miscellaneous tasks. Lecture 1 hour per week.

IND 113 Materials and Processes in Manufacturing I (3 cr) Studies materials and processes for the manufacture of products. Investigates the nature of various materials. Examines the manufacturing processes of industry and their effects on materials. Lecture 3 hours per week.

IND 250 Introduction to Basic Computer Integrated Manufacturing (3 cr) Presents basic principles used in the design and implementation in a computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing system to include the following: Robotics, Conveyor Control, and Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software. Lecture 1-2 hours. Laboratory 3-9 hours. Total 4-9 hours per week.

IND 251 Automated Manufacturng Systems I (3 cr) Presents basic principles used in the design and implementation in manufacturing work cells. Includes selection of the robot system, worksite, application cell sensors, development of cycle times, and economic analysis. Lecture 2-4 hours. Laboratory 0-4 hours. Total 3-6 hours per week.

INFORMATION TECHNOLOGY DATABASE

ITD 110 Web Page Design I (3 cr, F/Sp) Stresses a working knowledge of Web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. Lecture 3 hours per week. Prerequisite: Completed ITE 119, ITE 120, CSC 110 or instructor approval.

ITD 112 Designing Web Page Graphics (Photoshop) (3 cr, F/Sp) This course teaches the fundamental concepts and features of Photoshop for the web and print. You will learn how to create and manipulate images using selection tools, layers, painting and editing tools. It will introduce you to photo retouching along with reviewing output options. The course will cover how to create animated images, web layouts, rollover, slices and preparing images for the web. Lecture 3 hours.

ITD 130 Database Fundamentals (3 cr, IR) Introduces the student to Relational Database and Relational Database theory. Includes planning and defining and using a database; table design, linking, and normalizing; types of databases, database description and definition. Lecture 3 hours per week.

ITD 132 Structure Query Language (4 cr, IR) Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. Lecture 4 hours per week. Prerequisite: Completed ITE 119, ITE 120, or CSC 110.

ITD 210 Web Page Design II (3 cr, Sp) Incorporates advanced techniques in Web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3 hours per week. Prerequisite: Completed ITD 110.

ITD 290 Coordinated Internship (1-5 cr, IR) Supervises on-the-job training in selected business,

industrial or service firms coordinated by the College.

INFORMATION TECHNOLOGY ESSENTIALS

ITE 100 Introduction to Information Systems (3 cr, F/Sp) Covers the fundamentals of computers and computing and topics which include the impact of computers on society, ethical issues, and terminology. Provides discussion about available hardware and software as well as their application. Lecture 3 hours per week.

ITE 119 Information Literacy (3 cr, F/Sp/Su) Covers the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues.

ITE 120 Principles of Information Systems (3 cr, F/Sp/Su) Provides an overview of the fundamentals of computer information systems. Focuses on the role of computers in business today including hardware, software, analysis, design and implementation of information systems. Includes an introduction to computer ethics, and business and personal security. Exposes students to techniques used in programming and system development. Utilizes a hands-on component for spreadsheets, databases, and web design applications. Recommended: 20 wpm and mouse proficiency.

ITE 141 Microcomputer Software: Spreadsheet I (1 cr, F/Sp/Su) Provides first-time users with sufficient information to make practical use of spreadsheet software using the basic of building spreadsheets. Lecture 1 hour per week. Recommend: 20 wpm, and mouse proficiency.

ITE 150 Desktop Database Software (4 cr, F/Sp) Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Includes database concepts, principle of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. Covers MOS Access certification objectives. Lecture 4 hours per week. Prerequisite: Completed ITE 119, CSC 110, or ITE 120.

ITE 151 Microcomputer Software: Database Management (1 cr, F/Sp) Presents first-time users with sufficient information to make practical use of database management software using the basics of building databases. Covers specific business applications. Lecture 1 hour per week. Recommend: 20 wpm and mouse proficiency. Office 2010 is required and is available in PVCC computer labs.

ITE 160 Introduction to E-Commerce (3 cr, IR) Studies the culture and demographics of the Internet, on-line business strategies and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels over the Internet, and the execution of marketing strategy in computer-mediated environments. Presents case histories of successful Web applications. Lecture 3 hours per week.

ITE 175 E-mail Essentials (Microsoft Outlook) (1 cr, F/Sp/Su) Focuses on providing the student with a working knowledge of introductory e-mail function. Includes the basic concepts of customizing e-mail and using all the e-mail capabilities for reading, creating, sending e-mails, managing calendar functions and managing contacts, tasks, and notes. Lecture 1 hour per week. Recommend: 20 wpm and mouse proficiency.

ITE 182 User Support/Help Desk Principles (3 cr, Sp) Introduces a variety of tools and techniques that are used to provide user support in help desk operations. Includes help desk concepts, customer service skills, troubleshooting problems, writing for end users, help desk operations, and software, needs analysis, facilities management, and other related topics related to end user support. This course is a Writing Intensive Course (WIC), and fulfills the WIC requirement for the Information Systems Technology AAS degree. Lecture 3-4 hours per week. Prerequisites: CSC 110, ITN

101, ETR 164, ITN 106, ETR 149, and ENG 112.

ITE 200 Technology for Teachers (TSIP) (3 cr, IR) Provides K-12 classroom teachers with the knowledge and skills needed to fulfill the Commonwealth of Virginia's Technology Standards for Instructional Personnel. Students will finish the course with a solid understanding of educational technology, including how to use computers, how to access the World Wide Web, and how to integrate computers and educational technology into classroom curriculum. Students will learn how to base technology integration decisions on contemporary learning theories. Lecture 3 hours per week. Recommend: 20 wpm and mouse proficiency.

ITE 215 Advanced Computer Applications and Integration (4 cr, F/Sp) Incorporates advanced computer concepts including the integration of a software suite. Prerequisite: Completed ITE 119, CSC 110, or ITE 120.

ITE 290 Coordinated Internship (1-5 cr, F/Sp) Supervises on-the-job training in selected business, industrial or service firms coordinated by the College.

INFORMATION TECHNOLOGY NETWORKING

ITN 101 Introduction to Network Concepts (Network+) (4 cr, F/Sp) Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. Helps to prepare students to take the CompTIA's Network+ exam. Lecture 4 hours per week. Prerequisite: Completed ITE 119, ITE 120, CSC 110 or any networking certification.

ITN 106 Microcomputer Operating Systems (3 cr, F) Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ Software. Lecture 3 hours per week. Prerequisite: Completed ITE 119, ITE 120, or CSC 110.

ITN 111 Server Administration (Windows) (3 cr, S) Covers installation, configuration, administration, management, maintenance, and troubleshooting of a server in a networked environment. Lecture 3 hours per week.

ITN 120 Wireless-Network Administration (4 cr, IR) Provides instruction in fundamentals of wireless information systems. Course content includes terms, standards, components, and operating requirements in the design and implementation of wireless networks. Prepares students for Planet3's CWNA exam PWO-100. Lecture 4 hours per week. Prerequisite: Completed ITN 101 or Network+ certification.

