Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, or which is contrary to any law, policy, rule or regulation of the Commonwealth of Virginia or of the State Board for Community Colleges. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges conferred by the Virginia General Assembly.

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

PUBLIC NOTICE: Southside Virginia Community College does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. Southside Virginia Community College offers programs in many vocational areas under its open door admissions policy. Specifically, Southside Virginia Community College offers admissions based on selective criteria in Nursing through a separate application process that is non-discriminatory. For more information about the application process, contact the admissions office at 1-888-220-7822. Lack of English language skills will not be a barrier to admission and participation in vocational programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Peter Hunt, Affirmative Action Officer, 109 Campus Drive, Alberta, Virginia 23821 (434) 949-1000. For further information, call 1-800-421-3481 for the address and phone number of the OCR enforcement office that serves your area. www.southside.edu

SVCC is an Affirmative Action/Equal Opportunity Institution.
President’s Message

“Education is for improving the lives of others and for leaving your community and world better than you found it.”

Marian Wright Edelman

Offering education to everyone who can benefit from our courses or programs is the mission of Southside Virginia Community College. Our dedicated staff, faculty and administrators continually strive to offer the most current curriculum and services, cutting edge technology and opportunities for future success to our students.

We plan to move forward with a passion but also with a purpose to serve and deliver the best educational experience possible. SVCC is a comprehensive community college providing quality education to the people of Southside Virginia for more than four decades. Through a wide range of post-secondary programs which includes transfer, technical, vocational and community service programs, SVCC makes its impact. The college’s service area, the largest geographical area within the Virginia Community College System, includes the counties of Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward and the city of Emporia.

Recognized throughout the Commonwealth for the leadership it has provided in the development of innovative programs, the college takes pride in its community-based education approach to meeting the needs of service area constituents. This can best be demonstrated by the college’s unique and highly successful Honors Program; its many off-campus centers; its leadership in workforce development; its Dual Enrollment Program; and its involvement in the Governor’s School of Southside Virginia.

Our future is interwoven with the development of our community; as our service area communities grow, so will we. But education is more than just the relationship between a single teacher and one student. At Southside Virginia Community College, virtually all our programs involve collaborative efforts. We are truly a college of and by the community.

The college is proud of the quality instruction it can provide to a very diverse constituency in both traditional classroom environments and through distance education options. Southside Virginia Community College offers numerous classes through an extensive two-way interactive audio and video network and online classes. The college has a teaching staff of highly professional educators who have as their major focus the success of our students within a holistic environment. Improving lives is our job and we take it seriously at SVCC.

Dr. Alfred A. Roberts
President
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2016–2017 Academic Calendar

* please consult web version of the calendar for deadlines and important dates of 8-week, 4-week and other special sessions

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<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13</td>
<td>New Student Orientation-Alberta</td>
</tr>
<tr>
<td>July 15</td>
<td>New Student Orientation-Keysville</td>
</tr>
<tr>
<td>August 16-19</td>
<td>Faculty In-Service, Registration and Orientation</td>
</tr>
<tr>
<td>August 22</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 24</td>
<td>Last Day to Add Day and Cyber Classes</td>
</tr>
<tr>
<td>September 5</td>
<td>No Classes - Labor Day Holiday</td>
</tr>
<tr>
<td>September 8</td>
<td>Last Day to Drop with Refund</td>
</tr>
<tr>
<td>First Night of Class</td>
<td>Last Day to Add Night Classes</td>
</tr>
<tr>
<td>October 3</td>
<td>December Graduation Applications Due</td>
</tr>
<tr>
<td>October 3</td>
<td>Early Registration for Spring Semester Begins</td>
</tr>
<tr>
<td>October 15</td>
<td>Mid Term</td>
</tr>
<tr>
<td>October 31</td>
<td>Last Day to Withdraw without Academic Penalty</td>
</tr>
<tr>
<td>November 22,23</td>
<td>Faculty In-Service Days, No Class</td>
</tr>
<tr>
<td>November 24,25</td>
<td>No Classes - Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 9</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 10-16</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 19</td>
<td>Grades Due by 8:00 am</td>
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<tr>
<td>December 19-22</td>
<td>Faculty In-Service Days</td>
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</table>

Spring Semester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 3-6</td>
<td>Faculty In-Service, Registration and Orientation</td>
</tr>
<tr>
<td>January TBD</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>January 9</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 11</td>
<td>Last Day to Add Day and Cyber Classes</td>
</tr>
<tr>
<td>January 16</td>
<td>No Classes Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>January 26</td>
<td>Last Day to Drop with Refund</td>
</tr>
<tr>
<td>First Night of Class</td>
<td>Last Day to Add Night Classes</td>
</tr>
<tr>
<td>March 1</td>
<td>Spring Graduation Applications Due</td>
</tr>
<tr>
<td>March 4</td>
<td>Mid Term</td>
</tr>
<tr>
<td>March 6-10</td>
<td>No Classes - Spring Break (Snow Make-Up Days)</td>
</tr>
<tr>
<td>March 13</td>
<td>Early Registration/Faculty Advisement Begins for Summer</td>
</tr>
<tr>
<td>April 3</td>
<td>Early Registration/Faculty Advisement Begins for Fall</td>
</tr>
<tr>
<td>May 1</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 2 - May 8</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 9</td>
<td>Grades Due by 10:00 am</td>
</tr>
<tr>
<td>May 9-13, 15</td>
<td>Faculty In-Service Days</td>
</tr>
<tr>
<td>May 13</td>
<td>Graduation</td>
</tr>
<tr>
<td>Summer Semester 2017</td>
<td></td>
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<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>May 15</td>
<td>Registration Continues</td>
</tr>
<tr>
<td>May 29</td>
<td>No Classes - Memorial Day</td>
</tr>
<tr>
<td>June 1</td>
<td>Summer Graduation Applications Due</td>
</tr>
<tr>
<td>July 4</td>
<td>No Classes - Independence Day Holiday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ten Week Session</th>
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<tr>
<td>May 22</td>
<td>Classes Begin</td>
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<tr>
<td>May 24</td>
<td>Last Day to Add Day and Cyber Classes</td>
</tr>
<tr>
<td>First Night of Class</td>
<td>Last Day to Add Night Classes</td>
</tr>
<tr>
<td>May 29</td>
<td>No Classes - Memorial Day</td>
</tr>
<tr>
<td>June 1</td>
<td>Summer Graduation Applications Due</td>
</tr>
<tr>
<td>June 1</td>
<td>Last Day to Drop with Refund</td>
</tr>
<tr>
<td>July 3</td>
<td>Last Day to Withdraw without Academic Penalty</td>
</tr>
<tr>
<td>July 4</td>
<td>No Classes- Independence Day Holiday</td>
</tr>
<tr>
<td>July 28</td>
<td>Classes End</td>
</tr>
<tr>
<td>July 31</td>
<td>Grades Due by 8:00 am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First 5 Week Session</th>
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<tbody>
<tr>
<td>May 22</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 24</td>
<td>Last Day to Add Day Classes</td>
</tr>
<tr>
<td>May 29</td>
<td>No Classes - Memorial Day</td>
</tr>
<tr>
<td>May 30</td>
<td>Last Day to Drop with Refund</td>
</tr>
<tr>
<td>June 1</td>
<td>Summer Graduation Applications Due</td>
</tr>
<tr>
<td>First Night of Class</td>
<td>Last Day to Add Night Classes</td>
</tr>
<tr>
<td>June 12</td>
<td>Last Day to Withdraw without Academic Penalty</td>
</tr>
<tr>
<td>June 23</td>
<td>Classes End</td>
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<tr>
<td>June 26</td>
<td>Grades Due by 8:00 am</td>
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</table>

<table>
<thead>
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<th>Second 5 Week Session</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>June 26</td>
<td>Classes Begin</td>
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<tr>
<td>June 28</td>
<td>Last Day to Add Day Classes</td>
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<tr>
<td>July 3</td>
<td>Last Day to Drop with Refund</td>
</tr>
<tr>
<td>July 4</td>
<td>No Classes- Independence Day Holiday</td>
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<tr>
<td>First Night of Class</td>
<td>Last Day to Add Night Classes</td>
</tr>
<tr>
<td>July 17</td>
<td>Last Day to Withdraw without Academic Penalty</td>
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<tr>
<td>July 28</td>
<td>Classes End</td>
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<tr>
<td>June 31</td>
<td>Grades Due by 8:00 am</td>
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</tbody>
</table>
2017–2018 Academic Calendar
THE COLLEGE

Southside Virginia Community College is a two-year institution of higher education established as a part of the statewide system of community colleges created by the 1966 Virginia General Assembly. SVCC serves primarily the residents of the city of Emporia and the counties of Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax (partial), Lunenburg, Mecklenburg, Nottoway, and Prince Edward. This represents an area of approximately 4,200 square miles. The college operates under the guidance of a local board, and is financed primarily by tuition revenues and state funds, supplemented by contributions from the participating localities and federal funds.

During a period from 1966 to 1968, a committee composed of local business, civic, industrial, and political leaders was appointed by the governing bodies of counties and cities in Region 20 for the purpose of promoting and establishing campuses where needed. In 1968, the plan for building the Christanna Campus of Southside Virginia Community College near Alberta, Virginia, was approved by the State Board for Community Colleges, and appropriations were made for its construction. The local advisory board for the college was established in July 1969.

The Christanna Campus was opened in September 1970 with approximately 55,600 square feet located on over 100 acres. Due to the extremely large service area assigned to the college, the John H. Daniel Campus was opened in September 1971 near Keysville, Virginia, about 40 miles northwest of Alberta. The John H. Daniel facility is located on 98 acres with approximately 57,500 square feet. A Workforce Development Center was opened on each campus in 2001. These buildings are 14,095 square feet each.

The Learning Resource Center on the John H. Daniel Campus opened in 2014. This 37,100 square foot facility houses the library, student development and financial aid services, admissions and records, the business office and a student lounge. Funds to add a similar facility at the Christanna Campus are being sought.

In September 1985 SVCC opened its Campus Without Walls, which was renamed the Robert C. Wrenn Campus Without Walls in October 1992. This facility allows Emporia and Greensville County residents to enroll in continuing education programs that develop and strengthen job skills as well as working towards certificate, diploma and degree programs offered by the college and participating in community service program offerings. A new facility, the Southside Virginia Education Center, opened at 1300 Greensville Circle, Emporia in the fall of 2008.

SVCC has embraced the idea of taking the college to the people due to the college's 4,200 square mile service area. Centers are located throughout the ten-county area in order to serve constituents closer to their homes.

Southern Virginia Higher Education Center located in downtown South Boston is a state-of-the-art, modern facility housed in an historic tobacco warehouse. The first facility opened in 1989 and was known as the Continuing Education Center of Longwood College. The new improved version opened in 2001 with offerings from SVCC and Danville Community College, Longwood, Mary Baldwin College, Ferrum College, Old Dominion University, Commonwealth Graduate Engineering Program and University of North Carolina at Chapel Hill. The facility housing the SVHEC was donated by the families of Bob Harris and John Cannon and funding for the renovation was raised by the Halifax Educational Foundation.

The Estes Community Center located on Main Street in Chase City is another example of the community banding together to provide opportunities for its citizens. The Estes family offered to match as much as $200,000 raised by the community within a 90-day period but it exceeded that figure by raising $390,000. The center offers SVCC classes including Nurse Aide and a Practical Nursing Program, has two fully equipped computer labs and a nursing simulation lab and also offers programs for children and has a large area available for rent for special events and occasions. An addition to the existing facility was completed in January 2007, adding an additional 18,000 square feet to the facility. This addition is named The Garland Building.

Lake Country Advanced Knowledge Center is located in the former Heilig-Meyers building in South Hill. The site was purchased by local government and renovated under the direction of Joyce French and Randolph Jones. The 23,000 square foot building provides education opportunities for employees of new and existing business and industry in the region, offers college classes as well as the High Performance Technology Program, a dual enrollment offering, GED, Command Spanish, computer classes and a cyber café.

The Occupational Technical Center at Pickett Park, Blackstone, is a facility built through the SVCC Foundation using Tobacco Indemnification funds. The facility
houses the college’s Truck Driver Training Program, Diesel Mechanics/Technicians Training Program, Automotive Technology Program and the Virginia Center for Onsite Wastewater Training.

The building which houses the newly opened Educational Advancement Center of the Cumberland Center, home to Southside Virginia Community College in Cumberland, Virginia, has served as a landmark in the community for many years. Through several renovations, this landmark site has educated numerous students over the years.

Although the building was empty for a period of time, it was not forgotten. In 2006, Cumberland County began planning for a community center at that site. The plan provides for educational, recreational, cultural, social, and business opportunities. On September 5, 2007, the two-story building reopened as the Educational Advancement Center. The Educational Advancement Center is now home to Southside Virginia College’s Middle College program. Additional renovations are planned to expand Southside Virginia Community College’s course offerings. With this new educational establishment in place and the additional plans for the future this landmark location will continue to be a venue for higher learning for many years to come.

SVCC also offers programs at sites throughout the service area at community-donated facilities in order to provide comprehensive training for every constituent.

The libraries on both campuses have a total collection of 37,000 volumes and over 200 periodical subscriptions. The libraries also subscribe to several hundred online electronic databases. While its main function is to support classroom instruction, the library has recreational reading and serves as a resource for the public of the service area.

MISSION STATEMENT

Southside Virginia Community College is dedicated to the belief that all citizens should be given an opportunity to acquire an educational foundation that develops and extends their skills and knowledge. The college’s goal is to provide diverse instructional programs ranging from developmental studies to associate degree curricula in academic, technical/vocational, lifelong education, and workforce development. Through various activities, to include distance learning, students will also have the opportunity to develop their roles and responsibilities as participants in a changing society.

ACCREDITATION

Credit programs offered by Southside Virginia Community College, an institution of the Virginia Community College System, are approved by the State Board of Community Colleges. In addition, associate degree programs are approved by the State Council of Higher Education in Virginia. Southside 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 Southside Virginia Community College. The date of SVCC’s last reaffirmation was 2008.

The Associate Degree Nursing Program at Southside Virginia Community College is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accreditation Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. The ACEN may be contacted at 404-975-5000.

The Emergency Medical Technician-Paramedic Program (A.A.S., CSC) at SVCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756. The CAAHEP may be contacted at 727-210-2354. Initial accreditation was received on July 19, 2012, following a peer review conducted by CAAHEP’s Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. The initial accreditation will expire on July 31, 2017.

The Automotive Tune-Up and Automotive Technology Programs (A.A.S., Certificate) at Southside Virginia Community College are accredited the National Automotive Technicians Education Foundation (NATEF) in the areas of Brakes, Electrical/Electronic Systems, Engine Performance, and Suspension and Steering to the Automotive Diagnosis and Tune-Up Program on February 14, 2013 following a program review conducted on November 1, 2012. Contact information for NATEF is NATEF Blue Seal Drive, SE, Suite 101, Leesburg, Virginia 20175, 703-669-6650.

TYPES OF PROGRAMS

Southside Virginia Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond high school.
Occupational-Technical Education

The occupational and technical education programs are designed to meet the increasing demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions and government. These programs, which normally require two years or less of training beyond high school, include preparation for entry into employment in agricultural, business, engineering, health and medical, industrial, public service and other technical fields. The curricula are planned to meet the needs of employers in the service area.

College Transfer Education

The University Parallel/College Transfer program includes college freshman and sophomore courses in the arts and Sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs. These courses are equivalent to those provided in the first two years of a four-year degree college or university program. Through system-wide agreements, students who graduate from one of Virginia’s 23 community colleges with an associate’s degree and a minimum grade point average may obtain guaranteed admission to more than 20 of the commonwealth’s colleges and universities. The most current listing of Guaranteed Admissions Agreements between Virginia’s community colleges and four-year colleges and universities is available at http://www.vccs.edu/students/TransferList.aspx.

General Education

General education is that portion of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. The following seven elements embody the essence of general education:

1. Communication: A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will demonstrate the ability to:
   a. understand and interpret complex materials;
   b. assimilate, organize, develop, and present an idea formally and informally;
   c. use standard English;
   d. use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
   e. use listening skills;
   f. recognize the role of culture in communication.

2. Critical Thinking: A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:
   a. discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
   b. recognize parallels, assumptions, or presuppositions in any given source of information;
   c. evaluate the strengths and relevance of arguments on a particular question or issue;
   d. weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
   e. determine whether certain conclusions or consequences are supported by the information provided,
   f. use problem solving skills.

3. Cultural and Social Understanding: A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:
   a. assess the impact that social institutions have on individuals and culture-past, present, and future;
   b. describe their own as well as others’ personal ethical systems and values within social institutions;
   c. recognize the impact that arts and humanities have upon individuals and cultures;
   d. recognize the role of language in social and cultural contexts;
   e. recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

4. Information Literacy: A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. (adapted from the American Library Association definition) Degree graduates will demonstrate the ability to:
   a. determine the nature and extent of the information needed;
   b. access needed information effectively and efficiently;
   c. evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
   d. use information effectively, individually or as a member of a group, to accomplish a specific purpose;
e. understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

5. **Personal Development**: An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to:
   a. develop and/or refine personal wellness goals;
   b. develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

6. **Quantitative Reasoning**: A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:
   a. use logical and mathematical reasoning within the context of various disciplines;
   b. interpret and use mathematical formulas;
   c. interpret mathematical models such as graphs, tables and schematics and draw inferences from them;
   d. use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
   e. estimate and consider answers to mathematical problems in order to determine reasonableness;
   f. represent mathematical information numerically, symbolically, and visually, using graphs and charts.

7. **Scientific Reasoning**: A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:
   a. generate an empirically evidenced and logical argument;
   b. distinguish a scientific argument from a non-scientific argument;
   c. reason by deduction, induction and analogy;
   d. distinguish between causal and correlational relationships;
   e. recognize methods of inquiry that lead to scientific knowledge.

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

**Developmental Studies**
Developmental programs are offered to prepare individuals for admission to occupational-technical and university parallel-college transfer programs in the community college. Upon admission to the college, students will be notified of any developmental course requirements. These courses must be completed in order to develop skills and understandings necessary for success in college work.

**Apprenticeship Training**
The college serves as one of the 16 regional sites in Virginia whose mission is to help develop Virginia's workforce for the new millennium. Apprenticeship training may be offered in the form of related instruction for all approved apprentices indentured through the Apprenticeship Division of the State Department of Labor and Industry. Related instruction classes are structured to meet the needs of business and industry in the employment of apprentices. For more information, please contact the Apprenticeship Office.

**Special Regional and Community Services**
Specialized regional and community services include non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

**Workforce Development and Continuing Education**
Southside Virginia Community College’s Workforce Development Services (WDS) aligns education and economic development to extend workforce development courses, training and programs into the community. WDS prepares the emerging workforce by providing students with greater access to career options; serves employers through flexible and customized training; and offers portable skills and credentials to the incumbent and displaced workforce. Workforce Development works closely with business and industry in the Southside Virginia rural area to ensure the training needs are met and available workers have the skills they need for entry level positions. Courses may be offered as credit or non-credit.

WDS also promotes the Virginia’s Career Readiness Certificates (CRC), an assessment-based credential that
gives employers and career seekers a uniform measure of key workplace skills. This is a highly recognized workforce credential that recipients can add to their resume and job applications.

Additionally, this department schedules community education and specialty courses for personal growth.

**SOUTHSIDE HIGHER EDUCATION CONSORTIUM**

The Southside Higher Education Consortium consists of Hampden-Sydney College, Longwood University, and Southside Virginia Community College. Its primary service area includes the counties of Buckingham, Brunswick, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward, and the towns and independent cities in these counties. The purpose of the consortium is to contribute cooperatively to the cultural, educational, and economic advancement of Southside Virginia.

**Cross-Registration Agreement**

The variety of courses available to SVCC students has been increased by a Cross-Registration Agreement within the Southside Higher Education Consortium under which students at any of the four member institutions may enroll in certain courses at any of the other institutions. Requested courses should not be available through SVCC and are open on a space-available basis. Application for a course at Longwood University, or Hampden-Sydney College is made through the Dean of Enrollment Management at SVCC. The summer sessions are excluded from this agreement.

**POLICIES**

**Equal Employment Opportunity/Affirmative Action Policy**

It is the policy of Southside Virginia Community College to promote equal opportunity in educational programs and activities, admission, and employment without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability. Inquiries concerning the EEO/affirmative action policy should be addressed to Southside Virginia Community College’s Affirmative Action Officer, Shannon Feinman, Interim Vice President of Finance, whose office is located on the Christanna Campus at 109 Campus Drive, Alberta, Virginia 23821, (434) 949-1005, V/TDD: (434) 949-1092, or on the John H. Daniel Campus at 200 Daniel Road, Keysville, Virginia 23947.

**Student Rights and Responsibilities**

Students at Southside Virginia Community College are expected to conduct themselves and dress in a manner that preserves an appropriate atmosphere and will not disrupt teaching and learning activities. In addition, students engaging in student activities, working for Southside Virginia Community College, or representing the college at special events may be held to guidelines for conduct, dress and appearance appropriate to that activity. All local, state and federal laws, in addition to all the regulations of the college shall be obeyed. The standards of student conduct, including disciplinary rules and procedures are designed to provide and conform to the basic tenets of due process. Freedom of discussion, inquiry and expression is fostered by Southside Virginia Community in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the college has developed regulations pertaining to students and recognized student organizations.

The college reserves the right to take disciplinary action compatible with its own best interests when it is clearly necessary. Students are encouraged to consult the Student Handbook in this catalog. It is the student’s responsibility to be aware of these policies and procedures.

**Campus Security and Crime Awareness**

Students, staff, and visitors at Southside Virginia Community College should report any known criminal activity or actions, or any emergency occurring during daytime operating hours to security, the college receptionist, maintenance/buildings and grounds staff or business office. Crimes and emergencies will be reported as appropriate to the appropriate authorities. Emergency call boxes are located at various locations across campuses. Emergencies involving immediate safety or health concerns should be addressed by calling 911.

The college facilities close at 10 p.m., Monday through Thursday. With the exception of Saturday classes or other special events, the college is closed from 7:30 p.m. Friday to 7:30 a.m. Monday.

While on campus, students, staff, and visitors are cautioned as follows:
- Do not leave purses, bookbags, and other valuables open and unattended,
- Do not leave vehicles unlocked, or valuables exposed in vehicles,
• Observe all posted speed limits and parking regulations to include visitor parking which is strictly limited to visitors of the college. Students and faculty are prohibited from parking in visitor parking spots,
• Report lost or stolen items, or damages to property, to security or the Receptionist,
• For safety purposes rollerblades, rollerskates, skateboards, hoverboards, etc. may not be used on campus property (sidewalks, parking lots, tennis courts, etc.) or in any college buildings.

Statistics concerning the occurrences on campus of reported criminal offenses and the number of arrests for particular violations during the preceding two years are available on the college website: www.southside.edu.

In Fall 2009, a Threat Assessment Team was established to promote the safety and security of the campus community. This team will work closely with faculty, staff, administrators and students to establish policies and procedures for the prevention of violence on campus. Report concerns about a person or situation to any faculty or staff member, security, online via the website at www.southside.edu, by email to threat@southside.edu, in person or by phone to the Vice President of Finance at 434.949.1005.

HIV/ARC/AIDS Policy
Discrimination against persons who are HIV positive or who may have AIDS (Acquired Immunodeficiency Syndrome) or ARC (AIDS-Related Complex) is incompatible with the goals of SVCC and will not be tolerated. Students, staff, and faculty who are HIV positive or who have AIDS or ARC will be able to remain in the college as long as they are physically and mentally able to perform their role.

Members of the Southside Virginia community who need assistance in dealing with HIV/ARC/AIDS issues are encouraged to seek the confidential services of the college's counseling staff, local Health Department, and other community agencies.

Violence Policy
Southside Virginia Community College strives to offer students a quality education in a safe and caring environment. The college also strives to create a safe and secure place of work for its staff. Therefore, the college will not tolerate violence of any nature.

Section 18.2-60 of the Code of Virginia states that any person who makes a verbal threat to any employee of any public institution shall be guilty of a Class 1 misdemeanor punishable by up to a year in jail. The threat may consist of written, electronically transmitted, or verbal comments to kill or do bodily injury. If the threat is written or electronically transmitted, a person can be found guilty of a Class 6 felony punishable by one to five years in prison.

Any student or employee who acts in such a manner that threatens or jeopardizes another’s safety or acts in a manner that is considered intimidating or disruptive will be found in violation of this policy and will be subject to disciplinary action.

SEXUAL MISCONDUCT POLICIES
Title IX (Sexual Harassment and Sexual Misconduct): Your Rights and How to Make a Report

Consistent with its mission, Southside Virginia Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual harassment (including sexual assault) in any form will not be tolerated. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault.

The purpose of Southside Virginia Community College’s policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking is to comply with all applicable legal requirements prohibiting harassment against any member of the SVCC community. Moreover, SVCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work and academic environment free of unlawful harassment, which includes sexual assault or misconduct.

If you have been the victim of sexual harassment or other sexual misconduct, you have certain rights under
Title IX. For additional information regarding your rights and to view the College’s policy in full, please consult the SVCC Title IX website at http://southside.edu/advisingcounseling/titleix. You also may obtain a printed copy of the Title IX policy from the offices of the individuals listed below.

Title IX Coordinator: Melissa Wood
Counselor for Special Populations
John H. Daniel Campus, LRC, Room 142
434-736-2070 melissa.wood@southside.edu

Deputy Title IX Coordinator
Bernadette Battle
Director of Counseling
John H. Daniel Campus, LRC, Room 135
Christanna Campus, Room B-21
434-949-1063 bernadette.battle@southside.edu

For a complaint against a Southside Virginia Community College employee or a visitor for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct, please contact:

Deputy Title IX Coordinator
Shannon Vassar Feinman
Interim Vice President of Finance & Administration
Daniel Campus LRC, Room 134
Christanna Campus, Room A23
434-949-1005 shannon.feinman@southside.edu

SECURITY THREAT ASSESSMENT

If you are aware of an emergency, or immediate safety concerns, call 911 and report the danger to law enforcement. There are emergency call boxes located on the Christanna Campus and the John H. Daniel Campus to assist in reporting emergencies/safety concerns.

If you are concerned about threatening behavior, a disturbing situation, or a safety concern that is NOT an emergency event, contact any faculty or staff member or submit the information on an online form available on the website at southside.edu. You may also submit your information via email to threat@southside.edu.

Early Intervention Is Essential

Preventing violence and supporting the safety and well-being of the college community are responsibilities of all members of the SVCC community. Campus safety is enhanced through community members identifying behaviors of concern and reporting the concerns in a caring and timely manner. Early identification of such concerns allows SVCC to intervene more effectively to address behaviors that are threatening or significantly disruptive to the learning, living and working environment of SVCC.

The Threat Assessment Team

Virginia law requires the institution to have a threat assessment team to identify, assess and intervene with individuals whose behavior poses a threat to the safety of the campus community.

The SVCC Threat Assessment Team is staffed by representatives from several college departments. The mission of the Threat Assessment Team is to determine if an individual poses a threat to self, others, or the SVCC community and to intervene to avert the threat and maintain the safety of the situation. The team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons in an attempt to prevent violence so that SVCC remains a safe and secure working and learning environment.

Identifying Concerning Behavior

There are many behaviors that may cause concern for the safety and well-being of an individual, or the campus as a whole. The following is not an exhaustive list but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns
- Extreme reaction to a loss or traumatic event
- Preoccupation with weapons, violent events or persons who have engaged in violent acts
- Uncharacteristically poor performance
- References to harming others or planning a violent or destructive event
- Evidence of depression, hopelessness, or suicidal thoughts/plans
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions
- Strained interpersonal relations, isolating behaviors, or low self esteem
- Significant change in life circumstances such as loss of job or relationship

Again, these are just examples of behaviors that may cause concern. If you observe or become aware of situations that cause concern for safety, consult with colleagues, supervisors or college officials and report your concerns.

Reporting Concerns: “It May Be Nothing, But…”

If you have concerns about a person or situation, even if you think it may be nothing, you are encouraged to
share the information. The information you provide, no matter how trivial it may seem by itself, may be critical to understanding a broader range of problematic or threatening behavior.

How To Share Your Concern
If you are aware of an emergency, or immediate safety concerns, call 911 and report the danger to law enforcement. There are emergency call boxes located on the Christanna Campus and the John H. Daniel Campus to assist in reporting emergencies/safety concerns.

If you are concerned about threatening behavior, a disturbing situation, or a safety concern that is NOT an emergency event, contact any faculty or staff member or submit the information on an online form available on the website at southside.edu. You may also submit your information via email to threat@southside.edu.

What You Need To Share
When providing information, please include the name of the person you are concerned about, the behaviors you observed, and your name. While the Threat Assessment Team does accept anonymous reports, if you don't identify yourself, the team has fewer options for addressing the situation you are concerned about.

What Will Happen To The Information You Share
Your identity and the information you share will be treated privately with your safety in mind. The information will be used to address the situation in a respectful and helpful manner. The college’s Threat Assessment Team will gather more information about the situation and implement a plan to enhance the safety of the campus community.

SUBSTANCE ABUSE POLICY
Southside Virginia Community College is committed to providing a drug-free environment on campus. In compliance with this commitment, the possession, selling, usage, manufacture, give away, or other distribution of illegal or controlled substances are prohibited by students or employees. This policy is binding while on campus, attending a college sponsored off-campus class or event, or while serving as a representative of the college at off-campus meetings. In addition to criminal penalties, violation of school policies may result in disciplinary action by the college, including suspension or dismissal. Procedures for disciplinary action are found in the Student Handbook. Those students, employees, and community members who are seeking help with an alcohol or substance abuse problem should seek further assistance at the college's Counseling Center, the local Health Department, or other community agencies.

SMOKING/TOBACCO POLICY

INDOOR AIR ACT
Under the Code of Virginia, Title 15.2, Chapter 28, “Virginia Clean Indoor Air Act”, Southside Virginia Community College establishes a policy to regulate and control smoking of tobacco products within its facilities and vehicles. This policy is specifically authorized under Code of Virginia 15.2-2800 and 15.2-2801, which sets forth statewide regulation of smoking.

SVCC Clean Indoor Air Policy
1. Smoking or other use of tobacco products including, but not limited to, cigarettes, pipes, cigars, snuff or chewing tobacco, e-cigarettes, electronic vaping devices, personal vaporizer (PV), or electronic nicotine delivery systems, aromatic smoking products are prohibited within all buildings owned or leased by the college, and within vehicles owned or operated by Southside Virginia Community College. This provision shall include any and all off-campus facilities utilized by SVCC, except for the facilities of any business, industry or other organization where the college may offer specific programs at its site.

2. Reasonable smoking areas shall be identified around the exterior of facilities. Designated smoking areas may change from time to time as determined by college management. At least one entrance to each building shall be smoke-free, with any smoking area at such entrance being no closer than 25 feet from the entrance.

WEAPONS POLICY
Possession or use of firearms, explosives, or any other dangerous or deadly weapons as defined by the Code of Virginia §18.2-308 are not appropriate to the college experience. Therefore students, employees, and patrons are not permitted to possess these items on college property except when carried by bona fide law enforcement officials in their official capacities or persons who possess such weapons as part of the school’s curriculum. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy.

It is a condition of acceptance to the college that all students comply with the college weapons policy. Employees agree to this policy and all other policies by accepting continuing employment. Students and patrons
agree to this and all other policies by their continuing enrollment and participation in activities and events.

**COMPUTER ETHICS GUIDELINES**

All users must exercise ethical behavior when using SVCC computer resources.

As a user of the Virginia Community College System's local and shared computer systems, you understand and agree to abide by the following acceptable use agreement terms. These terms govern your access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to you as a necessary privilege in order to perform authorized functions at the college where you are currently enrolled. You will not knowingly permit use of your entrusted access control mechanism for any purposes other than those required to perform authorized functions related to your status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

You will not disclose information concerning any access control mechanism unless properly authorized to do so by your enrolling college. You will not use any access mechanism that the VCCS has not expressly assigned to you. You will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. You may not violate the copyright protection of any information, software, or data with which you come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college’s network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-518 (http://www.copyright.gov/title17/92chap5.html) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (http://www.copyright.gov/legislation/dmca.pdf).

You agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75-Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another’s identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes
with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If you observe any incidents of non-compliance with the terms of this agreement, you are responsible for reporting them to the Information Security Officer and/or management of your college. You understand that you must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

You understand that it is your responsibility to read and abide by this agreement, even if you do not agree with it. If you have any questions about the VCCS Information Technology Acceptable Use Agreement, you understand that you need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, you hereby certify that you understand the preceding terms and provisions and that you accept the responsibility of adhering to the same. You further acknowledge that should you violate this agreement, you will be subject to disciplinary action.

FOOD AND BEVERAGE AREAS

Food and beverages are permitted in the student lounge, food service area, and hallways on both campuses except where posted. FOOD AND BEVERAGES ARE NOT PERMITTED IN CLASSROOMS OR LABORATORIES.

PARKING AND TRAFFIC SAFETY

Parking zones are clearly marked on each campus for visitors, handicapped persons, and state vehicles. Students are expected to observe all parking regulations and traffic safety rules, and to place a parking sticker on the back window of their vehicles. These stickers are issued annually and are available from the Registration Office. Warnings will be issued to a first-time violator of the college parking regulations, and second-time violators will receive a $25.00 fine. Third-time violators may have their vehicle towed at their expense.

SELLING AND SOLICITATION

The selling of goods or services, or taking orders for goods or services, or soliciting funds for any purpose is prohibited on campus unless it is for a student or club and proper authorization has been secured from the Provost or Vice President of Finance.