ITN 151 Introductory Routing and Switching-Cisco (4 cr, IR) Encompasses instruction in the advantages of LAN segmentation using bridges, routers, and switches. Includes Spanning Tree Protocol and Virtual LANs as well as multi-protocol support and traffic filtering. Includes network design issues and differences between the following WAN services: LAPB, Frame Relay, ISDN, HDLC, and PPP. Prepares students for Cisco's (CCNA) exam 640-801. Lecture 4 hours per week. Prerequisite: Completed ITN 101 or Network+ certification.

ITN 170 Linux System Administration (3 cr, IR) Focuses instruction on the installation, configuration and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation Prepares students for CompTIA's Linux+ certification. Lecture 3 hours per week. Prerequisite: Completed ITN 101 or Network+ certification.

ITN 208 Protocols and Communications TCP/IP (4 cr, IR) Centers on providing an understanding of the TCP/IP suite and the details of its implementation. The details of implementation are treated by discussing IP addressing, the structure of frames and protocol headers that enable communication between two computers. Discusses IP routing, tunneling, SNMP, and security. Lecutre 4 hours per week.

ITN 260 Network Security Basics (Security+) (4 cr, IR) Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality, integrity, availability, accountability and auditability. Prepares students for CompTIA's Security+ certification. Lecture 4 hours per week. Prerequisite: Completed ITN 101 or Network+ certification.

ITN 261 Network Attacks, Computer Crime and Hacking (4 cr) Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage. Lecture 4 hours per week.

ITN 270 Advanced Linux Network Administration (3 cr, IR) Focuses instruction on the configuration and administration of the Linux operating system as a network server. Emphasizes the configuration of common network services such as routing, http, DNS, DHCP, ftp, telnet, SMB, NFS, and NIS. Lecture 3 hours per week. Prerequisite: Completed ITN 170.

ITN 276 Computer Forensics I (3 cr, S) Teaches computer forensic investigation techniques for collecting computer-related evidence at the physical layer from a variety of digital media (hard drives, compact flash and PDAs) and performing analysis at the file system layer. Lecture 4 hours per week. Prerequisite: ITN 106, ITN 107. Co-requisite: ITN 260. Credit will be given to ITN 275 or ITN 276 or ITN 277, but not all three courses.

ITN 290 Coordinated Internship (1-5 cr, IR) Supervises on-the-job training in selected business, industrial or service firms coordinated by the College.

INFORMATION TECHNOLOGY PROGRAMMING

ITP 112 Visual Basic.NET I (4 cr, IR) Concentrates instruction in fundamentals of object-oriented programming using Visual Basic.NET and the .NET framework. Emphasizes program construction algorithm development, coding, debugging, and documentation of graphical user interface applications. Lecture 4 hours per week. Prerequisite: Completed CSC 110.

ITP 120 Java Programming I (4 cr, Sp) Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 4 hours per week. Prerequisite: Completed CSC 110.

ITP 132 C++ Programming I (4 cr, IR) Centers instruction in fundamentals of object-oriented programming and design using C++. Emphasizes program construction, algorithm development, coding, debugging, and documentation of C++ applications. Lecture 4 hours per week. Prerequisite: Completed CSC 110.

ITP 136 C# Programming I (4 cr, IR) Presents instruction in fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET framework. Lecture 4 hours per week.

ITP 140 Client Side Scripting (3 cr, IR) Provides instruction in fundamentals of Internet application design, development, and deployment, and deployment using client side scripting language(s). Lecture 3 hours per week. Prerequisite: Completed ITP 120 and ITD 110.

ITP 200 Data Structure and Algorithms (4 cr, F) Introduces searching and sorting algorithms and basic data structures. Examines data structures and algorithms in a given computer language including sets, strings, stacks, queries, arrays, linked lists, and trees. Lecture 4 hours per week. Prerequisite: Completed ITP 120 and MTH 115 or higher.

ITP 212 Visual Basic.NET II (4 cr, IR) 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. Lecture 4 hours per week. Prerequisite: Completed ITP 112.

ITP 220 Java Programming II (4 cr, IR) Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads. Lecture 4 hours per week. Prerequisite: Completed ITP 120.

ITP 242 ASP-Server Side Scripting (3-4 cr, IR) Provides instruction in creation of ASP.NET Web applications to deliver dynamic content to a Web site utilizing server controls, web forms, and web services to accomplish complex data access tasks. Lecture 3-4 hours per week.

ITP 290 Coordinated Internship (1-4 cr, IR) Supervises on-the-job training in selected business, industrial or service firms coordinated by the College.

ITALIAN

ITA 101-102 Beginning Italian I-II (4 cr, Sp) (4 cr, Sp) Develops the understanding, speaking, reading, and writing of Italian and emphasizes the structure of the language. Lecture 4 hours per week. Includes one additional hour of oral lab practice per week. Prerequisite: Completed ITA 101 or instructor permission is the prerequisite for ITA 102.

ITA 201-202 Intermediate Italian I-II (3 cr, F) (3 cr, Sp) Continues development of skills of understanding, speaking, reading, and writing of Italian. Classes conducted in Italian. Lecture 3 hours per week. Prerequisite: Completed ITA 102 or equivalent is the prerequisite for ITA 201. Completed ITA 201 is the prerequisite for ITA 202.

JAPANESE

JPN 101-102 Beginning Japanese I-II (4 cr, F) (4 cr, Sp) Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Lecture 4 hours per week. Includes one additional hour of oral practice per week. Prerequisite: Completed JPN 101 is the prerequisite for JPN 102.

JPN 201-202 Intermediate Japanese I-II (3 cr, IR) (3 cr, IR) Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. Lecture 3-4 hours per week. Includes one additional hour of oral practice per week. Prerequisite: Completed JPN 102 or instructor permission is the prerequisite for JPN 201. Completed JPN 201 is the prerequisite for JPN 202.

LATIN

LAT 101-102 Elementary Latin I-II (3 cr, F) (3 cr, Sp) Teaches Latin grammar and composition. Introduces the translation of Latin literature, with special selections from Caesar and other writers. Lecture 3 hours per week. Prerequisite: Completed LAT 101 is the prerequisite for LAT 102.

LAT 201-202 Intermediate Latin I-II (3 cr, F) (3 cr, IR) Introduces the reading of classical Latin with a review of Latin grammar, forms, and syntax. Lecture 3 hours per week. Prerequisite: Completed LAT 102 or instructor permission is the prerequisite for LAT 201. Completed LAT 201 is the prerequisite for LAT 202.

MARKETING

MKT 100 Principles of Marketing (3 cr, F/Sp) Presents principles, methods, and problems involved in the marketing of goods, services, and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical, and international considerations in marketing. Lecture 3 hours per week.

MKT 110 Principles of Selling (3 cr, F) Presents a fundamental, skills-based approach to selling and relationship building. Emphasizes learning effective interpersonal communication skills in all areas of the sales process through skill-building activities. Examines entry-level sales careers in retailing, wholesailing, services and industrial selling. Lecture 3 hours per week.

MKT 215 Sales and Marketing Management (3 cr, S) Emphasizes

the relationship of professional sales skills and marketing management techniques. Demonstrates the use of the Internet to enhance marketing. Studies legal and ethical considerations. Lecture 3 hours per week.

MKT 216 Retail Organization and Management (3 cr, S) 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.

MKT 260 Customer Service Management (3 cr, S) Examines the role of customer service in adhieving 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 employee and program. Lecture 3 hours per week.

MATH ESSENTIALS

MTE 1 Operations with Positive Fractions (1 cr, F/Sp/Su) 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. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: Qualifying placement score.

MTE 2 Operations with Positive Decimals and Percents (1 cr, F/Sp/Su) Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U.S customary and metric units of measure. Lecture 3 hours per week; Lab 1 hour per week. Prequisite: MTE 1 or qualifying placement score.

MTE 3 Algebra Basics (1cr, F/Sp/Su) Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: MTE 2 or qualifying placement score.

MTE 4 First Degree Equations and Inequalities in One Variable (1 cr, F/Sp/Su) Includes solving first degree equations and inequalities containing one variable, and using them to solve application problmes. Emphasizes applications and problem solving. Lecture 3 hours per week; Lab 1 hour per week. Prerquisite: MTE 3 or qualifying placement score.

MTE 5 Linear Equations, Inequalities and Systems of Linear Equations in Two Variables (1 cr, F/Sp/Su) 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. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: MTE 4 or qualifying placement score.

MTE 6 Exponents, Factoring and Polynomial Equations (1 cr, F/Sp/Su) 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 on learning all the different factoring methods and solving appliciton problems using polynomial equations. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: MTE 5 or qualifying placement score.

MTE 7 Rational Expressions and Equations (1 cr, F/Sp/Su) Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: MTE 6 or qualifying placement score.

MTE 8 Rational Exponents and Radicals (1 cr, F/Sp/Su) Includes simplifying radical expressions,

using rational exponents, solving radical euations and solving applications using radical equations. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: MTE 7 or qualifying placement score.

MTE 9 Functions, Quadratic Equations and Parabolas (1 cr, F/Sp/Su) Includes an introduction to functions in ordered pair, graph, and equation form. Also includes quadratic functions, their properties and their graphs. Lecture 3 hours per week; Lab 1 hour per week. Prerequisite: MTE 8 or qualifying placement score.

MATHEMATICS COREQUISITE

This course is a co-requisite in pilot phase for fall 2017 with limited enrollment; open enrollment for spring 2018. For the 2017-189 academic year, this course will pair with MTH 163 – Precalculus I. In fall 2018, this course will pair with the new course number: MTH 161 – Precalculus I.

Provides instruction for students who require minimum preparation for college-level Precalculus. Students in this course will be co-enrolled in MTH 161. Credits not applicable toward graduation and do not replace MTE courses waived. Successful completion of Precalculus I results in the prerequisite MTE modules being satisfied. Prerequisites: Completion of any seven of the MTE modules 1-9 and Corequisite: MTH 161: Precalculus I. Variable hours per week. 1-2 credits

MATHEMATICS

MTH 115 Technical Mathematics I (3 cr, F) Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry, and complex numbers. Lecture 3 hours per week. Prerequisite: Completed MTE 1-6 or qualifying placement test score.

MTH 120 Introduction to Mathematics (3 cr, F/Sp) Introduces number systems, logic, basic algebra, and descriptive statistics. Intended for occupational/technical programs. Lecture 3 hours per week. Prerequisite: Completed MTE 1-3 or qualifying placement test score. Not intended for transfer to four-year schools.

MTH 150 Topics in Geometry (3 cr, IR) Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Lecture 3 hours per week. Prerequisites: Completed MTE 1-5 or qualifying placement test score.

MTH 152 Mathematics for the Liberal Arts II (3 cr, F/Sp/Su) Presents topics in sets, geometry, functions, combinatorics, probability, statistics, and algebraic systems. Lecture 3 hours per week. Prerequisite: Completed MTE 1-5 or qualifying placement test score.

MTH 157 Elementary Statistics (3 cr, F/Sp/Su) 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 and MTH 240.) Lecture 3 hours per week. Prerequisites: Completed MTE 1-5 or qualifying placement test score.

MTH 163 Precalculus I (3 cr, F/Sp/Su) Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Does not prepare students for MTH 173. Lecture 3 hours per week. Prerequisite: Completed MTE 1-9 or qualifying placement test score.

MTH 164 Precalculus II (3 cr, F/Sp/Su) Presents trigonometry, analytical geometry, and sequences and series. Lecture 3 hours per week. Prerequisite: Completed MTH 163 or placement test score equivalent.

MTH 167 Precalculus with Trigonometry (5 cr, F/Sp/Su) Presents topics in power, polynomial, rational, exponential, and logarithmic functions, systems of equations, trigonometry, trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Prerequisite: Competency in MTE 1-9 as demonstrated through placement or unit completion or equivalent or Corequisite: MCR 7: Learning Support for Precalculus w/

Trig. Lecture 5 hours per week. Credit will not be awarded for both MTH 167: Precalculus w/ Trig and 161/162: Precalculus I and II, or equivalent.

MTH 180 Finite Mathematics (3 cr, F/Sp/Su) Covers systems of linear equations, matrices, linear programming, counting techniques, probability theory, game theory, and the mathematics of finance. Lecture 3 hours per week. Prerequisite: Completed MTE 1-9 or placement test score equivalent.

MTH 240 Statistics (3 cr, F/Sp/Su) Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Lecture 3 hours per week. Prerequisite: Completed MTH 163, or MTH 180 or placement test score equivalent.

MTH 263 Calculus I (4 cr, F/Sp/Su) Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, integrals and applications of integration. Prerequisite: Placement or completion of MTH 167: Precalculus with Trig or MTH 161/162 Precalculus I/II or equivalent with a grade of C or better. Lecture 4 hours per week.

MTH 264 Calculus II (4 cr, F/Sp/Su) Continues the study of 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: Completion of MTH 263: Calculus I or equivalent with a grade of C or better. Lecture 4 hours per week.

MTH 265 Calculus III (4 cr, F/Sp/Su) Focuses on extending the concepts of function, limit, continuity, derivative, integral and vector from the plane to the three dimensional space. Topics include vector functions, multivariate functions, partial derivatives, multiple integrals and an introduction to vector calculus. Designed for mathematical, physical, and engineering science programs. Prerequisite: Completion of MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 4 hours per week.

MTH 266 Linear Algebra (3 cr, F/Sp/Su) Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, eigenvalues, and eigenvectors. Designed for mathematical, physical and engineering science programs. Prerequisite: Completion of MTH 263: Calculus I or equivalent with a grade of B or better or MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 3 hours per week.

MTH 267 Differential Equations (3 cr, F/Sp/Su) Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with applications, and numerical methods. Prerequisite: MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 3 hours per week.

MTH 271 Applied Calculus I (3 cr, F/Sp/Su) Presents limits, continuity, differentiation of algebraic and transcendental functions with applications, and an introduction to integration. Lecture 3 hours per week. Prerequisite: Completed MTH 163 or placement test score equivalent.

MTH 286 Discrete Mathematics (4 cr, Sp) Presents topics in discrete mathematical structures which are basic tools used in computer science. Covers sets, Boolean algebra, counting methods, generating functions and recurrence relations, graph theory, trees, and an introduction to finite state automata. Designed for mathematical, physical, and engineering science programs. Lecture 4 hours per week. Prerequisite: Completed MTH 174.