CHILDREN ON CAMPUS

Children should not be brought to the campus in lieu of appropriate child care. Presently, the College does not provide child care services. Children on campus must be under parental supervision or other specifically designated adult supervision. Please do not ask college personnel to provide supervision.

Unattended children are not allowed in any area of the campus. There shall be no exceptions. Your cooperation is appreciated.

PETS ON CAMPUS

No animals are allowed on campus with the exception of seeing eye dogs or drug enforcement dogs.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the Dean of Enrollment Management, Vice President of Academic and Student Affairs, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the College Board or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southside Virginia Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

   Southside Virginia Community College hereby designates the following student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose at its discretion.

   1. Student’s Name
   2. Participation in officially recognized activities and sports
   3. Address
   4. Telephone Listing
   5. Weight and height of members of athletic teams
   6. Degrees, honors, and awards received
   7. Date and place of birth
   8. Major field of study
   9. Dates of attendance
   10. Grade level
   11. The most recent educational agency or institution attended
   12. Course credit load

   Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received prior to October 15 in the Office of Admissions and Records at Southside Virginia Community College, Alberta, Virginia, or Southside Virginia Community College, Keysville, Virginia. Forms requesting withholding of “Directory Information” are available in the Admissions and Records Office.

   Southside Virginia Community College assumes that failure on the part of any student to specifically request the withholding of categories of “Directory Information” indicates individual approval for disclosure.

   RELEASE OF INFORMATION ON STUDENTS

   All requests for official information on students should be referred to the Admissions and Records Office. Student records are treated as confidential information available for the student’s inspection and the student’s personally authorized release, with very limited lawful exceptions. The college reserves the right to arrange mutually convenient appointments for student inspection of records and to impose reasonable charges for copies, should they be requested. Emergency requests for information will be handled by the Dean of Enrollment Management or designee.
RETENTION AND GRADUATION RATES

Retention and graduation rates are available for review upon request in the Office of Institutional Research. The college reserves the right to arrange mutually convenient appointments.

RETENTION OF STUDENT RECORDS

The college retains, in hard copy, student academic records for a period of three years from the student’s last semester of attendance. After this three-year period, paper records are destroyed, and the student’s academic record is maintained electronically.

FAX DOCUMENTS

The Southside Virginia Community College’s Admissions and Records Office will accept FAX documents for use as working documents only. Students must follow up with official, original documentation. It is NOT the policy of the college to FAX transcripts or other academic documents. Southside Virginia Community College reserves the right to decline to send and/or receive records via FAX transmission if the college considers the use of facsimile documents inconsistent with the policies or best interest of the institution or its students. However, FAX transcript requests and applications for admission will be accepted if signed by the student.

PHOTOGRAPHS

Photographs taken of individual students or groups of students in classrooms, the student lounge, and outdoors on campus, may be used by the College for release to newspapers or other media and for reproduction in the College’s publications.

If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Coordinator within 24 hours after the photograph is taken.

MEETING ROOMS

The facilities of the college are available for use by community groups for meetings and special events. Community use of the facilities may be scheduled through the receptionist’s office on each main campus. Charges are determined based on space and services requested.

ANNOUNCEMENTS AND NOTICES

Student information screens, bulletin boards and notice holders are placed throughout the college. Students should check these locations daily to receive information on current events. Supervision of announcements and notices will be by the Vice President for Academic and Student Affairs and Student Activities Coordinator. Any outside group wanting to display ads or announcements should go through the Vice President for Academic and Student Affairs office. Campus clubs and organizations should confer with the campus Student Activities Coordinator to post announcements. Announcements are not to be placed on the windows, doors, or walls of the campus.

DISTANCE LEARNING

Distance education is identified as any formal education process in which the majority (50% or more) of instruction in a course occurs when students and instructors are not in the same place. To meet the needs of students, SVCC offers students the option to enroll in courses entirely online (except for one or more proctored assessments), as well as hybrid and seated courses.

These courses are a great option for students who want the flexibility to complete courses at home, work, or even at the College, but on their own schedule. Students should expect to use electronic mail, word processing, and Web browsing software in these courses.

In the course schedule,
• Courses coded with a “O” meet entirely online except for one or more proctored assessments.
• Courses coded with an “H” meet online MORE THAN 50% of the time with some face-to-face meetings.

Interactive video is a technology that uses live, two-way video connections to send and receive courses and programs between Southside Virginia Community College and other educational institutions. Although students attend interactive video classes on campus in the Commonwealth Classroom, courses received by the College are actually offered by other colleges in the state. Therefore, students access these courses using the admission and registration procedures of the sending institution. This program allows students to access courses and programs not normally offered at Southside Virginia Community College.

Additional information about distance learning classes, including a listing of computer skills required for success-
ful completion of Internet-based courses, can be found online at www.southside.edu/distance-learning-svcc.

ON-LINE COURSE REQUIREMENTS

Students who choose to enroll in online classes should have consistent access to a computer, Internet access, word processing software (Microsoft Word is preferred) and be proficient users of both Blackboard and E-mail. However, students without access to technology are able to use SVCC’s facilities. Please check to determine when campus computer labs or the campus library computers are available for use.

Students are responsible for submitting assignments and taking examinations according to the instructor’s directions. Students must adhere to the conditions stated in the syllabus regarding procedures for taking tests and examinations and/or performing laboratory exercises. These conditions may require students to travel to a college campus, another school, a public library, or other site to take tests and examinations under supervision and/or perform laboratory exercises or field work.

SUPPORT FOR ONLINE STUDENTS

Online learning workshops are offered for students on both of our primary campuses in Alberta and Keysville. Information on these workshops, Blackboard, identifying your username and password, and other technical requirements can be found at www.southside.edu, Academics and SVCC Distance Education.

If you need assistance with Blackboard, email blackboard@southside.edu. Links to online courses are made available on the first day of classes of each term. Plan to visit Blackboard as soon as classes begin to find your course web site. You can contact one of our campus bookstores for textbook information before the start of the term.

Information related to cyber courses can be found by visiting the college website at www.southside.edu and clicking on Academics and SVCC Distance Education. Here you will find links to information regarding cyber course requirements and an online assessment called SMARTERMEASURE, to help you judge your readiness for online learning. Please go to this page and read all information before registering for a cyber course. Academic advisors and counselors can also assist you in decision making regarding online education.

SEX OFFENDER ADMISSIONS POLICY

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police. In the event that an applicant to Southside Virginia Community College is determined to be on the Sex Offender Registry, the following procedures apply:

A. The applicant will be sent a letter to his/her mailing address by the Dean of Enrollment Management that states, “Due to your status as a sex offender listed on the National Crime Information Center convicted Sexual Offender Registry you must meet with the SVCC Threat Assessment Team to review your continued admission status.”

B. The applicant must respond to the request within seven (7) working days to meet with the team. If the applicant does not respond within the 7 day request, then he/she will be denied continuing admission status and administratively withdrawn from courses if necessary.

C. Via telephone, U.S. mail and electronic mail the applicant will be provided with a location, date and time to meet with the team. Failure of the applicant to appear will result in denied admission.

D. The applicant will be asked to provide the following information when meeting with the team:
   • Disclosure of the nature of the Offense for which he/she has been convicted,
   • Justification for consideration of admission or continuing admission.

E. Decisions by the Threat Assessment Team will be made on a case by case basis after a review of the totality of the circumstances. The information sought may be the same that will allow an offender to be removed from the registry. Those include nature and number of offense(s), date of last offense, length of time from the last offense, treatment and/or counseling sought, and restitution completed. The team will make a recommendation about continued admission by a majority vote within twelve (12) working days of receiving the required information and submit their recommendation to the Vice President of Academic and Student Affairs.
F. The Vice President of Academic and Student Affairs will inform the applicant by letter of the decision.

G. The student may appeal the decision by letter directly to the Vice President of Academic and Student Affairs within seven (7) working days of the date of the letter.

H. The Vice President of Academic and Student Affairs will review all documents provided by the Threat Assessment Team and may meet with the applicant to make a decision within seven (7) working days from the date of the appeal letter. The decision of the Vice-President of Academic and Student Affairs shall be final.

Sex Crimes Prevention Act
The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The Law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Virginia Department of State Police. Information concerning offenders registered may be disclosed to any person requesting information on specific individuals in accordance with the law.
Enrollment Information
ADMISSION

General Admission to the College
When all required items have been received by the Office of Admissions individuals are eligible for admission to Southside Virginia Community College if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit academically from study at Southside Virginia Community College as demonstrated by assessment in reading, writing, and mathematics. The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of a college. The college also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by, another college. Individuals may be admitted to the college as curricular or non-curricular students.

Social Security Disclosure
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 student’s enrollment, and requires it to electronically transmit enrollment data to the State Police. It will be necessary for applicants who wish to be considered for veterans’ benefits, financial aid, and Hope Scholarship/Lifetime Learning tax credit to provide a social security number to the college. To protect your privacy, your social security number will not be used as your student identification number. The VCCS will only use your social security number 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. Code 1232g, or pursuant to your obtained consent.

Curricular Students
1. Submit a completed official application for admission with social security number requested and domicile determination form or apply online at www.southside.edu.
2. Have official high school transcripts from a regionally accredited institution or GED transcripts and transcripts from all previous colleges and universities attended sent to the college. Graduates who complete secondary school in a homeschool setting must provide a graduation date and may be required to provide documentation of coursework. The Virginia Community College System Student Information System academic records will be sufficient for colleges within the Virginia Community College System.
3. Complete SVCC placement testing.
4. After Items 1 through 3 are complete, have an admissions interview with a college counselor for final acceptance into a curriculum.
5. Submit all additional information as stated by the college for admission to specific programs or curricula.

Before students are admitted into a curriculum, they will be scheduled to meet with one of the college counselors to discuss their educational interest, to determine curriculum needs and to plan admission to a specific curriculum or program at the college. Additional information may be required by the college for admission to a specific program or curriculum. 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 members of the college community.

Non-curricular Students
(Part-time or full-time) students not working toward completion of a degree, diploma, or certificate should complete only item 1 above. After non-curricular students complete 9 credits, their grades are assessed. Students not making satisfactory progress are scheduled at that time for placement testing. Placement testing is required for non-curricular students wishing to take English or mathematics courses, and all required course pre-requisites or other requirements must be satisfied before enrolling in specific college-level courses.

For a non-credit community service course, a person should apply to the Continuing Education and Workforce Development Office on the campus where the course is being offered.

Dual Enrollment Student Admissions
All students who desire admission under dual enrollment criteria should contact the Dual Enrollment Coordinator on one of the main campuses at (434) 736-2000 or (434) 949-1000.

Special Admission Requirements for International Students
In addition to the general admission requirements of the college, all international applicants who wish to enroll as curricular students must demonstrate proficiency in both written and oral English through use of either a standardized national or a locally developed test. South-
Enrollment Information

side Virginia Community College does not issue I-20 forms or enroll students with F-1 visas. We do enroll non-U.S. citizens who hold one of the following: a current visa, a letter from the U.S. Citizenship and Immigrations Services or Homeland Security; or a temporary/permanent resident card. International students should contact the Admissions Office for further information.

Students with Documented Disabilities
Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Virginia Community College System guarantees that no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of college. Each qualified person shall receive appropriate, reasonable accommodations upon request to insure full and equal access to educational opportunities, programs, and activities. It is the intent of the college that all courses of study be fully accessible to all qualified students. In order to accomplish this, the college would appreciate an advance notice of approximately one semester from a person with a documented disability planning to attend the institution. Inquiries concerning the affirmative action policy should be addressed to Southside Virginia Community College’s Affirmative Action Officer, Shannon Feinman, whose office is located on the Christanna Campus at 109 Campus Drive, Alberta, Virginia 23821 (434) 949-1000 or on the John H. Daniel Campus at 200 Daniel Road, Keysville, Virginia 23947 (434) 736-2000.

It is the policy of Southside Virginia Community College to maintain and promote equal employment and educational opportunities without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), religion, handicap, national origin, or any other non-merit factors.

ADMISSION TO SPECIFIC CURRICULA
In addition to the general admission requirements listed above, specific additional requirements for certain curricula of the college are listed in the “Programs of Study” section of this catalog. Persons who do not meet the academic requirements for a specific curriculum may become eligible academically to enter the curriculum by completing a developmental studies program prescribed by the college.

The Admissions and Records Office will officially notify students of their admission to the curriculum. Any deficiencies noted may be resolved through developmental studies.

The college reserves the right not to offer a program of study in the event that a sufficient number of students do not enroll in the curriculum. Once a student begins a course of study, however, all specialized courses normally will be made available. When a decision is made not to offer a program, the interested student will receive adequate notice and assistance in developing alternative plans.

Persons applying to enter one of the associate degree programs (Associate of Arts and Sciences or Associate of Applied Science) must be high school graduates or the equivalent, have completed an approved developmental studies program, or otherwise be considered eligible by the college.

ADMISSION TO COURSES
Admission to a specific course is possible when students meet the prerequisite requirements for the course. Each course is offered on the condition of adequate enrollment, and the college reserves the right to cancel or discontinue any course either because of small enrollment or for other reasons deemed sufficient by the college. The college also reserves the right to close registration in a course after maximum effective enrollment has been reached.

ENROLLMENT OF HOMESCHOOL STUDENTS
Southside Virginia Community College admission policies address students who have high school diplomas or the equivalent or who are at least 18 years of age and able to benefit from the college experience. The policies also address students who are less than 18 years of age and who are currently enrolled in a secondary school. The college will also consider the admission of students who are less than 18 years of age and do not have a high school diploma, who are not attending a public or private school, and who are documented as “homeschool students” at the secondary school level. These students may be accepted at Southside Virginia Community College as described below. The program of studies for such admitted students is considered an enrichment to their home school program. It is not intended to substitute for the home school experience. Therefore, the college reserves the right to limit the number of credits for which the student may enroll.

The following policies and procedures will apply to the enrollment of homeschool students:
1. An applicant for admission who does not have a high school diploma and is not at least 18 years of age may be required to demonstrate, prior to enrollment, appropriate basic skills equal to those expected of other entering students.

2. All enrolled students are subject to all the rules, policies, and procedures of the college pertaining to attendance, confidentiality of records, conduct, etc., as described in the SVCC Catalog.

3. Students who are homeschooled must provide a current copy of a signed Homeschool Agreement between the appropriate school system and the authorizing parent or guardian to the Office of Admissions and Records prior to admission to the college.

4. The homeschool student must meet with a college counselor to discuss enrollment prior to registration.

5. The college counselor will make a recommendation to the Dean of Enrollment Management concerning approval of the student's request for course enrollment. All subsequent registrations as a "homeschool student" will require the approval of a college counselor.

6. The home school student is subject to the same basic skills assessment requirements as are other enrolling students and may be required to complete appropriate developmental courses before taking the requested courses.

**DEVELOPMENTAL COURSES**

On the basis of placement tests, high school grades, or other means, a student may be required to take one or more developmental courses. The purpose of developmental courses is to develop the basic skills and understanding necessary for success in college-level courses. Developmental courses should be taken in the first semesters of a program, so students can establish good foundations for the rest of their coursework.

Developmental courses are those numbered 01 to 09 in the catalog.

Since developmental courses do not normally count toward meeting program requirements, it may take longer to complete a program than the time given in the catalog.

Students must take developmental courses until their exit requirements are completed. Students with particular learning needs may have to repeat the same developmental class.

Although traditional grades are not awarded for developmental classes, it is to the student's advantage to take them seriously and complete them as soon as possible.

In order to complete developmental courses in a timely fashion, developmental students should seriously consider limiting the number of other courses in which they enroll. Discuss this with advisors.

Attendance and work outside of class are very important. No amount of instruction can benefit students without their time and effort. Failure to satisfactorily complete developmental courses can prevent a student from receiving financial aid payments.

A student who receives a “U” (unsatisfactory) in a developmental class must have a conference with the instructor who awarded that U before enrolling in any section of the course. Students with questions about developmental placement should speak with a counselor, advisor, or developmental instructor.

**RESIDENCY REQUIREMENTS**

Resident tuition charges for a Virginia resident are available only to a person who has been domiciled in and is and has been an actual bona fide legal resident of Virginia for a period of at least one year prior to the commencement of the term for which any such resident tuition charge is sought. (Refer to Code of Virginia, Section 23-7). Applicants claiming entitlement to in-state tuition rates must submit a completed Application for Virginia InState Tuition Rates and may also be required to submit further information for determining residency eligibility for tuition purposes.

When enrollments must be limited to any curriculum or course, first priority must be given to all qualified applicants who are residents of the political subdivisions supporting the college (except in the case of approved state and regional specialized programs), provided such students apply for admission to the program by published deadlines. The priority list is as follows: (1) residents of the political subdivisions supporting the college, (2) other Virginia residents, (3) out-of-state, and (4) international students with student (F-1 or F-2) and diplomatic (A-1 and A-2) visas.

**WAIVER OF REQUIREMENTS OR CREDIT THROUGH ADVANCED STANDING BY EXPERIENTIAL LEARNING**

Students who feel that previous educational studies, training programs, or work experience may entitle them to an adjustment in the coursework required in a particular curriculum should contact the Admissions Office.
to obtain a copy of the College form to request evaluation for Advanced Standing by Experiential Learning.