MECHANICAL ENGINEERING TECHNOLOGY

MEC 155 Mechanisms (3 cr) Studies the purpose and actions of cams, gear trains, levers, and other mechanical devices used to transmit control. Focuses on motions, linkages, velocities, and acceleration of points within a link mechanism; layout method for designing cams and gear grain. Requires

preparation of weekly laboratory reports. Lecture 1-2 hours. Laboratory 2-4 hours. Total 3-5 hours per week.

MEC 161 Basic Fluid Mecahnics-Hydraulics/Pneumatics (3 cr) Introduces theory, operation and maintenance of hydraulic/ pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

MILITARY SCIENCE

MSC 101-102 The Foundations of the U.S. Air Force I-II (1 cr, F) (1 cr, Sp) Provides an introduction to the United States Air Force and Air Force Reserve Officers Training Corps. Includes the mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. (PVCC students will take AIRS classes at the University of Virginia for PVCC credit.) Prerequisite: Admission to AFROTC program at UVa. Corequisite: Leadership Laboratory 1 hour per week. Total 2 hours per week.

MSC 111-112 Military Science I-II (2 cr, F) (2 cr, Sp) Covers the first year of general military science: organization of the army and ROTC U.S. Army and national security, individual weapons, marksmanship, and leadership laboratory. Courses offered only in cooperation with four-year colleges authorized to offer Army ROTC programs. Prerequisite: Admission to AFROTC program at UVa. Corequisite: Leadership Laboratory 1 hour per week. Lecture 1 hour per week. Total 2 hours per week.

MSC 201-202 The Evolution of Air and Space Power I-II (1 cr, F) (1 cr, Sp) Examines general aspects of air and space power through a historical perspective. Covers a time period from the first balloons and dirigibles to the use of Unmanned Aerial Vehicles in today's technologically advanced Air Force. Historical examples serve to extrapolate the development of Air Force capabilities (competencies) and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truths associated with war in the third dimension; e.g. Principles of War and Tenets of Air and Space Power. Provides a knowledge-level understanding for the general element and employment of air and space power from an institutional, doctrinal, and historical perspective. Continues a discussion of the importance of the Air Force Core Values through use of Force leaders and develops cadets' communication skills. Prerequisite: Admission to AFROTC program at UVa. Corequisite: Leadership Laboratory 1 hour per week. Total 2 hours per week.

MSC 211-212 Military Science III-IV (2 cr, F) (2 cr, Sp) Focuses on the second year of general military science: American military history, introduction to operations and basic tactics, map and aerial photo reading, and leadership laboratory. Courses offered only in cooperation with four-year colleges authorized to offer Army ROTC programs. Lecture 1 hour per week. Total 2 hours per week.

MUSIC

MUS 101-102 Basic Musicianship I-II (3 cr, F/Sp) (3 cr, F/Sp) Provides exercises leading to knowledge and skill in the rudiments of music. Includes rhythmic notation as well as scales, keys, and intervals, along with exercises in sight reading and ear training. Lecture 3 hours per week. Prerequisite: MUS 101 for MUS 102.

MUS 111-112 Music Theory I-II (4 cr, F/Su) (4 cr, Sp) Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite: MUS 111 for MUS 112.

MUS 121-122 Music Appreciation I-II (3 cr, F) (3 cr, Sp) 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. Lecture 3 hours per week.

MUS 136 Applied Music—Voice (1-2 cr, F/Sp/Su) Teaches singing, proper breath control, diction, and development of tone. Studies the standard vocal repertoire. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be one half hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. One or two half-hour lessons per week. Four to eight hours practice (laboratory) required. Prerequisite: Instructor approval.

MUS 137 Chorus Ensemble I (1-2 cr, F/Sp) Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week. Prerequisite: Instructor approval.

MUS 138 Small Vocal Ensemble I (1-2 cr, F/Sp) Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week. Prerequisite: Completed MUS 137 and instructor approval.

MUS 141-142 Class Piano I-II (2 cr, F) (2 cr, Sp) Offers the beginning piano student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of keyboard playing. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

MUS 145 Applied Music—Keyboard (1-2 cr, F/Sp/Su) Teaches piano, organ, harpsichord, or synthesizer. Studies the standard vocal repertoire. One or two half-hour lessons per week. Four to eight hours practice (laboratory) required. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be 1/2 hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. Prerequisite: Instructor approval.

MUS 149 Band (1-2 cr, F/Sp) Courses in ensemble consist of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week.

MUS 155 Applied Music—Woodwinds (1-2 cr, F/Sp/Su) Teaches fundamentals of the woodwind instruments. Studies the standard vocal repertoire. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be one half hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. One or two half-hour lessons per week. Four to eight hours practice (laboratory) required. Laboratory 4-8 hours per week. Prerequisite: Instructor approval.

MUS 165 Applied Music—Strings (1-2 cr, F/Sp/Su) Teaches fundamentals of string instruments, harp, or guitar. Studies the standard vocal repertoire. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be one half hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. One or two half-hour lessons per week. Four to eight hours practice (laboratory) required. Prerequisite: Instructor approval.

MUS 175 Applied Music—Brass (1-2 cr, F/Sp/Su) Teaches fundamentals of brass instruments. Studies the standard vocal repertoire. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be 1/2 hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. One or two half-hour lessons per week. Four to eight hours practice (laboratory) required.

Laboratory 4-8 hours per week. Prerequisite: Instructor approval.

MUS 221 History of Music I-II (3 cr, Su) Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Lecture 3 hours per week.

MUS 225 The History of Jazz (3 cr, IR) Studies the underlying elements of jazz, concentrating on its cultural and historical development from earliest stages to the present. No previous knowledge of music is required. Lecture 3 hours per week.

MUS 236 Advanced Applied Music—Voice (1-2 cr, F/Sp) Continues MUS 136. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be one half hour for 1 credit and 1 hour for 2 credits per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. Laboratory 4-8 hours per week. Prerequisite: Instructor approval.

MUS 237 Chorus Ensemble II (1-2 cr, F/Sp) Ensemble consists of performance from the standard repertoires, including the study of ensemble techniques and interpretations. Continues MUS 137. Laboratory 3-6 hours per week. Prerequisite: Completed MUS 137.

MUS 238 Small Vocal Ensemble II (1-2 cr, F/Sp) Continues MUS 138. Courses in ensemble consist of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week. Prerequisite: Completed MUS 138.

MUS 245 Advanced Applied Music—Keyboard (1-2 cr, IR) Continues Applied Music—Keyboard MUS 145. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be one half hour for 1 credit and 1 hour for 2 credits per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. Laboratory 4-8 hours per week. Prerequisite: Instructor approval.

MUS 249 Band Ensemble (1-2 cr, F/Sp) Continues MUS 149. Courses in ensemble consist of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week.

MUS 265 Advanced Applied Music—Strings (1-2 cr, F/Sp) Continues MUS 165. Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be one half hour for 1 credit and 1 hour for 2 credits per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. Laboratory 4-8 hours per week. Prerequisite: Instructor approval.