The advanced placement function of the college is the administrative placement of a student beyond the basic or first courses(s) in a curriculum, allowing waiver of credit or college credit for subject matter and/or other appropriate training or experience. Advanced standing may be considered upon the submission of documentation on: (1) College Level Examination Programs (CLEP), (2) Advanced Placement Program (AP), (3) Subject Standardized Tests (SST) through DANTES/USAFI, (4) transfer credits from other regionally accredited post-secondary institutions, (5) equated occupational experience, (6) assessment of coursework with external agencies, (7) institutional credit by exam, (8) assessment of coursework with vocational technical schools, (9) military and non-traditional learning experiences, (10) waiver of physical education requirements for veterans, and (11) waiver of foreign language requirements.

In transferring to a senior institution, it is the student’s responsibility to contact the institution concerning the acceptability of credit awarded by advanced placement.

TRANSFER

Transfer from Other Colleges
Courses accepted for transfer must have been completed at a regionally accredited institution. Usually, a student transferring from another college who is eligible for reentry to the last college attended shall be eligible for admission to Southside Virginia Community College.

If a transfer student is ineligible to return to a particular curriculum in a previous college, generally the transfer student will not be allowed to enroll in the same curriculum at Southside Virginia Community College until one semester elapses or until completion of an approved preparatory program. The Academic Review Committee shall decide on each case and can impose special conditions for the admittance of such students.

Students transferring from another college should consult the Dean of Enrollment Management at SVCC for assessment of credit in order to determine their standing before registering for classes. Generally, no credit will be given courses with grades lower than “C”. Transfer students may be advised to repeat courses if it is clearly to their advantage to do so in order to make satisfactory progress in their curriculum.

Transfer Between Curricula
As students proceed in their studies, they may decide that they wish to change their program or curriculum. In such cases, the student should make an appointment with the counseling department for assistance. No changes in program or curriculum can be made without the recommendation of the counseling department and the approval of the Dean of Enrollment Management.

TRANSFER TO FOUR-YEAR INSTITUTIONS OF HIGHER EDUCATION

State Policy on Transfer
According to the statewide policy on transfer, students who have earned an associate degree based on a baccalaureate-oriented sequence of courses should be considered to have met lower-division general-education requirements of senior institutions. This may still leave specific degree requirements based upon the selection of a major at the senior institution.

As students implement their transfer plans, it is their responsibility to become familiar with the departmental requirements at the institution(s) they are considering. On each campus of the institution, faculty advisors and counselors are available to assist students with the transfer process. It is recommended that this process begin early in the students’ enrollment at the community college. Associate of Applied Science Degree Programs are designed by the college as two-year terminal programs. The State Policy on Transfer states that applied degree programs often have counterparts at senior institutions. Increasingly, community colleges and senior institutions are developing agreements to encourage student transfer into these programs. It is the responsibility of students in applied programs planning to transfer to work closely with faculty advisors and counselors to identify senior institutions that will accept these credits and to enroll in transferable general education courses.

Guaranteed Admission Agreements
Through system-wide agreements, students who graduate from one of Virginia’s 23 community colleges with an associate’s degree and a minimum grade point average may obtain guaranteed admission to more than 20 of the commonwealth’s colleges and universities.

The most current listing of Guaranteed Admissions Agreements between Virginia’s community colleges and four-year colleges and universities is available at http://www.vccs.edu/transfer.
James Madison University Guaranteed Admission Agreement

Students who complete the Associate of Arts and Sciences (AA&S) degree at Southside Virginia Community College with a 3.00 or above cumulative GPA are guaranteed admission into JMU. Acceptance in some colleges and departments is competitive and acceptance into JMU does not imply admission to these programs without further acceptance by the college or department offering the program. Students interested in this program should contact Student Development Services for more specific information.

CLASSIFICATION

Classification of Students by Home Campus
All students are assigned a home campus at the time of application.

All student records will be maintained on the home campus, and procedures such as shifting from credit to audit, senior citizens course approval, and the like, must be accomplished on that campus.

GENERAL CLASSIFICATION

Curricular Student
A student shall be classified as a curricular student if the following three conditions are satisfied: (1) the student holds a regionally accredited high school diploma, a GED or its equivalent, or is otherwise determined qualified for admission; (2) the required documents for general admission to a curricular program are received by the Office of Admissions; and (3) the student has been admitted to one of the college’s curricula.

Non-curricular Student
Students who are not formally admitted to one of the regular curricula but who are classified according to the following student goals or conditions are considered noncurricular students. International students requiring issuance of an I-20 or students receiving Federal or State aid are not eligible for these categories:
1. Upgrading employment skills for present job
2. Developing skills for new job
3. Career exploration
4. Personal satisfaction and general knowledge
5. Transient student
6. Non-degree transfer student
7. High school student (with college and high school approval only)
8. General or curricular requirements pending (with college approval only)

STUDENT LEVEL

Freshman
Students are classified as freshmen until 30 semester credits of study have been completed.

Sophomore
Students are classified as sophomores after 30 or more semester credits have been completed.

STUDENT STATUS

Full-Time Student
A student enrolled for 12 or more credits in a semester is a full-time student.

Part-Time Student
A student enrolled for fewer than 12 credit hours in a semester is a part-time student.

EXPENSES

Tuition and fees are due upon established and published deadlines and may be paid by cash, check, money order, VISA, MasterCard, Discover, or via Tuition Management Services (TMS) Payment Plan. Checks or money orders must be made payable to Southside Virginia Community College for the exact amount owed. Cash should not be sent by mail.

Tuition and fees are not considered paid until check or money order payment is honored by paying agent. The college charges a $35.00 processing fee for all dishonored (returned) checks and will not accept future payments by check from an offending party. Failure to make good a dishonored check will result in administrative withdrawal from classes.

Tuition rates are established annually by the State Board for Community Colleges. Current rates can be verified by contacting the Admissions and Records Office. Tuition rates as of June 2015*:
• Current Virginia Resident $134.00 per credit
• Out-of-state resident $310.60 per credit
• Out-of-state business $194.00 per credit
• Out-of-state military $134.00 per credit
• E rate in-state $134.00 per credit
• E rate out-of-state $216.00 per credit

*Subject to change; rates shown without fees
Payment of tuition also enables the student to use the library, bookstore, parking lot, student lounge and other facilities of the college. There are no special laboratory or library fees, but students are expected to pay charges for any school property (such as laboratory equipment, supplies, library books and materials) that they damage or lose.

**Student Fee**
All students are charged a student fee of $1.25 per credit to assist in social and cultural activities.

**Technology Fee**
A technology fee of $8.50 per credit is applicable to all students in all terms.

**Capital Fee**
Out-of-State students are charged a $18.00 capital fee per credit.

**Service Fee**
All students are charged a $1.25 per credit service fee to assist in campus maintenance.

**BOOKS AND MATERIALS**
Students are required to obtain their own books, supplies and consumable materials needed in their studies. The estimated cost of these items will be $800 per semester for the average full-time student. Costs for programs such as nursing will be much higher.

**WAIVED TUITION AND FEES**

**Senior Citizens**
Under provisions of the Virginia Senior Citizens Higher Education Act of 1974 and subsequent amendments, a person who has been legally domiciled in Virginia for one year and has reached 60 years of age before the beginning of a semester may enroll in a state institution of higher learning at no cost (tuition and applicable required fees waived) provided all tuition-paying students are given first priority for class spaces. Senior citizens whose taxable income for federal income tax purposes does not exceed $23,850 for the year preceding the year in which enrollment is sought may register and receive full credit for coursework successfully completed, tuition and fee-free. The senior citizen must submit the previous year’s federal tax return as proof of income. The senior citizen whose income exceeds this figure may only audit, tuition and fee-free, courses offered for credit or enroll in non-credit courses.

**Children of Deceased Law Enforcement/Fire Fighter/Rescue Squad Personnel**
Any child between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law-enforcement officer, fire fighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent was domiciled in Virginia at the time of death and certification of employment is provided.

**Children of Permanently Disabled or Deceased Veterans**
Section 23-7.1 of the Code of Virginia says that free tuition and college fees shall be given to children of qualified permanently 100 percent disabled or deceased veterans of the armed forces of the United States who attend state-supported schools of secondary grade or college level. Eligibility for such children shall be determined by the Division of War Veterans’ Claims, who shall state in writing to the admitting school that tuition should be waived according to the provisions of Section 23-7.1. For further information, contact the SVCC Veterans Affairs Office.

**TRANSCRIPTS**
An official copy of the student’s permanent academic record at Southside Virginia Community College is mailed to other educational institutions and agencies. Unofficial student transcripts are available by logging in to MySVCC at http://www.southside.edu. In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are released only with the written consent of the student. A request for a transcript should be made either on a transcript request form or by letter or FAX to the Admissions and Records Office, where the transcript will generally be produced within one week. You may also request an official transcript through the college’s website at http://www.southside.edu. There is no fee for transcripts.

**TUITION REFUNDS**
Students shall be eligible for a refund for those credit hours dropped during the add/drop period for the session. The refund will be at the full credit rate. After the add/drop period has passed, there will be no refunds except as provided below in extenuating circumstances. This deadline should not be confused with the last day to withdraw without academic penalty. For the standard semester, the last day to drop with refund is published in the college calendar. Refunds are issued to the registrant only. In order to be eligible for refund under any of
the circumstances set forth in the foregoing paragraph, a student must execute an official drop form at the college or drop classes on the internet using the VCCS Student Information System (SIS) by refund dates published by academic term. Full refunds will be made when a course is canceled by the college.

All services shall be withheld from a student who owes money to the college or the college bookstore for any reason or who has books or materials outstanding from the college.

The college is authorized to issue a tuition refund based only on the following: (1) administrative error, (2) documented extenuating circumstances (e.g., major medical emergency, extreme financial hardship, death of an immediate family member, etc.), or (3) a national emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia. If a tuition refund is required as a result of actions of the college, the student may be granted a tuition refund notwithstanding earlier provisions of the section. In addition, if a tuition refund is required due to a highly unusual emergency or extenuating circumstance, any such refund shall be approved in writing by the Vice-President for Academic and Student Services or his/her designee.

If you have questions about the refund policy, contact the Admissions and Records Office. Students receiving any type of federal financial aid should also see the Title IV Refund Policy in the Financial Aid section of this catalog.

ENCUMBRANCE OF RECORDS
All services will be withheld from a student who owes money to the college for any reason or who has books or materials outstanding from the Learning Resource Center. This means that no transcripts will be issued, the student will not be permitted to register, and no recommendations will be written nor other services provided.

SUSPENSION OF STUDENTS FOR NON-PAYMENT OF TUITION AND FEES, COLLEGE LOANS, COLLEGE FINES, OR OTHER DEBTS OWED THE COLLEGE
A student’s continued attendance at the college is dependent upon proper settlement of all debts owed the institution. Should the student fail to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts owed the college, the student may be suspended. No student shall be allowed to register in any succeeding semester until all current debts owed to the college have been satisfied.

If any debts are referred for collection to an attorney or to a collection agency, the debtor will be liable for additional collection fees of the unpaid balance. Requesting goods or services will be deemed to be acceptance of these terms.

REGISTRATION
Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the Academic Calendar in this catalog and in the class schedule published each semester or term.

In addition to on-campus day and evening registration, off-campus registration is conducted at various sites. For specific times and dates, consult the class schedule or call either Admissions Office.

Students should plan to register for courses during the regular registration period each semester. Students may not enter a class after the official add/drop date. Admission into a class after that time may be permitted in cases of extenuating circumstances and must be approved by the student’s advisor, the instructor of the class and the Vice President for Academic and Student Affairs. Non-standard courses should be registered for at the announced times and dates.

On-Line Registration
To register for classes online visit our website at http://www.southside.edu.

Mail Registration
All curricular students except those approved for self-advisement should confer with their advisor before registering for classes. To register for credit classes by mail, simply follow the procedure outlined in the class schedule.

Telephone Registration
Students may register for classes by telephone by contacting Student Development Services if they are returning students or have a current application on file in the Admissions Office. Registration by telephone must be verified and confirmed by email correspondence. The hours are from 8:00 a.m. - 4:30 p.m., Monday through Friday. Either VISA, MasterCard or Discover is accepted for tuition payments.
SELF-ADVISEMENT

Curricular students who have completed 15 or more credit hours plus all required developmental courses, with a cumulative GPA of 2.5 or better, may become self-advised by completing a SelfAdvising Waiver Form in either Admissions and Records Office.

CREDITS

A credit is equivalent to one collegiate semester hour credit or one and one-half collegiate quarter hours credit.

Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formalized, structured instructional time in a particular course weekly for 15 weeks by each student. This may consist of lectures, out-of-class study, laboratory and shop study or combinations thereof as follows: (1) One hour of lecture (including lecture, seminar, discussion or other similar experiences) per week for 15 weeks plus an examination period equals one collegiate semester hour credit; (2) Two to five hours, depending on the academic discipline, of laboratory (including laboratory, shop clinical training, supervised work experience, coordinated internship, or other similar experiences) per week for 15 weeks plus an examination period (one hour) equals one collegiate semester hour credit; (3) One to five credits with variable hours for the general usage courses: Coordinated Internship, Cooperative Education, Seminar and Project, and Supervised Study (see SDV section).

REPEATING A COURSE

A student should normally be limited to two (2) enrollments in the same credit or developmental course. Should the student request to enroll in the same course more than twice, the need should be documented and approved by the Vice President for Academic and Student Affairs. The following requirements must be met for approval of enrollment in the same course more than twice:

1) Student must work with their Academic Advisor or a Counselor to assess the needs of the request.
2) Student must meet with a member of the Comprehensive Learning Lab to schedule a weekly appointment with a tutor.
3) Student must meet with a tutor once a week for a minimum of at least two hours.

The Vice President for Academic and Student Affairs will be notified if the student does not attend scheduled tutoring appointments. Failure to comply with tutoring requirements will result in withdrawal from the class and denial of re-enrollment.

When a course is repeated, only the most recent attempt can be used towards graduation requirements.

This limitation does not apply to the courses in the Curriculum Guide identified as General Usage Courses: 090-190-290, 095-195-295, 096-196-296, 097-197-297, 098-198-298, 099199-299, or to fine arts studio courses in band, choir, ensemble, etc.

ACADEMIC RENEWAL

Students who return to the college after a separation of five years or more may petition for academic renewal. The request must be in writing on a form available from and submitted to the Admissions and Records Office.

If a student is determined to be eligible for academic renewal, D and F grades earned prior to reenrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

a. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after re-enrollment;
b. All grades received at the college will be a part of the student's official transcript;
c. Students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements;
d. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of C or better was earned, and credits transferred from other colleges or universities and
e. The academic renewal policy may be used only once and cannot be revoked once approved.

NORMAL ACADEMIC LOAD

The normal academic load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits, 12 credits for summer (excluding Orientation [SDV 100]). Students wishing to carry an academic load of more than 18 credits (12 credits for summer) should have a minimum 3.0 GPA, and must have the approval of the Vice President.
or designee. If the student does not have a 3.0 academic average, the credits in excess of maximum credit hours allowed must fall in one of the following categories: (1) developmental studies, (2) 198 and 199 type courses, (3) activity type courses, e.g., chorus, drama, physical education, etc., (4) courses needed to graduate during the semester immediately preceding graduation, or (5) special elective courses taught on a one-time basis. In order to fully document the overload, the reason for the overload must be noted on the registration form and be approved by the faculty advisor and the Vice for Academic and Student Affairs. Students placed on academic warning or academic probation may be required to take less than the normal course load.

**APPROVED ELECTIVE COURSE**

An approved elective course is one that is approved for registration by an advisor, promotes a proper mix and balance of electives in a curriculum of study and meets requirements for transfer to another institution or meets particular job requirements.

**AUDITING A COURSE**

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Permission of the Vice for Academic and Student Affairs and instructor is required to audit a course.

Audited courses carry no credit and do not count as a part of the student’s course load. Students desiring to change status in a course from audit to credit must do so within the add/drop period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade “X” is invalid for students enrolled for credit.

**CHANGE OF REGISTRATION**

Students must execute an official Student Registration Change Form to make changes in their schedule of classes after the last day to add day classes. Failure to do so may place their college records in jeopardy.

**Withdrawal From a Course**

A student may withdraw from a course without academic penalty during the first 60 percent of the session. The actual last day of attendance must be recorded on the Student Registration Change Form. For purposes of enrollment reporting, the following procedures will apply:

1. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roll and no grade is awarded.
2. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of “W”.
3. After that time, if a student withdraws or is withdrawn from a course, a grade of “F” will be assigned. Exceptions to this policy may be made under mitigating circumstances only if the student is passing at the time of the withdrawal. Such circumstances must be documented. Mitigating circumstances are defined as instances in which the student was unable to complete the course due to serious illness, death in immediate family, full-time employment or shift change, move from area, or instructor or clerical error. The reason for mitigating circumstances must be listed on the Student Registration Change Form and approved by the Vice for Academic of Academics and Student Affairs.

Official withdrawal for a student shall become effective on the date that written notification is received by the Office of Admissions and Records or the date the student drops the course(s) online using the VCCS SIS. The official withdrawal date is not the date of the last class attended unless the two dates coincide. Requests for course withdrawals should be presented in person or by the student’s authorized representative whenever possible. Students, not the college, are responsible for making contact with instructors except in extreme circumstances.

**Withdrawal from the College**

Students who wish to withdraw from the college must contact their academic advisor and a counselor to complete the appropriate procedure and form. Failure to follow established procedure could place the student’s college record in doubt and prejudice his return to this or another college. The actual last day of attendance must be recorded on the Student Registration Change Form.

**Addition of a Course**

The last day to add or change classes is announced in the class schedule each semester. Any request for entry after that period must be approved by the student’s advisor, the instructor concerned and the Vice President for Academic and Student Affairs.
GRADING SYSTEM CREDIT

The grades of A, B, C, D, P, and S are passing grades. Grades R, F and U are failing grades. Grades of W and X are final grades carrying no credit. Usually, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university. Students are urged to consult the college or university to which they desire to transfer. It is the responsibility of the student to access grades at the end of each semester through the college’s website at www.southside.edu. Students should report any discrepancies to the Admissions and Records Office within two weeks after the official end of the semester.

EXPLANATION OF GRADES

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>No credit; applies only to non-developmental courses. A maximum of seven (7) semester credit hours from courses for which the “P” grade has been awarded may be applied toward completion of a degree, diploma, or certificate.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No credit; used for verifiable unavoidable reasons. Since the “Incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student-faculty consultation. The student must request an Incomplete grade. Incomplete requests will be processed without the signatures of the student, the instructor, and the Academic Dean. Courses for which the grade of “I” (Incomplete) has been awarded must be completed before the end of the subsequent semester or another grade (A,B,C,D,F) will be awarded by the instructor based upon course work which has been completed. In the case of “I” grades earned at the end of Spring Semester, students shall complete the requirements before the end of the subsequent Summer Semester. In exceptional cases, extensions of time needed to complete course work for “I” grades may be granted beyond the subsequent semester, with the written approval of the Vice for Academic and Student Affairs. A “W” grade should be awarded only under mitigating circumstances which must be approved by the Provost and documented. A copy of this documentation must be placed in the student’s academic file. The “I” grade is not applicable to developmental courses.</td>
</tr>
<tr>
<td>W</td>
<td>No grade point credit; applies only to non-developmental courses. A maximum of seven (7) semester credit hours from courses for which the “P” grade has been awarded may be applied toward completion of a degree, diploma, or certificate.</td>
<td></td>
</tr>
</tbody>
</table>
**R Re-enroll** The “R” grade may be used as a grade option, interim in nature, in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are (1) individualized, self-paced instruction or (2) modularized group-paced instruction. The “R” grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described in (1) and/or (2) above. Students making satisfactory progress but not completing all of the instructional objectives for courses in Developmental Studies (numbered 01-09) or an ESL course (numbered 11-29) shall be graded an “R” (re-enroll) and reenrolled to complete the instructional objectives. The courses in which a re-enroll will be approved will be identified by the Vice President for Academic and Student Affairs.

**S Satisfactory** No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 01-09) or an ESL course (numbered 11-29).

**U Unsatisfactory** No grade point credit; applies only to developmental studies, ESL courses, non-credit courses, courses taken under the Pass/Unsatisfactory grading option, at the discretion of the college. The initials of the instructors from whom “U’s” were received are required to re-enroll in these developmental studies courses. A “U” denotes unsuccessful coursework.

**W Withdrawal** No credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of “F” except under mitigating circumstances which must be documented and approved by the Vice President for Academic and Student Affairs. The actual last date of attendance must be recorded on the Student Registration Change Form.

**X Audit** No credit. Permission of the Vice President for Academic and Student Affairs is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade “X” is no longer available for students enrolled in the course for credit.

**GRADING SYSTEM NON-CREDIT ACTIVITIES**

A grade of “S” demonstrates satisfactory course completion. The grade of “G” is used in unique circumstances and at the discretion of the college to recognize limited subject competency. The grade of “U” is a failing grade. “I” is an interim grade or a non-punitive final grade. Grades of “N” and “W” are non-punitive grades. “X” indicates that a course was completed (or taken) for content and no grade awarded.

No grade point credit shall be assigned to the following grades:

**S Satisfactory** Individual demonstrates subject competency (assignments, labs, tests, clinical, etc.) and fulfilled attendance requirements needed to pass the course. Individual is ready to progress to higher level course. CEUs can be awarded.

**U Unsatisfactory** Individual fails to demonstrate subject competency and/or fulfillment of attendance requirements needed to pass the course and to move to a higher level course. CEUs cannot be awarded.
I Incomplete Individual, due to unavoidable circumstances, attended part but not all of a course. CEUs cannot be awarded. Courses for which the grade of “I” have been awarded must be successfully completed by the end of the subsequent semester for another grade (“S”, “U”, or “G”) to be awarded by the instructor. If “S” is awarded, CEUs can be awarded. If “U” or “G” is awarded, CEUs cannot be awarded.

W Withdrawal Individual formally withdraws from a course after the refund period but prior to the start of the course.

X No Grade No grade awarded. Course taken for purpose of learning the subject matter and not for a grade. CEUs cannot be awarded.

**GRADE POINT AVERAGE**

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses which do not generate grade points are not included in credits attempted. Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted. The cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirements for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA. The student's permanent record reflects all courses attempted by a student at SVCC.

**EXAMINATIONS**

Students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the Academic Dean in concert with the Vice President for Academic and Student Affairs over the discipline in question and of the instructor of the class.

**ACADEMIC STANDING**

Students are considered to be “in good academic standing” if they maintain a semester minimum GPA of 2.0, are eligible to re-enroll at the college, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to re-enroll may be considered eligible to receive financial aid assistance or other benefits requiring a “good academic standing” status.

**ACADEMIC WARNING**

Students who fail to attain a minimum GPA of 2.0 for any semester will receive an academic warning to be printed on their grade report.

**ACADEMIC PROBATION**

Students who fail to maintain a cumulative GPA of 1.5 will be on academic probation until such time as their cumulative average is 1.5 or better, and the statement “Academic Probation” will be placed on their permanent
record. A person on probation is ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their counselor and/or advisor. Curricular students are cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in their curriculum is a prerequisite to the receipt of an associate degree, diploma or certificate. Students shall be placed on probation only after they have attempted 12 semester credit hours.

ACADEMIC SUSPENSION

Students on academic probation who fail to attain a GPA of 1.5 for the next semester for which they are in attendance will be subject to academic suspension. Academic suspension normally will be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the college. The statement “Academic Suspension” will be placed on the student’s permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Academic Review Committee for reconsideration of their case. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Academic Review Committee. Students will be placed on suspension only after they have attempted 24 semester credit hours.

ACADEMIC DISMISSAL

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the college after academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 GPA for the semester of their reinstatement must maintain at least a 1.5 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Academic Review Committee. The statement “Academic Dismissal” will be placed on the student’s permanent record.

PROGRAM REQUIREMENTS

All students who are initially placed in a program are placed in a catalog year at the same time. The catalog year to which a student is assigned determines the program requirements for graduation. Students who have been attending in a non-curricular status will be placed in the catalog year corresponding to their program placement, not the catalog year corresponding to the year they became a non-curricular student. Students, who were previously in a program and dropped out of college for at least one year or changed programs and then ask to be readmitted to the original program after one year, will be placed in the program in existence at the time of their readmittance. Students who drop out for less than one year, or request readmission to a program within a year after dropping out of it, will be readmitted under the original catalog, unless there have been significant changes to the program requirements. The Dean of Enrollment Management will determine the catalog year when there is a question.

It is the responsibility of each student to be certain that all graduation requirements are fulfilled. Though the student’s advisor can help, the final responsibility rests with the student.

To be eligible to graduate with an associate degree, diploma, or certificate from the college, a student must (1) fulfilled all of the course and credit-hour requirements of the degree, diploma, or certificate curriculum as specified in the college catalog with at least 25 percent of the credits acquired at the college, (2) been certified for graduation by his/her advisor, and the Dean of Instruction or Dean of Nursing and Health Technology, (3) earned a GPA of at least 2.0 in all studies attempted which are applicable towards graduation in his/her curriculum, (4) filed an application for graduation in the Office of Admissions and Records, (5) resolved all financial obligations to the college and returned all library and other college materials, and (6) completed any required tests or other student assessments. Once these requirements have been met, the Dean of Enrollment Management or designee will certify that the award may be conferred. The college reserves the right to award a certificate, degree, or diploma based on program completion requirements.

Additionally, upon recommendation of the Academic division and the Vice President for Academic and Student Affairs, students who pursue a degree or diploma program but are unable to complete the degree or diploma requirements may be issued a certificate provided the
portion of study completed is equivalent to an approved certificate program offered at the college. If an approved certificate in the student’s area of study is not offered at the college, an Award of Completion may be granted which specifies instructional hours completed.

Students who are within eight (8) hours of meeting graduation requirements for Associate Degrees and intend to complete those requirements by the following summer semester, will be allowed to participate in the spring graduation ceremony. Degrees, however, will not be conferred until course work is completed with a passing grade. Students who plan to “walk” in spring exercises must complete applications for graduation through their advisors.

SECOND DEGREE, DIPLOMA OR CERTIFICATE

Courses used to satisfy curricular requirements in one program may not be used to satisfy different curricular requirements in another program. For example: if a psychology course is used to meet a specific course requirement in one program, it may not be used to satisfy an elective requirement in another program. Courses common to two programs (ENG 111, for example) may be used to satisfy this specific requirement in both programs. If you are planning on graduating in more than one certificate, degree or diploma program, please discuss this with your faculty advisor well in advance of your desired graduation date. When in doubt, discuss your plans with the Dean of Instruction or Dean of Enrollment Management to ensure that you will meet all of the requirements in each of your programs. It is not, however, the intent of this policy to award career studies or other certificates to students who have concurrently completed a related degree, diploma, or certificate program. There must be a sequential progression through the different program levels.

GRADUATION HONORS

Appropriate honors are awarded for Degrees, Diplomas, and Certificates based upon the students’ cumulative grade point average as follows:

3.2 Grade Point Average — Cum laude (with honors)
3.5 Grade Point Average — Magna cum laude (high honors)
3.8 Grade Point Average — Summa cum laude (highest honors)

GRADUATION EXPENSES

A formal graduation exercise is held at the end of the spring term. An Application for Graduation must be completed by all graduating students and turned in to the Admissions and Records Office two months preceding the expected graduation date. Students eligible for graduation will receive written notification of their eligibility as well as information about purchasing caps and gowns. There is no charge for diplomas; however, students who need to obtain a duplicate diploma will be charged a $10 fee.

CHANGES IN REGULATIONS

Southside Virginia Community College reserves the right to make changes in regulations, courses, fees and other matters of policy and procedure as and when deemed necessary.
Student Development Services
STUDENT DEVELOPMENT
The College offers services and activities that complement academic programs to support the development of each student. The College maintains a staff of trained counselors who provide services to facilitate the academic, career and personal development of students. These services help students acquire skills and access resources necessary for academic success.

Counseling
Professional counselors are available to assist students who wish to discuss educational, personal or career planning concerns. Personal and confidential assistance provided by a counselor can often help students cope effectively with situations which confront them, make decisions regarding various life concerns and plans, and help them gain greater self-awareness. If a student needs more extensive assistance, the counselor will help the student in making contact with the appropriate referral source. As with all types of counseling, the counselor will assist the student in exploring the possible alternatives and courses of action open to the student, but the final decision is up to the student.

Any person who needs assistance with school-related and personal problems has available through the counseling staff appropriate tests and inventories, occupational and educational materials, including computer software, and information regarding financial assistance and employment. Courses and workshops are offered each semester by the counselors which encourage students to develop skills that further their personal growth.

College Success Skills
All curricula placed students shall enroll in a College Success Skills class (SDV 100, 101, 108) within the first fifteen (15) credits of their program of study at the College. The course is designed to help students transition to college and introduce them to College resources and services. Effective study skills, career and academic planning and college transfer are among the topics offered to help students succeed in their course work. The requirement may be waived for students who hold an Associate Degree or Bachelor’s Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree.

Orientation
The orientation process begins when a student submits the admission application and takes the college placement test. New students are then encouraged to meet with the Student Development staff in order to learn and better understand the purposes, academic programs and enrollment procedures of the college.

Any new student who desires to enroll in a program of study will be scheduled for an admissions interview at which time educational interests and career goals will be discussed. Once a student is placed in a program, he/she meets with a faculty advisor to plan each semester’s schedule of classes.

All new students are required to attend New Student Orientation Day, which is held prior to each semester. This assists students with adjustment to college requirements and the campus environment.

Career/Job Information
Southside Virginia Community College does not operate like a typical employment agency in that the student is not “placed” in a job. The emphasis is on teaching the process of career decision making and the use of effective job search strategies. Thus, the major focus is on providing programs/services which assist the student in learning how to combine self-knowledge with career exploration. The goal is to help the student develop job search skills which can be used while attending the college and after graduation. The programs/services are offered with the understanding that the student has responsibility for taking the initiative to develop and achieve sound career goals.

Students can explore their interests, abilities, study skills, and learning styles through the completion of various assessment inventories online or pencil/paper. Students can request to take an inventory or be referred by a faculty member.

The college acts as a clearinghouse by receiving job openings from employers in the ten-county service area and referring students to these employers. Company recruiters are always welcome to interview students on campus. Career Fairs are held yearly. The College webmaster in collaboration with student development staff maintains a career page with links to a wide variety of resources regarding careers and employment.

All career and job information services/programs are made available to SVCC students, alumni, and employers who wish to participate. Contact Student Development for more information.
Testing Services
The testing program is administered by the counselors at the College and consists of a wide variety of testing instruments.

Placement tests which include reading, writing, and several levels of mathematics are required of both day and night students who want to enroll part-time or full-time in a program of study. These tests are offered on a daily basis.

For nursing applicants, additional testing is required. Announcements of these examinations are sent to all persons interested in the certificate or associate degree programs. Also, this information can be obtained from the Admissions Office and is posted on our website.

Counseling staff administer graduate assessment tests each semester. Each prospective graduate is required to complete this testing upon completion of their first degree, diploma or certificate.

Students With Disabilities
Southside Virginia Community College is committed to the goal of providing each qualified student equal opportunity to pursue a college education. Professional counselors skilled in disabilities support services are available at each campus. Timely requests for special services enable the College to better serve students. Students with documented disabilities who require assistance should contact Student Development Services. Professional counselors will assist students with their special needs, including accommodations on placement testing, instructional accommodation plans, consultation services with faculty and staff, assistance with registration, career counseling, study skills, note taking, mobility assistance and other services depending on individual needs and the availability of resources.

Student Activities
The student activities program is designed to provide a variety of meaningful educational, cultural and social activities. The student activities program may include the following activities: professional entertainment, musical programs, cookouts, plays, movies, intramural athletics, departmental clubs, and special interest groups. Admission to student activities is limited to students, faculty, staff and their guests.

At the present time, official recognition is given to scholastic, civic, athletic, departmental and special interest clubs. All clubs are approved by the student activities coordinator and the provost on each campus. All clubs must have a college employee as an advisor. The student activities coordinator will coordinate all such student events and maintain an activities calendar. If a sufficient number of students desire a particular activity or club, they should contact the student activities office.

Student Health Care Coverage
The college does not carry medical insurance on students. Students who plan to participate in student activities, athletic events, or a field trip should consider carrying some form of accident and health insurance since the college cannot be held responsible for any accidents. Brochures regarding special student health insurance are available in the Student Development office.

Student Activities Fund
A student activities fund is established to support the program of student activities. This fund includes a portion of the profits from food vending machine operations, receipts from special student activities, student activities fees and contributions from local sources. The funds in this account are to be spent only for student activities which have been authorized by the student activities coordinator and approved by the provost. The local advisory board is responsible for the operation and control of these funds under the specific methods and procedures established by the Virginia Community College System and approved by the State Auditor.

Academic Support
Student Development offers a strong tutoring and mentoring program for enrolled students throughout the College service area. The Comprehensive Learning Center on both of the main campuses offers a myriad of support materials from tutors to study guides, study groups and computer software. Student Development works with academic support staff and IT support staff to ensure that off-campus, online and seated students have an understanding of Blackboard and SIS and know how to use this technology successfully. Both main campuses and many centers host the Middle College which tutors and mentors students to successfully complete the GED.

Early Alert
SAILS (STUDENT ASSISTANCE AND INTERVENTION FOR LEARNING SUCCESS) SAILS is an early alert system that allows faculty and staff to identify students who are at risk of not succeeding academically by raising flags, as well as recognize students' academic success or improvement by raising kudos. Students are informed of the flags and kudos raised by instructors via e-mail, phone, and postcards. During interventions,
students are encouraged to use the campus resources available to assist them with their learning success. Flag raisers are apprised of the outcomes of interventions.