NATURAL SCIENCE

NAS 2 Foundations of Life Sciences (3 cr, F/Sp/Su) Presents elementary biological and chemical principles for allied health students whose high school preparation is deficient in the biological sciences. Lecture 3 hours per week.

NAS 131 Astronomy I: Principals of Astronomy and the Solar System (4 cr, F) This is an introductory astronomy course that emphasizes concepts rather than mathematics. The course is designed for non-science majors and there are no math prerequisites. The main goal of this course is for students to understand and appreciate the nature of science through the study of astronomy. After completing this class, students will have achieved basic understanding of: scientific method, patterns in the night sky, motion, energy, gravity, and light, telescopes, our solar system, and properties of planets beyond our solar system. Remote observatory viewing may be scheduled according to availability and time allowance. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Corequisite: NAS 131 lab.

NAS 132 Astronomy II: Principals of Astronomy, Stars and Galaxies (4 cr, Sp) This is an introductory astronomy course that emphasizes concepts rather than mathematics. The course is designed for non-science majors and there are no math prerequisites. The main goal of this course is for students to

understand and appreciate the nature of science through the study of astronomy. After completing this class, students will have achieved basic understanding of: scientific method, patterns in the night sky, light and telescopes, nature of stars and galaxies, birth and death of stars, theories on beginning and end of the universe. Remote observatory viewing may be scheduled according to availability and time allowance. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Corequisite: NAS 132 lab.

NAS 145 Introduction to Natural History (3 cr, Sp) Introduces developmental concepts and principles of natural history. Takes a hands-on approach to the study of native plants and wildlife of this region, including trees, mammals, birds, and reptiles. Lecture 3 hours per week.

NAS 160 Field Ornithology (3 cr, Sp) Learn bird identification by sight and sound in diverse habitats of this area. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

NURSING

NUR 100 Introduction to Nursing and Health (1 cr, F/Sp/Su) Introduces concepts of nursing and health. Includes historical and cultural aspects, legal, and ethical responsibilities and an overview of health and the health care delivery system. Lecture 1 hour per week. Prerequisite: Admission into the nursing program.

NUR 108 Nursing I (6 cr, F) Teaches principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the multidimensional needs of individuals. Content includes: math computational skills, basic computer instruction related to the delivery of nursing care, introduction to the profession of nursing, nursing process, documentation; basic needs related to integumentary system, teaching/ learning, stress, psycho-social, safety, nourishment, elimination, oxygenation, circulation, rest, comfort, sensory, fluid, and electrolyte and mobility needs in adult clients. Also includes care of the pre/post operative client. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 3 hours. Clinical 6 hours per week. On-campus lab 3 hours per week. Total 12 hours per week. Prerequisite: Admission into the nursing program. Corequisite: NUR 108 Lab (clinical) and NUR 108 XLab (on-campus lab).

NUR 112 Nursing II (7 cr, Sp) Focuses on the nursing care of adults 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; acidbase balance, gastrointestinal, genitourinary musculoskeletal, immunology, oncology, sensorineural, infectious diseases, endocrine, respiratory and blood disorders and care of the dying client. Provides supervised learning experiences in college nursing laboratory and cooperating agencies. Lecture 3 hours. Clinical 12 hours. Total 15 hours per week. Prerequisite: Completed NUR 100, NUR 108 and NUR 226. Corequisite: NUR 112 laboratory.

NUR 115 LPN Transition (4 cr, Su) 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. Lecture 1 hour per week, Lab 2 hours per week, Clinical 3 hours per week. Total 6 hours per week. Prerequisite: Must be an LPN admitted into the nursing program.

NUR 135 Drug Dosage Calculations (1 cr, F/Su) 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 hour per week. Prerequisites: Completed MTE 1-5 or placement test score equivalent.

NUR 201 Psychiatric Nursing (4 cr, F) This course focuses on the care of individuals/families requiring psychiatric clinical treatment. Uses all components of the nursing process with increasing degrees of skill. Content includes: math computational skills, basic computer instruction related to the delivery of nursing care, alterations in

behavior, eating disorders, mood disorders, anxiety, chemical dependency and dementias. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. This course is a Writing Intensive Course (WIC), and fulfills the WIC requirement for the Nursing AAS degree. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week. Prerequisites: Completed, ENG 112, NUR 112, NUR 230, and BIO 142.

NUR 202 Medical/Surgical Nursing I (4 cr, F) Focuses on the care of individuals/families requiring medical or surgical treatment. Uses all components of the nursing process with increasing degrees of skill. Content includes: math computational skills, basic computer instruction related to the delivery of nursing care; neurological, renal, burn disorders and clients experiencing shock. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 2 hours. Clinical 6 hours. Total 8 hours per week. Prerequisites: Completed NUR 112, NUR 115, NUR 230, BIO 141 and BIO 142. Corequisite: NUR 202 lab.

NUR 226 Health Assessment (2 cr, F/Sp/Su) Teaches the systematic approach to obtaining a health history and performing a physical assessment. Lecture 1 hour. Laboratory 3 hours per week. Total 4 hours per week. Prerequisite: Admission into the nursing program or division permission.

NUR 230 Pharmacology (3 cr, Sp/Su) Introduces the general principles of drug action, pharmacology of the major drug classes and specific agents within each class. Covers body systems, toxicology of drugs, and administration of medications. Lecture 3 hours per week. Prerequisites: Completed NUR 108 and NUR 226.

NUR 245 Maternal/Newborn Nursing (4 cr, Sp) Develops nursing skills in caring for families in the antepartum, intrapartum, and postpartum periods. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week. Prerequisites: Completed NUR 201, 202, and PSY 230. Corequisite: NUR 245 lab.

NUR 246 Parent/Child Nursing (4 cr, Sp) Develops nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development and the family as a unit. Lecture 2 hours. Clinical 6 hours. Total 8 hours per week. Prerequisites: Completed NUR 201, 202, and PSY 230. Corequisite: NUR 246 laboratory.

NUR 254 Nursing Dimensions (1 cr, Sp) Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Lecture 1 hour per week. Prerequisite: Completed NUR 201 and 202. Corequisites: NUR 245 and 246.

NUR 264 Rentry Into Registered Nursing (5 cr, IR) Facilitates the return of the inactive registered nurse to the work force. Teaches current nursing practice and updates skills. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week. Prerequisite: Instructor permission and current Virginia RN license required.

PHILOSOPHY

PHI 100 Introduction to Philosophy (3 cr, F/Sp) Presents an introduction to philosophical problems and perspectives with emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

PHI 111 Logic I (3 cr, F) Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. Lecture 3 hours per week.

PHI 200 The History of Western Philosophy (3 cr, IR) Offers a brief historical survey of major philosophers from the pre-Socratics to the present. Lecture 3 hours per week.

PHI 220 Ethics (3 cr, F/Sp/Su) Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

PHI 227 Biomedical Ethics (3 cr, IR) Examines the ethical implications of specific bio-medical issues in the context of major ethical systems. Lecture 3 hours per week.

PHI 260 Studies of Eastern Thinking (3 cr, F/Sp) Introduces an in-depth study of the East through a variety of approaches which include music,

literature, drama, and cinema. Places special emphasis on Chinese and Japanese philosophy and religion, especially Buddhism. Lecture 3 hours per week.