FACULTY ADVISING
The College is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Academic advising is a comprehensive and interactive process that utilizes both educational counseling and program planning.

A student is assigned a faculty advisor after being admitted to a specific program of study through an interview with a counselor. The faculty advisor then assists the student in planning the program of study each semester and is responsible for certifying the student for graduation. Both advisors and counselors work as a team in serving the best interests of the student.

Recruitment and Retention Program
The Make-It-Happen program is a Student Recruitment and Retention Program designed to assist African-American male freshmen and sophomores to successfully adjust to the college, achieve academically, and graduate. Through individual and group activities, students are provided the opportunity to develop academically and personally.

FINANCIAL AID

Our Mission
As a part of the Virginia Community College System (VCCS), Southside Virginia Community College’s Financial Aid Department strives to assist students in applying for financial aid by providing extraordinary customer service to internal and external customers combined with exceptional accuracy and timeliness to support the overall mission of SVCC. We will assist students individually in completing the FAFSA; will be proactive in problem-solving; will emphasize excellent communication and will model a positive workplace environment.

SVCC strives to meet the educational needs of people in SVCC’s service area who possess varying interests and abilities. Similarly, the Financial Aid Office at SVCC attempts to make higher education available to individuals who have varying financial needs. It is the goal of the Financial Aid Office that a student who wishes to acquire a postsecondary education shall not be denied this opportunity because of financial need.

Our Philosophy
While students who qualify for aid are generally assisted, it is expected that all resources at the students’ disposal will be utilized, and that financial aid will supplement these resources. For unmarried students under the age of 24, this includes the student’s as well as the parents’ resources. For all other students, it includes their resources as well as that of their spouse, if married. As a general rule, this applies regardless of the parties’ willingness to contribute those resources. The primary goal of the Financial Aid Office is to meet all direct educational expenses (tuition, fees, books, and supplies) and a limited amount of indirect educational expenses (for example, transportation) for the most needy students and a limited amount of direct educational costs (for example, limited tuition and fees) for those with less need. Award packages will generally range within these parameters.

In addition, SVCC has a commitment to providing the greatest amount of aid to those needy Virginia high school graduates who have attained a high school grade point average of 2.5 (VGAP-eligible students). In keeping with the Commonwealth’s goal of promising an education for all needy students who attain this standard, these students will always receive a larger amount of aid packages, regardless of category, than those who do not meet this standard, dependent upon funding.

Finally, recognizing the growing burden of loans on today’s college students, it is the commitment of the Financial Aid Office to provide debt-free financial aid to students during their entire course of study. As a result, SVCC’s Financial Aid Office is proud to offer the only completely loan-free financial aid package in the region. This means that as a policy, SVCC will meet your educational costs with grants, rather than loans.

Application Procedures
To apply for Financial Aid, as well as SVCC scholarships, the student must be accepted into an eligible program of study and complete and submit the Free Application for Federal Student Aid (FAFSA). The FAFSA can be found online at http://fafsa.ed.gov.

Electronic Processing
To assist students in the processing of their FAFSA, SVCC will not only help complete the FAFSA for those who bring in their tax forms, but will process the FAFSA electronically, if possible. This procedure takes far less time than mailing the application and students are strongly encouraged to avail themselves of this service.
Financial Aid Award Process
Most awards, with the exception of a few privately-sponsored programs, are allocated based on demonstrated financial need. June 1 is the date by which students must have completed the entire award process in order to ensure that they be considered for additional supplementary aid (over and above Pell grant).

Students may view the award decision by logging onto their account through PeopleSoft.

Students must register for all courses for the semester before the add/drop period ends in order to qualify for the full financial aid award. Classes added after the last day to drop with a refund will not be considered in the awarding of financial aid for that semester.

FEDERAL, STATE, AND INSTITUTIONAL GRANT PROGRAMS

Pell Grant (Pell)
Pell grant is a nonrepayable grant that is available to you on an ongoing basis throughout the award year. It pays an established amount, anywhere from $582 to over $5,815 per year, if you have an expected family contribution (EFC) from 0 to $5,234. The lower the EFC, the higher the amount of the grant. The amount of the grant is for the equivalent of any two full-time semesters during the award year. If you attend 1/4 time, 1/2 time or 3/4 time during the semester, you may receive a prorated grant. You cannot receive Pell Grant if you have already earned a bachelor’s degree. The amount of Federal Pell Grant funds you may receive over your lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is a nonrepayable supplemental grant that is available to you on a limited basis. The amount of the grant is for two full semesters. A certain percentage of the grant may come from state funds. You cannot receive FSEOG if you have already earned a bachelor’s degree.

Federal Work Study (FWS)
FWS is an employment program that is available to you on a limited basis if you are attending at least 1/2 time during the Fall and Spring semesters. It pays you $7.25 for 5 to 20 hours per week (depending on the position). To qualify for FWS, you must apply for financial aid, and be Pell Eligible. In addition, to receive a FWS job, you must complete an application for employment, be interviewed by the supervisor, and compete for the job as you would any other job. Position announcements are posted in the Financial Aid Office. Although there is no formal deadline to apply for work-study positions, returning students should apply before they leave school in the spring semester. In addition, all work-study money will normally be allocated by mid-August.

Virginia Guaranteed Assistance Program (VGAP)
VGAP is a non repayable grant that is available to you on a limited basis if you are attending full time during the Fall and Spring semesters. To qualify you must be a dependent student, Virginia resident for at least one year, and have graduated from a Virginia high school with a grade point average of at least 2.5 on a 4.0 scale. Awards equal the exact amount of tuition and fees between 12-15 semester hours and up to $1,000 in books. Students who have more remaining need and/or apply earlier will have more tuition/books covered, while students who have less remaining need and/or apply later will receive a VGAP grant for less tuition/books, full tuition only, or partial tuition. However, VGAP eligible students will always receive more grant aid than non-VGAP eligible students in the same need category, if funds are available.

Virginia Commonwealth Award (COMA)
COMA is a non repayable grant that is available to you on a limited basis if you are attending at least 1/2 time during the Summer, Fall, and Spring semesters. To qualify you must have been a Virginia resident for at least one year and must have remaining need in the amount of the award. Awards equal the exact amount of tuition and fees between 6-12 semester hours. COMA grant does not cover books. Students who have more remaining need and/or apply earlier will have more tuition covered, while students who have less remaining need and/or apply later will receive a COMA grant for less tuition, or partial tuition.

Part-Time Tuition Assistance Grant (PTAP)
PTAP is a non repayable grant that is available to you on a limited basis if you are attending at least 1/4 time during the Summer, Fall and Spring semesters. For state grant programs, 1/4 time means you are taking between 1 to 8 semester hours. To qualify, you must have been a Virginia resident for at least one year and must have an EFC low enough to have financial need in the amount of the award. In keeping with SVCC’s philosophy, as well as the primary intention of the grant, PTAP will be used for students who are either not eligible for Pell grant or eligible for insufficient amounts of Pell to cover tuition.
Awards equal the exact amount of tuition and technology fee (but not any other fees) between 1-8 semester hours. PTAP does not cover books.

**Stafford/PlusSLS/FFEL/Perkins/NDSL Loans**
SVCC does not participate in any of the Federal or State loan programs. However, incoming transfer students with prior loans are eligible to receive an in-school deferment while in attendance at SVCC. To apply for a deferment, students should bring their completed deferment forms to the Admissions and Records Office. Deferment forms may be forwarded to the National Student Loan Clearinghouse for processing.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to receive student financial assistance under the programs authorized by Title IV of the Higher Education Act, as amended, you must maintain satisfactory academic progress in the course of study (certificate, diploma, or degree) that you are pursuing according to the standards and practices of Southside Virginia Community College. The Satisfactory Academic Progress Policy applies to all financial aid grants and scholarships.

You will be evaluated according to the following policy:

**Maximum Time Frame to Complete a Program**
The maximum time (in credit hours) to complete any program at SVCC is 150% of the actual length of the program as it is listed in the 2016–2018 SVCC College Catalog.

For example, a student enrolled in a program that is 60 semester hours in length would be expected to complete this program by the time he/she has attempted no more than 90 semester hours.

**Quantitative Standards of Progress**
Each student is also required to complete a specific percentage of semester hours attempted during his/her enrollment at SVCC. Students are evaluated at the end of each semester and must maintain a completion percentage of 67%. Grades of F, U, I and W and R are considered credit hours not completed.

**Qualitative Standards of Progress**
In addition to completing the required minimum of semester hours, you must also maintain a cumulative grade point average (CGPA) based on the following scales:

For all Certificate, Diploma, and Degree Programs, if you have attempted a total of:
1-15 semester hours, a 1.5 CGPA is required
16-30 semester hours, a 1.75 CGPA is required
31 or more semester hours, a 2.0 CGPA is required.

Like the quantitative standards of progress, the qualitative standards of progress are evaluated each semester. At the end of each semester, your CGPA is recorded. If your CGPA is below the required minimum on the CGPA scale, you will be placed on financial aid suspension.

**WARNING**
The status of Warning is given to students who, for the first time, do not meet either the GPA or 67% Satisfactory Academic Progress standards at the end of a semester. The student is given a semester to improve their SAP standing or they will lose their financial aid eligibility for the subsequent semester. Students do not need to appeal the warning status, as they are granted financial aid for one semester.

**Satisfactory Academic Progress (SAP) APPEALS**

Students who do not meet all Satisfactory Academic Progress standards at the end of each semester will lose their financial aid eligibility for the subsequent semester. Students may appeal the loss of their aid, in writing, to the Financial Aid Office within 15 days from the date of the notification letter. Only appeals that document mitigating circumstances will be considered. A student may apply for an appeal and if approved, it would be valid for one semester only. Appeal forms can be obtained at the Financial Aid Office on either Campus or online on the Financial Aid webpage.

Students who lose their eligibility for financial aid due to lack of satisfactory academic progress and do not qualify for an appeal can regain their eligibility if they are able to correct their deficiency. This can be accomplished by taking courses at SVCC with out-of-pocket funds. It is important to realize that failure of the 150% Rule is permanent and all coursework will be considered for all SAP Rules.

**WITHDRAWING VERSUS DROPPING CLASSES**

Until the end of the add/drop period for each semester, a student may DROP a class by completing the proper paperwork. Dropped classes will not appear on the student’s academic record. After the end of the add/drop period through the last day to withdraw without academic
The withdrawal stays on the academic record, and is counted towards the student's enrollment status and in all SAP calculations. Students who withdraw frequently run the risk of losing their eligibility in the future.

REFUNDS AND REPAYMENTS

Financial Aid Recipients Who Withdraw From School
Repayment of Title IV Aid When a Student Withdraws

Effective October 6, 2010, when a recipient of Financial Aid assistance withdraws from the College during a semester in which the recipient began attendance, the College must determine the amount of Financial Aid assistance that the student earned as of the student's withdrawal date in accordance with federal regulations (34 CFR, 668.22, July 1, 2011). If the student never begins attendance, the college will return a full refund of all charges assessed (tuition, fees, bookstore charges) against the Financial Aid. If the total amount of Title IV assistance that the student earned is less than the amount of Title IV assistance that was disbursed to the student as of the date of the institution's determination that the student withdrew, the difference between these amounts must be returned to the Title IV programs. If the total amount of Title IV assistance that the student earned is greater than the total amount disbursed to the student, the difference between these amounts must be treated as a post-withdrawal disbursement. If outstanding charges exist on the student's account, the College may credit the student's account with all or a portion of the post withdrawal disbursement, up to the amount of the outstanding charges.

Withdrawal Date for a Student Receiving Title IV Aid
For a student who ceases attendance the withdrawal date is:
1. The date that the student began the withdrawal process by submitting a completed withdrawal form to the Admissions Office;
2. The date, as determined by the College, that the student otherwise provided official notification to the Admissions Office, in writing or orally, of his or her intent to withdraw;
3. If the student ceases attendance without providing official notification to the Admissions Office of his or her withdrawal, the midpoint of the semester or period of enrollment;
4. If the College determines that student did not begin the College's withdrawal process or otherwise provide official notification because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that the College determines is related to that circumstance;
5. The student's last date of attendance at an academically-related activity provided that the College documents that the activity is academically related and documents the student's attendance at the activity. An academically-related activity includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advise-ment, turning in a class assignment, or attending a study group that is assigned by the College.

The College must document a student's withdrawal date and maintain the documentation as of the date of the College's determination that the student withdrew. “Official notification to the College” is a notice of intent to withdraw that a student provided to the Admissions Office.

Calculation of Amount of Title IV Aid Earned by the Student
The college will use software provided by the U.S. Department of Education to determine required amounts. The amount of Title IV assistance that is earned by the student is calculated by:

1. Determining the percentage of payment period completed. The percentage of the payment period completed is determined by dividing the total number of calendar days in the payment period into the number of calendar days completed in that period as of the student's withdrawal date. The total number of calendar days in a payment period includes all days within the period, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the calculation.
2. Determining the percentage of assistance earned by the student. The percentage of the Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period. The amount of aid earned is considered to be 100 percent if the student's withdrawal date occurs after completion of 60 percent of the payment period.
3. Determining the percentage of assistance unearned by the student. The percentage of Title IV assistance that has not been earned by the student is calculated by determining the complement of the percentage of Title IV assistance earned by the student.
4. Determining the percentage of unearned Title IV assistance to be returned. The unearned amount of Title IV assistance to be returned is calculated by
subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the College's determination that the student withdrew.

**Return of Unearned Title IV Aid by the College**
The College must return the lesser of:
1. The total amount of unearned Title IV assistance to be returned as calculated in (4) above; or
2. An amount equal to the total charges by the College incurred by the student for the payment period multiplied by the percentage of Title IV assistance that has not been earned by the student as calculated in (3) above.

Charges by the College are tuition, fees, and bookstore charges assessed by the College. The student may be obligated by the College for any tuition, fee and bookstore charges that are returned as a result of this policy.

**Return of Unearned Title IV Aid by the Student**
After the College has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Financial Aid assistance to be returned. However, a student is not required to return 50 percent of the assistance that is the responsibility of the student to repay.

A student who owes an overpayment of Title IV assistance remains eligible for Title IV program funds through and beyond the earlier of 45 days from the date the College sends a notification to the student of the overpayment, or 45 days from the date the College was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the College;
2. Enters into a repayment agreement with the College with arrangements satisfactory to the College.

The College must send the student a notice within 30 days of the date of determination of withdrawal, if the student owes a Title IV overpayment. If the student wishes to enter into a repayment agreement with the College the agreement must require repayment of the full amount of the overpayment within two years of the date of the College's determination that the student withdrew. If the student does not repay the overpayment in full to the College, or enter a repayment agreement, the College must refer the student overpayment to the Secretary of Education for collection. Referral to the Secretary must take place within the earlier of 45 days from the date the College sends a notification to the student of the overpayment. At any time the student fails to meet the terms of the repayment agreement with the College, a student who owes an overpayment is ineligible for Title IV program funds.

**Order of Return of Title IV Aid**
Unearned funds returned by the College or the student must be credited to any amount awarded for the payment period for which a return of funds is required in the following order: Federal Pell Grants and Federal SEOG Program aid.

**Timeframe for Return of Title IV Aid**
The College must return the amount of Title IV funds for which it is responsible as soon as possible but not later than 30 days after the date of the College's determination that the student withdrew. The College must determine the withdrawal date for a student who withdraws without providing notification to the College no later than 30 days after the end of the payment period.

**Examples of Repayment**
Student I is enrolled for 18 credits in the fall semester and withdraws on September 13. Student II withdraws on October 31. There are 115 calendar days in the semester. Both students charged $500 at the College Bookstore and $749 tuition against their financial aid account. Financial aid disbursed of $1,650 PELL and $50 FSEOG.

**Student I**
Withdrawal Date: September 13
Days attended: 22 out of 115 = 19 percent completed
Total Aid of $1,700 x 19 percent completed = $323 earned aid
Total Aid of $1,700 – $323 earned aid = $1,377 unearned aid to be returned
81 percent unearned x $1,249 tuition and bookstore charges = $1,011.69 unrecoverable charges
Lesser of unearned aid to be returned or unrecoverable charges:
$1,011.69 institution's share of unearned aid
$1,377 unearned aid – $1,011.69 institution's share = $365.31 student's share of unearned aid
$1,011.69 returned to PELL: institution's share of unearned aid returned
$365.31 x 50 percent = $182.66 to PELL: student's share of unearned aid returned
Student II
Withdrawal Date: October 31 (After the last day to withdraw without academic penalty) Days attended: 70 out of 115 = 61 percent completed
(If calculated percentage exceeds 60 percent, enter 100 percent instead): 100 percent completed
Total aid of $1,700 x 100 percent completed = $1,700 earned aid
Total aid of $1,700 – $1,700 earned aid = $0 unearned aid to be returned
100 percent – 100 percent completed = 0 percent unearned
0 percent unearned x $1,249 tuition and bookstore charges = $0 unrecoverable charges
Lesser of unearned aid to be returned or unrecoverable charges: $0 institution’s share of unearned aid
$0 unearned aid – $0 institution’s share = $0 student’s share of unearned aid
$0 returned to PELL: institution’s share of unearned aid returned
$0 x 50 percent = $0 to PELL: student’s share of unearned aid returned

VOCATIONAL REHABILITATION
Most colleges cooperate with the State Department of Rehabilitative Services in providing education and training for persons with vocational handicaps. Vocational Rehabilitation students are required to apply for financial aid.

VETERANS BENEFIT INFORMATION
Most programs and courses of instruction at the college are approved for veterans benefits. Persons who are eligible for veterans educational assistance should contact their local Veterans Administration office or the college Veterans Affairs Office and secure the forms needed to apply for educational assistance. Any veteran wishing to receive benefits must be officially accepted by the college into an approved program. Once veterans are accepted in a program of study, they are allowed to take required courses and electives as outlined in the catalog. Prior approval from the student’s faculty advisor is required to substitute other courses for required courses. Each veteran or veteran’s dependent in a degree, certificate, or diploma program must report withdrawals and/or class drops to the Veterans Affairs Office.

Waived Tuition-Survivors of Certain Veterans
Section 23-7.1 of the Code of Virginia provides that free tuition shall be granted to children of permanently disabled or deceased veterans of armed forces of the United States to state-supported institutions of secondary grade or college level.

Eligibility of such children shall be determined by the Division of War Veterans Claims which shall verify in writing to the admitting institution that tuition should be waived in accordance with the provisions of Section 23-7.1. An application may be secured from the Veterans Affairs Office. A letter of certification from the State Division of War Veterans Claims must be presented to the Veterans Affairs Coordinator at the time of registration before the tuition can be waived. The VA administers several programs under the GI Bill for veterans, active duty personnel, Reserve and National Guard, as well as qualified dependents of veterans. To obtain information on these programs contact the college’s Veterans Affairs Office.

SCHOLARSHIPS
The Southside Virginia Community College Foundation, Inc. provides scholarship assistance to students. Individuals, organizations and the business and industry community support the scholarship fund through donations. Scholarships/awards/funds include but are not limited to the following:
40 & 8 Voiture Locale 1312 Scholarship
American Legion Post #79 Scholarship
Randy and Debra Andrews Textbook Fund
Daniel W. “Danny” Bagley Occupational/Technical Scholarship
Ben L. Watson Benchmark Community Bank Scholarship
R. Michael Berryman Nursing Student Fund
Blackstone Rotary Scholarship
Bridgeforth Student Emergency Fund
Brunswick County Farm Bureau Agribusiness Scholarship
John J. Cavan, III Memorial Scholarship
John J. Cavan Scholarship
Lucretia and John J. Cavan Memorial Scholarship
Caterpillar Scholarship
Century 21 Clary & Associates Scholarship
Commonwealth Legacy Scholarship
John H. and Eloise B. Daniel Memorial Scholarship
Misti Garner Dunn Memorial Nursing Scholarship
EAGLE Scholarship
Bill J. Elkins Scholarship
Emporia/Greensville Scholarship
Fiberight-Midwest Scholarship
First Citizens Bank Nursing Scholarship
Fluor Foundation Welding Scholarship
SVCC Foundation Textbook Scholarship
Hope Fried Memorial Scholarship
Guaranteed Academic Merit Award – GAMA
Jeremiah Hamlett Memorial Scholarship
R. C. and Viola Hines Scholarship
James Emmit and Ada P. Howell Memorial Scholarship
Iluka Scholarship
H. Randall Johnson Memorial Scholarship
Jump Start Scholarship
Florence Daniel Riepe Kalbacker Community Service Award
Ray Kopecky Memorial Book Scholarship
Anna Lowney Memorial Scholarship
Lunenburg County Farm Bureau Agribusiness Scholarship
Mattioli Foundation Scholarship
Mid-Atlantic Broadband Scholarship
National Asphalt Pavement Association
Dr. Earle W. Moore Nursing Award
Cecil A. Moorhead Memorial Award
Robert G. Patton Memorial Scholarship
Jack & Marjorie Powers Scholarship
Samuel Waverly Putney, Jr. and Grace Waring Scholarship
Putney Scholarship
Prince Edward County Farm Bureau Agribusiness Scholarship
Richmond Area Municipal Contractor's Association (RAMCA) Scholarship
Joseph Creighton Riepe, III Memorial Scholarship
Al and Janet Roberts “It Takes a Village” Scholarship
George W. and Linda S. Sheffield Scholarship
Judith Thorpe Shepherd Scholarship
Sheldon H. Short, Jr. Scholarship
Robert F. Snead Memorial Scholarship
Southside Rescue Squad, Inc. Auxiliary Scholarship
Southside Virginia Volunteer Firefighters Association Scholarship
Sheryl Stack Memorial Scholarship
Richard B. Taylor Memorial Scholarship
Thomas G. Taylor “Center for Success Fund” Scholarship
Drew Switzer Memorial Scholarship
Mary Alice Thomas Scholarship
Charles Vaughan Memorial Academic Award
K. George Vergheese Memorial Award
Dr. William E. Webb Memorial Scholarship
Wilkerson Emergency Fund
Sergeant James F. Whitlow Memorial Scholarship
Robert C. Wrenn Scholarship

For more information and access to a scholarship application, go to southside.academicworks.com
Programs of Study
PROGRAMS OF STUDY

TRANSFER DEGREES
(Christanna and Daniel Campus)
Associate of Arts and Sciences Degrees
Business Administration
Education
General Studies
General Studies—Administration of Justice Specialization
General Studies—Agribusiness Specialization
General Studies—Human Services Specialization Science
Certificate
General Education

PUBLIC SERVICE TECHNOLOGY
(Christanna and Daniel Campus)
Associate of Applied Science Degrees
Administration of Justice
Fire Science Technology
Emergency Medical Services
Human Services
Certificates
Administration of Justice
Cooperative Career Development
Fire Science Technology
Human Services
Welding

BUSINESS TECHNOLOGY
(Christanna and Daniel Campus)
Associate of Applied Science Degrees
Administrative Support Technology
Administrative Support Technology – Medical Office Specialization
Business Management
Business Management – Accounting Specialization
Information Systems Technology
Information Systems Technology – Networking Specialization
Certificates
Business, General
Clerical Studies
Information Systems Technology

CAREER STUDIES CERTIFICATES
Advanced Manufacturing Technology
Agribusiness
Applications Software Specialist
Apprenticeship Studies
Automotive Technician
Automotive Tune-Up
Bookkeeping
Computer and Office Basics
Computer and Office Basics–Design Track
Corrections
Cosmetology
Culinary Arts
Diesel Technician
Early Childhood Programs
Emergency Medical Services—EMT Basic
Emergency Medical Services—EMT Advanced
Emergency Medical Services—Intermediate
Emergency Medical Services—Paramedic
Fire Science Technology
Gaming Technology
Health Information Technology
Health Sciences
High Performance Technology
Human Services
HVAC—Basic
HVAC—Advanced
Law Enforcement
Massage Therapy
Medical Office Assisting
National Electric Code
Networking and Computer Support
Nurse Aide—Basic
Precision Machining
Real Estate
Religious Organization Leadership
Substance Abuse Counseling Aide
Truck Driving Training
Website Development
Welding

ENGINEERING & INDUSTRIAL TECHNOLOGY
Associate of Applied Science Degrees
Electronics (Christanna and Daniel Campus)

Diplomas
Air Conditioning, Heating and Refrigeration (Christanna)

Certificates
Automotive Diagnosis and Tune-Up (Daniel Campus)
Electrical (Christanna and Daniel Campus)
Electronics (Christanna and Daniel Campus)
Welding

HEALTH TECHNOLOGY
(Christanna and Daniel Campus)
Associate of Applied Science Degrees
Nursing

Certificates
Practical Nursing

CAREER STUDIES CERTIFICATES
Advanced Manufacturing Technology
Agribusiness
Applications Software Specialist
Apprenticeship Studies
Automotive Technician
Automotive Tune-Up
Bookkeeping
Computer and Office Basics
Computer and Office Basics–Design Track
Corrections
Cosmetology
Culinary Arts
Diesel Technician
Early Childhood Programs
Emergency Medical Services—EMT Basic
Emergency Medical Services—EMT Advanced
Emergency Medical Services—Intermediate
Emergency Medical Services—Paramedic
Fire Science Technology
Gaming Technology
Health Information Technology
Health Sciences
High Performance Technology
Human Services
HVAC—Basic
HVAC—Advanced
Law Enforcement
Massage Therapy
Medical Office Assisting
National Electric Code
Networking and Computer Support
Nurse Aide—Basic
Precision Machining
Real Estate
Religious Organization Leadership
Substance Abuse Counseling Aide
Truck Driving Training
Website Development
Welding
ADMINISTRATION OF JUSTICE
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-seven credit hour program

Purpose: The purpose of the program is to prepare students for careers and promotional opportunities in various criminal justice agencies, and to supplement the specialized training provided by corrections and law enforcement academies, and other criminal justice agencies.

Program Goals: A student completing the Administration of Justice program should: (1) demonstrate a sound understanding of the three major components of the criminal justice system; (2) demonstrate an understanding of criminal behavior and of the major causes of crime and delinquency; (3) demonstrate an understanding of the ethical issues involved in working in the criminal justice system; (4) demonstrate an understanding of the substantive and procedural law and its impact on the criminal justice practitioners and society; (5) demonstrate a commitment to the continued development and maintenance of effective written and oral skills; (6) and given a case study or crime scene scenario, the student should be able to effectively investigate, and analyze the situation.

Southside Virginia Community College fully supports Tech Prep linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

Although the program emphasizes practical knowledge for operational personnel at all levels, it may also satisfy freshman and sophomore transfer requirements for those students who desire to complete a four-year bachelor's level program in criminal justice, or the administration of justice. Students who plan to transfer to a senior college or university to complete a baccalaureate degree program are encouraged to consult with their advisor and the senior institution to which they plan to transfer for assistance in planning their program.

SVCC has formal program transfer agreements with the following Colleges and Universities: Longwood University, Old Dominion University, Ferrum College, and Virginia State University.

Occupational Objectives: This program provides practical knowledge for correctional officers, correctional supervisors and administrators, local and state law enforcement officers, and others responsible for the administration of justice. The following occupational titles represent examples of possible employment opportunities:

- Law Enforcement Officer
- Correctional Officer
- Jail Correctional Officer
- Corrections Supervisor
- Private Security Officer
- Commercial and Industrial Security Officer
- Crime Scene/Evidence Technician
- Local Probation Officer
- Game Warden
- Private/Governmental Investigator
- Public Safety Officer

It should be noted that certain criminal justice agencies and positions require applicants: to be in good physical condition and be free of any mental or physical condition which might adversely affect his/her performance, have normal vision and hearing, weight must be proportional to height, be of good moral character, and not have felony or serious misdemeanor convictions. Background investigations prior to being hired may include criminal, traffic, financial, social, and psychological evaluations. Students are encouraged to check with any prospective employing agency in order to determine any special employment requirements. Students with disabilities are eligible for admission to the program.

Program Description: This program is structured around a central core of courses which offer the student an understanding of the police, courts, corrections, substantive and procedural law, evidence, criminal behavior, causes of crime and delinquency, and crisis intervention. Electives include: forensic science, private investigation, forensic psychology, criminal investigation, and firearms and marksmanship training. Instruction includes both the theoretical concepts and practical applications needed for success in criminal justice or related fields. Students are urged to consult with their faculty advisor or a counselor for assistance in planning their programs and selecting electives.
# Administration of Justice

(Associate of Applied Science Degree)

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| **SECOND SEMESTER** |                                                 |               |           |               |
| ENG 112         | College Composition II                          | 3            | 0         | 3             |
| OR            |                                                 |               |           |               |
| ENG 138         | Communication Processes II                       | 3            | 0         | 3             |
| OR            |                                                 |               |           |               |
| CST 110        | Introduction to Communication                    | 3            | 0         | 3             |
| MTH 120        | Introduction to Mathematics                      | 3            | 0         | 3             |
| ADJ 229        | Law Enforcement in the Community                 | 3            | 0         | 3             |
| ADJ 211        | Criminal Law, Evidence, and Procedures I         | 3            | 0         | 3             |
| ADJ 227        | Constitutional Law                               | 3            | 0         | 3             |
| EEE Approved Elective                               | 3            | 0         | 3             |
| **Total**     |                                                 | 18           | 0         | 18            |

| **THIRD SEMESTER** |                                                 |               |           |               |
| ADJ 118         | Crisis Intervention                              | 3            | 0         | 3             |
| ADJ 205         | Crime & Delinquency                              | 3            | 0         | 3             |
| ADJ 225         | Courts & Administration of Justice               | 3            | 0         | 3             |
| HUM EEE         | Humanities Elective                              | 3            | 0         | 3             |
| SOC 200         | Principles of Sociology                          | 3            | 0         | 3             |
| OR            |                                                 |               |           |               |
| EEE Social Science Elective                          | 3            | 0         | 3             |
| EEE Approved Elective                               | 3            | 0         | 3             |
| **Total**     |                                                 | 18           | 0         | 18            |

| **FOURTH SEMESTER** |                                                 |               |           |               |
| HLT EEE         | Health Elective                                  | 2            | 0         | 2             |
| ADJ EEE         | Corrections Elective                             | 3            | 0         | 3             |
| ADJ EEE         | Approved Elective                                | 3            | 0         | 3             |
| EEE Social Science Elective                          | 3            | 0         | 3             |
| ADJ 290         | Internship in ADJ                                | 4            | 0         | 4             |
| OR            |                                                 |               |           |               |
| ADJ 298         | Seminar and Project                              |               |           |               |
| **Total**     |                                                 | 15           | 0         | 15            |

Minimum Credits for A.A.S. Degree in Administration of Justice ................................................................................................. 67
PROGRAMS OF STUDY

ADMINISTRATION OF JUSTICE
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-four to thirty-five credit hour program

Purpose: The Certificate of Administration of Justice is designed to train individuals for work in police and correctional facilities and for other jobs related to the administration of justice. This training is planned for both individuals preparing for criminal justice jobs and to supplement special training offered by agencies.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:

- Correctional Officer
- Law Enforcement Officer
- Private Security Officer
- Loss Prevention Specialist
- Claims Officer
- Public Safety Officer

Program Description: This two-semester program is structured around a central core of courses that deal with the criminal justice system, criminal behavior, the law, and crisis intervention. In addition to these courses, students may also select electives in various specialized topics. Students with disabilities are eligible for admission to the program. Students are urged to consult with their faculty advisor or a counselor for assistance in planning their programs and selecting electives.

Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits
--- | --- | --- | --- | ---
FIRST SEMESTER
SDV 100 | College Success Skills | 1 | 0 | 1
ENG 111 | College Composition I | 3 | 0 | 3
ENG 137 | Communication Processes I OR
ITE 115 | Introduction to Computer Applications and Concepts EEE Social Science Elective | 3 | 0 | 3
ADJ 100 | Survey of Criminal Justice OR
ADJ 105 | Juvenile Justice System OR
ADJ EEE | ADJ Elective

Total | 16 | 0 | 16

SECOND SEMESTER
ENG 112 | College Composition II OR
ENG 138 | Communication Processes II OR
CST 100 | Principles of Public Speaking OR
HLT 121 | Introduction to Drug Use and Abuse
ADJ 118 | Crisis Intervention OR
ADJ 211 | Criminal Law, Evidence, and Procedures I OR
ADJ EEE | ADJ Elective
ADJ 227 | Constitutional Law
MTH EEE | General Education Math Elective

Total | 18 | 0-1 | 18-19

Minimum Credits for Certificate in Administration of Justice .................................................. 34-35
ADMINISTRATIVE SUPPORT TECHNOLOGY
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-four credit hour program

Purpose: By 2022, the Bureau of Labor Statistics projects employment for administrative assistants will grow by 13.2 percent. This curriculum is designed to prepare students for full-time employment immediately upon completion of the community college program. Persons who are seeking their first employment in an office position as well as those who are seeking a promotion may benefit from this curriculum.

Occupational Objectives
• Administrative Assistant
• Executive Assistant
• Executive Secretary
• Human Resources Assistant
• Office Manager
• Office Services Specialist
• Technical Secretary

Admission Requirements: In addition to the admission requirements established for the college, entry in the Administrative Support Technology program requires competency in English and Math Essentials (MTE 1-3) as demonstrated through the placement and diagnostic test, or by satisfactorily completing the required MTE and ENF requirements or equivalents.