PHI 276 Women and Western Philosophy (3 cr, Sp) Provides a discussion of the concept, role, and "value" of women from Plato to contemporary philosophy. Also surveys controversies in feminist social ethics and issues, such as marketing femininity, pornography and censorship, women working, and women's fertility. Lecture 3 hours per week.

PHOTOGRAPHY

PHT 164 Introduction to Digital Photography (3 cr, IR) Teaches the fundamentals of photography including camera function, composition, and image production as they apply to digital imagery. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

PHYSICAL EDUCATION AND RECREATION

PED 101-102 Fundamentals of Physical Activity (2 cr, F/Su) (2 cr, Sp) 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. Variable hours per week.

PED 123-124 Tennis I-II (1 cr, F/Sp/Su) (1 cr, F/Sp/Su) Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Variable hours per week. Prerequisite: Completed PED 123 is a prerequisite for PED 124 or instructor permission.

PED 133-134 Golf I-II (1 cr, F) (1 cr, Sp) Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Variable hours per week.

PED 135-136 Bowling I-II (1 cr, F) (1 cr, Sp) Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Variable hours per week.

PED 141-142 Swimming I-II (2 cr, F) (2 cr, Sp) Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 152 Basketball (1 cr, F/Sp) Introduces basketball skills, techniques, rules, and strategies. Variable hours per week.

PED 160 Modern Dance (1 cr, F/Sp/Su) Teaches the basic techniques of creative dance. Skills include self-expression, contemporary routines, dance forms, and basic choreography. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 161-162 Dance Production I-II (2 cr, F) (2 cr, Sp) Focuses on creating a dance performance. Teaches the basic skills in creating and producing a dance. Includes lighting, costumes, music, and choreography. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 164 Jazz II (2 cr, Sp) Introduces dance through contemporary jazz movements. Includes floor stretches, isolations, dance patterns and locomotor movements. Total 2 hours per week.

PED 167 Dance Improvisation (2 cr, F) Explores the creation of spontaneous movement experiences with emphasis on self-expression and creature awareness. Includes improvisational techniques utilizing body awareness, use of the environment, and group dynamics. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 206 Sports Appreciation (2 cr, F, Sp) Sports Appreciation is a study of sports in America. The class will study and discuss sport experiences from childhood to adulthood, from spectator to participant, from amateur to professional, locally and nationally. Experiences and headlines based on gender, race and socioeconomic status will be discussed in relation to cultural trends. Lecture 2 hours. Total 2 hours per week.

PHYSICS

PHY 100 Elements of Physics (4 cr, F) Covers basic concepts of physics, including Newtonian mechanics,

properties of matter, heat and sound, fundamental behavior of gases, ionizing radiation, and fundamentals of electricity. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed MTE 1-9 or qualifying placement test score. Corequisite: PHY 100 lab.

PHY 201-202 General College Physics I-II (4 cr, F) (4 cr, Sp) Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisites: Completed MTH 164 is a prerequisite for PHY 201. Completed PHY 201 is a prerequisite for PHY 202. Corequisite: PHY 201 laboratory for PHY 201 and PHY 202 laboratory for PHY 202.

PHY 241-242 University Physics I-II (4 cr, F) (4 cr, Sp) Teaches principles of classical physics. Includes mechanics, wave phenomena, heat, electricity, and magnetism. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed MTH 173 or AP Calculus score (AB or BC) of 3 or greater is a prerequisite for PHY 241. Completed MTH 174 and PHY 241 are prerequisites for PHY 242. Corequisite: PHY 241 laboratory for PHY 241 and PHY 242 laboratory for PHY 242.

POLITICAL SCIENCE

PLS 135 American National Politics (3 cr, F/Sp/Su) Teaches political institutions and processes of the national government of the United States. Focuses on the Congress, presidency, and the courts, and their interrelationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.

PLS 211-212 U.S. Government I-II (3 cr, F) (3 cr, Sp) Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

PLS 215 Virginia Government and Politics (3cr, IR) Provides the necessary demographic, economic, social, and political background to form an understanding of contemporary Virginia politics and parties. Reviews the division of governance among the national, state, and local governments in the federal system. Lecture 3 hours per week.

PLS 216 Women in Politics (3cr, IR) Surveys the historical evolution of the role of women in American politics. Covers the participation of women in the political arena as voters, activists, and candidates. Analyzes the role of women as political officeholders. Examines the public policy issues related to women. Poses the question of the future for women in politics. Lecure 3 hours per week.

PLS 225 The United States Presidency (3 cr, IR) Describes the modern American presidency. Focuses on the presidency and many issues related to that office; the people, the powers, and the current environment in which the presidents serve. Lecture 3 hours per week.

PLS 241 International Relations I (3 cr, Su) Teaches geographic, demographic, economic, ideological, and other factors conditioning the policies of countries and discusses conflicts and their adjustment. Lecture 3 hours per week.

PLS 242 International Relations II (3 cr, IR) Teaches foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. Lecture 3 hours per week.

PRACTICAL NURSING

PNE 116 Nutrition and Diet Therapy (1 cr, Su) Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, basic requirements for individuals. Includes a brief introduction to diet therapy. Lecture 1 hour per week. Prequisite: Admission to Practical Nursing program or instructor permission.

PNE 173 Pharmacology for Practical Nurses (2 cr, Sp) Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and

specific agents within each class. Lecture 2 hours per week. Prerequisite: Admission to Practical Nursing program.

PNE 174 Applied Pharmacology for Practical Nurses (1 cr, F) Applies problem solving skills in preparing and administering medications. Lecture 1 hour. Prerequisite: Completed PNE 173.

PNE 186 Nursing Concepts I (6 cr, Sp) Introduces principles of nursing including concepts of health, wellness, illness and the nursing process. Develops nursing skills to meet the multidimensional needs of individuals across the life span. Includes computer skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 3 hours. Laboratory 3 hours. Clinical 6 hours. Total 12 hours per week. Prequisite: Admission to Practical Nursing program.

PNE 187 Nursing Concepts II (9 cr, Su) Explores the use of the nursing process to meet the multi-dimensional needs of individuals and developing families. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Clinical 12 hours. Total 17 hours per week. Prerequisite: Completed PNE 186.

PNE 188 Nursing Concepts III (6 cr, F) Teaches nursing care of individuals and/or families experiencing alterations in health utilizing the nursing process. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 3 hours. Clinical 9 hrs. Total 12 hours per week. Prerequisite: Completed PNE 187.

PSYCHOLOGY

PSY 200 Principles of Psychology (3 cr, F/Sp/Su) Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics such as: physiological mechanisms, sensation/ perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.

PSY 215 Abnormal Psychology (3 cr. F/Sp) Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Lecture 3 hours per week. Prerequisite: Completed PSY 200 or PSY 230.

PSY 230 Developmental Psychology (3 cr, F/Sp/Su) 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 psycho-social growth. Lecture 3 hours.

PSY 235 Child Psychology (3 cr, F/Sp/Su) 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.

PSY 270 Psychology of Human Sexuality (3cr. IR) Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. Prerequisites: PSY 200. Lecture 3 hours per week.

RADIOGRAPHY

RAD 100 Introduction to Radiology and Protection (2 cr, F) Presents brief history of radiological profession, code of ethics, conduct for radiologic students, and the basic fundamentals of radiation protection. Lecture 2 hours per week.

RAD 111 Radiologic Science I (4 cr, Sp) Teaches concepts of radiation, radiography physics, fundamentals of electromagnetic radiation, electricity and magnetism, and application of these principles to

radiography. Focuses on X-ray production, emission, and X-ray interaction with matter. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 112 Radiologic Science II (4 cr, Su) Teaches concepts of radiation, radiography physics, fundamentals of electromagnetic radiation, electricity and magnetism, and application of these principles to radiography. Focuses on X-ray production, emission, and X-ray interaction with matter. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: Completed RAD 111.

RAD 121 Radiographic Procedures I (4 cr, F) Introduces procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the chest, abdomen, extremities, and axial skeleton. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 125 Patient Care Procedures (2 cr, F) Presents the care and handling of the sick and injured patient in the Radiology Department. Introduces the fundamentals of nursing procedures, equipment and supplies specific to radiology. Lecture 2 hours per week.

RAD 131 Elementary Clinical Procedures I (3 cr, Sp) Develops advanced technical skills in fundamental radiographic procedures. Focuses on manipulation of equipment, patient care, osseous studies, skull procedures, and contrast studies. Provides clinical experience in cooperating health agencies. Clinical 15 hours per week.

RAD 136 Clinical Procedures in Magnetic Resonance Imaging (2-3 cr) Develops technical skills in Magnetic Resonance procedures. Focuses on manipulation of equipment, patient care, and procedures. Clinical 10-15 hours per week.

RAD 190 Coordinated Internship (2 cr, F) This course provides an introduction to the clinical setting. Students will be oriented to the various clinical areas and be provided the opportunity to obtain initial competencies in basic radiographic imaging exams. Clinicals 10 hours per week.

RAD 205 Radiation Protection and Radiobiology (3 cr, Sp) Studies methods and devices used for protection from ionizing radiation. Teaches theories of biological effects, cell and organism sensitivity, and the somatic and genetic effects of ionizing radiation. Presents current radiation protection philosophy for protecting the patient and technologist. Lecture 3 hours per week.

RAD 221 Radiographic Procedures II (4 cr, Sp) Continues procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the skull, contrast studies of internal organs, and special procedures employed in the more complicated investigation of the human body. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 231 Advanced Clinical Procedures I (4 cr, Sp) Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in cooperating health agencies. Clinical 20 hours per week.

RAD 232 Advanced Clinical Procedures II (5 cr, Su) Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in

cooperating health agencies. Clinical 25 hours per week.

RAD 240 Radiographic Pathology (3 cr, Sp) Presents a survey of common medical and surgical disorders that affect radiographic image. Discusses conditions related to different systems of the human body. Studies the correlation of these conditions with radiographs. Lecture 3 hours per week.

RAD 246 Special Procedures (2 cr, Su) Studies special radiographic and surgical procedures and equipment employed in the more complicated investigation of internal conditions of the human body. Lecture 2 hours per week.

RAD 256 Radiographic Film Evaluation (3 cr, F) Presents a concentrated study and practical evaluation of radiographic quality and disease affects on radiographs. Focuses on technical factors, procedural factors, equipment malfunctions, and other difficulties associated with radiographs. Lecture 3 hours per week. Prerequisites: Completed BIO 141, BIO 142, RAD 111, RAD 112, RAD 121, and RAD 221.

RAD 270 Digital Image Acquisition and Display (2 cr, F) Includes basic principles of digital radiography, image acquisition, image acquisition errors, software image processing, fundamental principles of exposures, image evaluation, quality assurance and maintenance issues, and digital display. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

RAD 280 Terminal Competencies in Radiography (1 cr, Sp) Includes preparation and ensures that students possess competencies which relate to materials covered by the ARRT Content Specifications for national exam eligibility. Incorporates activities designed to verify that students have mastered skills in the critical content areas to include equipment operation and maintenance, image production and evaluation, radiographic procedures, radiation protection and patient care. Laboratory 3 hours per week. This course is a Writing Intensive Course (WIC), and fulfills the College's WIC requirement. Prerequisite: Progression to the fifth semester.

RAD 290 Coordinated Internship (3 cr, Sp) Supervises on-the-job training in selected business, industrial or service firms coordinated by the College. Clinical 15 hours per week.

REAL ESTATE

REA 100 Principles of Real Estate (4 cr, F/Sp) Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments, financing, and management of real estate. Lecture 4 hours per week.

RELIGION

REL 200 Survey of the Old Testament (3 cr, F) 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.

REL 210 Survey of the New Testament (3 cr, Sp) Surveys books of the New Testament with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week.

REL 215 New Testament and Early Christianity (3 cr, IR) Surveys the history, literature, and theology of early Christianity in the light of the New Testament. Lecture 3 hours per week.

REL 216 Life and Teaching of Jesus (3 cr, IR) Studies the major themes in the teachings of Jesus of Nazareth as recorded in the Gospels, and examines the events of his life in light of modern biblical and historical scholarship. Lecture 3 hours per week.

REL 230 Religions of the World (3 cr, F/Sp/Su) Introduces major religious traditions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

REL 233 Introduction to Islam (3 cr, F/Sp) Studies Islam in its historical, religious, and political dimensions and assists in the understanding of its contemporary vitality and attraction as a faith, a culture and a way of life. Lecture 3 hours per week.

REL 237 Eastern Religions (3 cr, F/Sp/Su) Studies major religious

traditions of the East including Hinduism, Buddhism, Confucianism, Taoism, and Zen Buddhism. Includes an analysis of Eastern philosophy and approach to life. Lecture 3 hours per week.

REL 240 Religions in America (3 cr, IR) Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Lecture 3 hours per week.

REL 246 Christianity (3 cr, IR) Examines the origins and historical development of Christianity, its basic metaphysical and theological assumptions, its essential doctrines, and the present state of the church in the modern world. Lecture 3 hours per week.

RUSSIAN

RUS 101-102 Beginning Russian I-II (5 cr, F) (5 cr, S) Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Lecture 5 hours per week. Prerequisite: Completed RUS 101 is a prerequisite for RUS 102.

RUS 201-202 Intermediate Russian I-II (4 cr, F) (4 cr, S) Continues the development of the skills of understanding speaking, reading, and writing of Russian. Class conducted in Russian. Prerequisite: RUS 102 or equivalent. Lecture 4 hours per week.

SAFETY

SAF 130 Industrial Safety-OSHA 10 (1 cr) Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture 1 hour per week.

SOCIAL SCIENCE

SSC 210 Introduction to Women's Studies (3 cr, IR) Introduces interdisciplinary and cross-cultural theories that explore gender, race, and class issues relating to women's lives, past and present. Lecture 3 hours per week.

SOCIOLOGY

SOC 200 Principles of Sociology (3 cr, F/Sp/Su) 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.

SOC 210 Survey of Physical and Cultural Anthropology (3 cr, IR) Introduces the diversity of cultures found around the world. Through a collection of readings, films, lectures, and discussions, students enrolled in this class should come to an understanding of human cultural variation, and be able to put our own society into better perspective. A number of societies from around the world will be used to provide examples of different practices in regard to marriage, kinship, technological variation, religion, and political and social organization. Examples from prehistory will be included, and modern applications of anthropology to education, medicine, business, etc. will be discussed. Lecture 3 hours per week.

SOC 215 Sociology of the Family (3 cr, IR) Studies topics such as marriage and family in social and cultural context. Addresses the singles scene, dating and marriage styles, childrearing, husband and wife interaction, single parent families, alternative lifestyles. Lecture 3 hours per week.

SOC 225 Sociology of Gender (3 cr, IR) Analyzes influence of major social institutions and socialization in shaping and changing sex roles in contemporary society. Examines differential access to positions of public power and authority for men and women. Lecture 3 hours per week.

SOC 252 Sociology through Visual Media (3 cr, IR) Demonstrates the complex intersection of social institutions and structures and individual behavior as portrayed through visual media by focusing on economics, education, class, race, gender, the justice system, the media and politics. Shows how social structures and behavior can result in forms of social stratification. Lecture 3 hours per week.

SOC 266 Minority Group Relations (3 cr, IR) Considers race and ethnicity as coail constructs that

deeply affect our personal experience and our social institutions. Examines the relationship of racial and ethnic groups with each other and with the larger society, and the ways in which these relationships are constantly changing. Explores the experience of different groups and examines ideas of racial justice and equality. Introduces significant theoretical approaches to the study of race and ethnicity. Lecture 3 hours per week.

SOC 268 Social Problems (3 cr, IR) Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, family and community disorganization, poverty, automation, wars, and disarmament. Lecture 3 hours per week.

SPANISH

SPA 101-102 Beginning Spanish I-II (4 cr, F/Sp) (4 cr, F/Sp/Su) Introduces understanding, speaking, reading, and writing skills, and emphasizes basic Spanish sentence structure. Lecture 4 hours per week. Includes an additional hour of oral lab practice per week. Prequisite: Completed SPA 101 or placement test is the prerequisite for SPA 102.

SPA 163-164 Spanish for Health Professionals I-II (3 cr, IR) (3 cr, IR) Introduces Spanish to those in the health sciences field. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practices. Lecture 3 hours per week.

SPA 201-202 Intermediate Spanish I-II (3 cr, F/Sp) (3 cr, Sp/Su) Continues to develop understanding, speaking, reading, and writing skills. Lecture 3 hours per week. Completed SPA 102 is the prerequisite for SPA 201. Completed SPA 201 is the prerequisite for SPA 202.

STUDENT DEVELOPMENT

SDV 100 College Success Skills (1 cr, F/Sp/Su) Assists students in transition to colleges. Provides overviews of college policies, procedures, 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.

SURGICAL TECHNOLOGY

SUR 130 - Introduction to Central Services (3 cr, IR) Introduces central processing with a focus on skills necessary to perform central services competently and safely. Includes aseptic technique, patient-centered theories, econtamination, preparation and packaging for sterilization, sterilization processes, and sterile storage. Lecture 2 hours. Lab 3 hours. Total 5 hours per week.

SUR 135 - Infection Control (2 cr, IR) Introduces the fundamentals of surgical microbiology. Includes an introduction to cell structure and theory, microbial function, human pathogen relationships, infectious process, blood borne and airborne pathogens, defense microorganisms, infection control, and microbial control and destruction. Lecture 2 hours per week.

SUR 140 Introduction to Surgical Care (4 cr, F) Introduces the study of the surgical process, including aspects of the operating room environment. Highlights preparing the patient for surgery, including transporting, positioning and special preparation procedures. Presents physical, psychological and spiritual needs of the patient including ethical and legal rights of the patient. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Admission into the Program. Prerequisite or corequisite: BIO 141. Corequisite: SUR 140 lab.

SUR 145 Fundamentals of Surgical Care (4 cr, F) Introduces principles of aseptic technique, sterilization, disinfection and antisepsis including environment safety and control, CDC and OSHA requirements. Presents packaging, storing, and dispensing surgical supplies, principles of wound healing including types, stages, and complications; types, preparation and care of surgical supplies, packing, dressings, catheters, drains, tubes, supplies, and equipment; classifications of

instruments, sutures and needles. Describes responsibilities related to the scrub and circulating roles. Provides students practical experience in the operating room. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Completed SUR 140. Prequisite or Corequisite: BIO 141. Corequisite: SUR 145 lab.

SUR 190 - Coordinated Internship (3 cr, IR) Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical lab 15 hours per week.

SUR 210 Surgical Procedures (8 cr, Sp) Introduces the surgical specialties of general; gastroenterology, gynecology; ophthalmology; otorhinolaryngology; dental; oral and maxillofacial; plastic and reconstructive; pediatrics; oncology; neurosurgery; orthopedics; cardiac; thoracic; vascular; transplant; and trauma in a laboratory and clinical experience. Lecture 4 hours. Laboratory 15 hours. Total 19 hours per week. Prerequisite: Completed SUR 145. Prerequisite or corequisite: BIO 142, SUR 250.

SUR 230 - Clinical Applications (5 cr, IR) Provides extensive clinical experience in all central sterilization areas, in addition to instruction and practice in areas such as selecting instruments, equipment, and supplies; using proper procedures; identifying regulations, standards, and safety. Lecture 1 hour. Lab 12 hours. Total 13 hours per week.

SUR 235 - Fundamentals of Central Services (3 cr, IR) Builds upon introductory concepts and skills to include areas such as cleaning, disinfection, sterilization of instruments and equipment, instrument processing, inventory management, safety and quality assurance, professional development and healthcare trends. Lecture 2 hours. Lab 3 hours. Total 5 hours per week.

SUR 250 Surgical Pharmacology (2 cr, Sp) Introduces pharmacology as it relates to surgical intervention in the operating room. Includes medication calculations, measurements, administration, terminology and handling and a review of certain drug classifications as they relate to surgical patients. Lecture 2 hours per week. Prerequisite: Completed SUR 140.

SUR 254 Professional Issues in Surgical Technology (1 cr, Su) Provides job seeking skills and an overview of theoretical knowledge in preparation for national certification. Includes test taking strategies, career options, resume preparation, interviewing techniques, professional credentialing and organizations and professionalism as it relates to surgical technology. Lecture 1 hour per week. Prerequisite: Completed SUR 210. Corequisite: SUR 260.

SUR 260 Surgical Technology Clinical Practicum (5 cr, Su) Provides continued study and extensive clinical experience in all surgical specialties. Emphasis is on clinical practice thereby further enhancing theoretical and practical knowledge of select procedures, surgical instrumentation, supplies and equipment. The scrub and circulating roles of the surgical technologist including aseptic technique and case preparation for select surgical procedures continue to be emphasized. Clinical 15 hours per week. Prerequisite: Completed SUR 210. Corequisite: SUR 254.

SUR 290 - Coordinated Internship (4 cr, IR) Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical 20 hours per week.

FACULTY

ADMINISTRATION AND TEACHING FACULTY

Aghahowa, Irene
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Arrington, Kevin
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Beamer, Zachary
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