Program Description: The two-year program includes instruction in areas required for competence as office support personnel in business, government, industry, and other organizations. Approximately one-half of the curriculum will include courses in Administrative Support Technology with the remaining courses in related subjects, general education, and elective credits. Students are encouraged to consult with their faculty advisor to plan their program and to select electives. Upon satisfactory completion of the program requirements, students will be awarded an Associate of Applied Science degree in Administrative Support Technology.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AST 101</td>
<td>Keyboarding I</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>AST 107</td>
<td>Editing and Proofreading</td>
<td>3</td>
<td>0</td>
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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
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<td>0</td>
<td>3</td>
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<td>ENG 137</td>
<td>Communication Processes I</td>
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<td></td>
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<td>HLT/PED</td>
<td>Health or Physical Education</td>
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<td>1</td>
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<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>MTH 141</td>
<td>Business Mathematics I</td>
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<td>0</td>
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## SECOND SEMESTER

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<th>Course Title</th>
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<tbody>
<tr>
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<td>Records and Database Management</td>
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<td>ENG 112</td>
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<td>ENG 138</td>
<td>Communication Processes II</td>
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<td>CST 100</td>
<td>Principles of Public Speaking</td>
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<tr>
<td>ITE 150</td>
<td>Database Software (Access)</td>
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<tr>
<td>EEE Elective</td>
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<td></td>
</tr>
<tr>
<td>AST 205</td>
<td>Business Communications</td>
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**Total** 14 2 15

## THIRD SEMESTER

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<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AST 141</td>
<td>Word Processing I</td>
<td>2</td>
</tr>
<tr>
<td>ITE 140</td>
<td>Spreadsheet Software (Excel)</td>
<td>3</td>
</tr>
<tr>
<td>AST 243</td>
<td>Office Administration I</td>
<td>3</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
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<td>BUS EEE BUS Elective</td>
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**Total** 15 4 17

## FOURTH SEMESTER

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<th>Course Title</th>
<th>Credits</th>
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<td>Specialized Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>AST 244</td>
<td>Office Administration II</td>
<td>3</td>
</tr>
<tr>
<td>AST 298</td>
<td>Seminar and Project</td>
<td>3</td>
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<tr>
<td>HUM EEE</td>
<td>Humanities Elective</td>
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<tr>
<td>EEE Social Science Elective</td>
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</table>

**Total** 14 2 15

Total minimum credits for A.A.S. Degree of Administrative Support Technology ....................................................... 64
ADMINISTRATIVE SUPPORT TECHNOLOGY
Legal Specialization
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-five credit hour program

Purpose: This curriculum is designed to provide specialized administrative support technology education in the legal field. It is recommended for students interested in a professional career as a legal assistant to an attorney or judge; assistant in a legal office of a corporation, of a university, or of an insurance company; or for employment with municipal, state and federal government agencies. In addition, the program offers basic skills training and advanced training complementary to the information systems demands of the electronic office. This specialization includes training in word processing of legal documents, microcomputer usage, and human relations.

Occupational Objectives:
• Legal Clerk
• Office Clerk
• Office and Administrative Support Worker
• Paralegal and Legal Assistant
• Receptionist and Information Clerk

Admission Requirements: In addition to the admission requirements established for the college, entry in the Administrative Support Technology: Legal Specialization program requires competency in English and Math Essentials (MTE 1-3) as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalents.

Program Description: The two-year program combines instruction in many subject areas required for competence as a legal office assistant, legal transcriptionist, legal records clerk, or legal research assistant or paralegal. The curriculum includes courses in general education, administrative support, computers, electives, and five legal courses. Due to prerequisite requirements, the legal and administrative support technology classes should be taken in a specific order. Students are encouraged to consult with faculty advisor to plan their program and to select electives. Upon satisfactory completion of program requirements, the student will be awarded an Associate of Applied Science degree in Administrative Support Technology: Legal Specialization.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<tr>
<td>FIRST SEMESTER</td>
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</tr>
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<td>SDV 100</td>
<td>College Success Skills</td>
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<td>1</td>
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<tr>
<td>HLT/PED 111</td>
<td>Health or Physical Education</td>
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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
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<td>0</td>
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<td>LGL 110</td>
<td>Introduction to Law and the Legal Assistant</td>
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<tr>
<td>LGL 115</td>
<td>Real Estate Law for Legal Assistants</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>AST 101</td>
<td>Keyboarding I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>AST 107</td>
<td>Editing and Proofreading</td>
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### SECOND SEMESTER

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<tr>
<td>AST</td>
<td>Keyboarding II</td>
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<tr>
<td>ITE</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Spreadsheet Software (Microsoft Excel)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CST</td>
<td>Principles of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MTH</td>
<td>Introduction to Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MTH</td>
<td>Business Mathematics I</td>
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**Total**  
14  2  15

### THIRD SEMESTER

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AST</td>
<td>Word Processing I</td>
<td>2</td>
</tr>
<tr>
<td>AST</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>AST</td>
<td>Filing and Records Management</td>
<td>3</td>
</tr>
<tr>
<td>AST</td>
<td>Legal Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>LGL</td>
<td>Legal Research and Writing</td>
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<tr>
<td>EEE</td>
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**Total**  
17  4  18

### FOURTH SEMESTER

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<th>Course</th>
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<tbody>
<tr>
<td>AST</td>
<td>Seminar and Project</td>
<td>3</td>
</tr>
<tr>
<td>AST</td>
<td>Legal Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>ITE</td>
<td>Database Software (Microsoft Access)</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>EEE</td>
<td>ACC, AST, BUS, FIN, ITE, or MKT Elective</td>
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**Total**  
15  0  15

Total minimum credits for A.A.S. Degree of Administrative Support Technology: Legal Specialization ................................ 65
ADMINISTRATIVE SUPPORT TECHNOLOGY
Medical Office Specialization
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-five credit hour program

Purpose: This curriculum is designed to provide specialized administrative support technology education in the medical field. The curriculum is designed for students interested in a professional career as an administrative medical assistant or medical biller/coder in a private medical practice, in a hospital setting, and in other health care organizations. In addition, the Administrative Support Technology curriculum offers basic skills training and advanced training complementary to the information systems demands of the electronic office. Included are skills in word processing, microcomputer usage, and human relations.

Occupational Objectives:
• Administrative Medical Assistant
• Medical Biller/Coder
• Medical Office Assistant
• Medical Secretary
• Medical Transcriptionist
• Medical Receptionist and Information Clerk
• Hospital Ward or Office Clerk

Admission Requirements: In addition to the admission requirements established for the college, entry in the Administrative Support Technology program requires competency in English and Math Essentials (MTE 1-3) as demonstrated through the placement and diagnostic test, or by satisfactorily completing the required MTE and ENF requirements or equivalents.

Program Description: The two-year curriculum combines instruction in the many areas required for competence as an administrative medical assistant, medical coder, and related positions in the medical setting. The curriculum will include courses in Administrative Support Technology, medical transcription, medical terminology, medical office procedures, medical billing and coding, medical insurance, general education and electives. Students are advised to consult with their faculty advisor and counselor in planning their programs. Upon satisfactory completion of program requirements, the graduate will be awarded an Associate of Applied Science degree in Administrative Support Technology - Medical Office Specialization.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AST 101</td>
<td>Keyboarding I</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>AST 107</td>
<td>Editing and Proofreading</td>
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<td>0</td>
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<tr>
<td>BIO 100</td>
<td>Basic Human Biology</td>
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<td>ENG 111</td>
<td>College Composition I</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
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<td>SDV 100</td>
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## Programs of Study

### SECOND SEMESTER

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<td>ENG 112</td>
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<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
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<tr>
<td>CST 100</td>
<td>Principles of Public Speaking</td>
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<tr>
<td>HLT 143</td>
<td>Medical Terminology I</td>
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<td>MTH 141</td>
<td>Business Mathematics I</td>
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Total: 14 credits

### THIRD SEMESTER

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<td>Word Processing I</td>
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<tr>
<td>AST 205</td>
<td>Business Communication</td>
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<td>AST 243</td>
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<td>BUS</td>
<td>EEE Business Elective</td>
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<tr>
<td>HIM 253</td>
<td>Health Records Coding</td>
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Total: 18 credits

### FOURTH SEMESTER

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<td>AST 242</td>
<td>Medical Insurance and Coding</td>
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<td>AST 271</td>
<td>Medical Office Procedures I</td>
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<td>AST 298</td>
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<td>Advanced Coding and Reimbursement</td>
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Total: 15 credits

Total Minimum Credits for AAS Degree of Administrative Support Tech
Medical Office Specialist Track: 65 credits
AIR CONDITIONING, HEATING AND REFRIGERATION
(Christanna Campus)

Award: Diploma

Length: Sixty credit hour program

Purpose: Business and industry are creating a growing demand for trained technicians in the field of air conditioning, heating and refrigeration. This program is designed to prepare a student for full-time employment immediately upon completion of the program.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
- Air Conditioning Technician
- Controls Technician
- Refrigeration Installation & Service
- Sales Engineering

Program Description: This program is designed to provide the technical training required to produce competent specialists to work in the air conditioning, heating and refrigeration industries in the areas of installation, planning and estimating, repair and service of machinery and related equipment. In addition to practical laboratory experience, the students complete related courses in drawing, blueprint reading, planning, estimating, mathematics, electricity and other pertinent subjects. The curriculum also provides education in the humanities and social sciences. Students entering this program need to be proficient in high school English, mathematics and science. Two units of high school mathematics and one of physics are recommended. Some courses may be completed through individualized instruction in classes identified as 198 workshops. Students are advised to consult with their faculty advisors for assistance in planning their programs.

Southside Virginia Community College fully supports Tech Prep linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

In Virginia, a State license is required for this profession. For more information, please contact the Virginia Department of Professional and Occupational Regulation.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
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<td>Air Conditioning &amp; Refrigeration I</td>
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<td>Communication Processes I</td>
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<td>Air Conditioning &amp; Refrigeration II</td>
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<td>AIR 134</td>
<td>Circuits and Controls I</td>
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<tr>
<td>ELE 211</td>
<td>Electrical Machines I</td>
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<td>ELE 127</td>
<td>Residential Wiring Methods</td>
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THIRD SEMESTER
AIR 123 Air Conditioning and Refrigeration III 2 2 3
AIR 135 Circuits and Controls II 2 2 3
AIR 154 Heating Systems I 2 2 3
AIR 181 Planning and Estimating I 2 2 3
EEE Social Science Elective 3 0 3

Total 11 8 15

FOURTH SEMESTER
AIR 124 Air Conditioning & Refrigeration IV 2 2 3
AIR 136 Circuits and Controls III 2 2 3
AIR 155 Heating Systems II 2 2 3
AIR 200 Hydronics 2 3 3
OR
EEE Technical Elective

EEE Humanities Elective 3 0 3
EEE Social Science Elective 3 0 3

Total 14 9 18

Total minimum credits for the Diploma of Air Conditioning, Heating & Refrigeration ................................................... 60
AUTOMOTIVE DIAGNOSIS AND TUNE-UP
(John H. Daniel Campus)

Award: Certificate

Length: Thirty-one credit hour program

Purpose: The certificate program in automotive diagnosis and tune-up is designed to prepare students for employment as entry level automotive technicians.

Occupational Objectives:
A student completing this program will have the skill sets to obtain gainful employment as automotive Service Technicians and Mechanics in such positions as represented by the following occupational task list:

- Brake Technician
- Electrical/Electronic Technician
- Transmission/Transaxle Technician
- Air Conditioning Technician
- Automotive Alignment Technician
- Automotive Engine Technician
- Automotive Service Writer
- Shop Foreman
- Automotive Vehicle Inspector
- Automotive Wheel and Tire Tech
- Independent Repair Shop Owner/Operator
- Automotive Lab Technician

Program Description: This curriculum is designed to teach students automotive fundamentals such as lubrication, cooling, fuel system, suspension, braking systems, air conditioning, and electrical system. Emphasizes electronics as applied to the modern automobile and computerized fuel-controlled systems. Students are also trained in shop practices, service and tune-up procedures. Each automotive course uses shop projects and hands-on experience in diagnosis and mechanical repairs to develop job-related skills. The program also includes general education courses and technical electives. Students will be advised as to which courses are most applicable to their fields of interest.

All automotive students are required to furnish a personal set of hand tools.

Southside Virginia Community College fully supports Tech Prep Linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

<table>
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<tr>
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<td>AUT 241</td>
<td>Automotive Electricity I</td>
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Total minimum credits for the Certificate of Automotive Diagnosis and Tune-up: 31
BUSINESS, GENERAL
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-five credit hour program

Purpose: The certificate of general business is designed to prepare students for employment in business and to upgrade skills for individuals already employed in business professions.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
Bank Teller
Retail Sales
Bookkeeper
Office Manager
Small Business Manager
Assistant Store Manager
Assistant Department Head

Program Description: The curriculum consists of general education courses, basic core courses and electives which allow the student to concentrate in general business, small business management, or supervisory development. The program is designed to provide students with a broad, professional knowledge of business theory and practice.

Southside Virginia Community College fully supports Tech Prep linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

<table>
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<tr>
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<td>BUS 100</td>
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<td>ENG 137</td>
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<tr>
<td>SDV 100</td>
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<tr>
<td>CST 110</td>
<td>Introduction to Communication</td>
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Total minimum credits for Certificate of General Business ..............................................................................................35
BUSINESS MANAGEMENT
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-five credit hour program

Purpose: The development of business and industry has resulted in a great demand for qualified personnel in the area of business management. The associate of applied science degree in business management is designed primarily for students seeking full-time employment in the field immediately upon completion of the program and for individuals who are presently in industry and seeking to improve promotion possibilities.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
Assistant Manager
Management Trainee
Manager of a Small Business
Supervisor
Sales Representative
Administrative or Executive Assistant
Office manager
Information Services Specialist

Program Description: The curriculum includes technical courses in business management, general education and electives. Instruction includes both the theoretical concepts and practical applications needed for success in business management. Students are urged to consult their faculty advisor or a counselor for assistance in planning their programs and selecting electives. Courses within this curriculum may be applied to a four-year program at the discretion of the admitting institution.

Southside Virginia Community College fully supports Tech Prep linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<td>Introduction to Computer Applications and Concepts</td>
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Course Description:
The curriculum includes technical courses in business management, general education and electives. Instruction includes both the theoretical concepts and practical applications needed for success in business management. Students are urged to consult their faculty advisor or a counselor for assistance in planning their programs and selecting electives. Courses within this curriculum may be applied to a four-year program at the discretion of the admitting institution.

Southside Virginia Community College fully supports Tech Prep linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.
## SECOND SEMESTER

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<td>ENG 138</td>
<td>Communication Processes II</td>
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<tr>
<td>OR</td>
<td>College Composition II</td>
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<tr>
<td>OR</td>
<td>Principles of Public Speaking</td>
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<tr>
<td>MTH 141</td>
<td>Business Math I</td>
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<tr>
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**Total:** 15

## THIRD SEMESTER

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<tr>
<td>BUS 111</td>
<td>Principles of Supervision</td>
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<td>BUS 241</td>
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<td>OR</td>
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<td>ECO 201</td>
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**Total:** 17

## FOURTH SEMESTER

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<td>ACC 261</td>
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<td>BUS 298</td>
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<td>BUS/FIN</td>
<td>EEE BUS/FIN Elective</td>
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<td>ECO 202</td>
<td>Principles of Microeconomics</td>
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<td>FIN 215</td>
<td>Financial Management</td>
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**Total:** 16

Total credits for A.A.S. Degree in Business Management ................................................................. 64
BUSINESS MANAGEMENT —
Accounting Specialization
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science
Length: Sixty-seven credit hour program

Program Description: The Associate in Applied Science degree curriculum with a major in Business Management and a specialization in Accounting is designed for persons seeking full-time employment in the accounting field immediately upon completion of the community college curriculum. Persons who are seeking their first employment in an accounting position and those presently in accounting who are seeking a promotion can benefit from this curriculum. Persons desiring to become Certified Public Accountants (CPAs) should not enroll in this program but rather should enroll in the Business Administration curriculum.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
Accounting Trainee
Junior Accountant
Accounting Technician

<table>
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Total credits for A.A.S. Degree in Business Management – Specialization in Accounting: 67
BUSINESS MANAGEMENT —
Agribusiness Specialization
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-four credit hour program

Purpose: The Associate of Applied Science degree curriculum with a major in Business Management and a specialization in Agribusiness is designed to prepare students for jobs in the agricultural industry. Its purpose is to provide the technical and business knowledge and skills necessary to function in the broadly defined agribusiness industry: the farms that produce the nation's food and fiber; the companies and organizations that provide the products and services required by those farms; and the firms that move the products from the farm to the consumer.

Occupational Objectives: The curriculum prepares students for a wide range of careers in the agribusiness industry:

- Feed/seed/chemical/equipment sales
- Farm supply retail management
- Bank teller or assistant loan officer
- Insurance provider
- Farm manager
- Greenhouse supervisor
- Plant nursery manager
- Fruit and vegetable broker
- Livestock herdsman
- Agribusiness entrepreneur
- Marketing specialist

Program Description: The curriculum includes basic plant science and animal science courses to provide students with broad exposure to the agricultural industry and its economic importance to the state and nation. Courses in soil fertility, animal products, and food safety advance students' skills in plant and animal production. The curriculum also provides a broad-based foundation in key business skills that are applicable across all industries but are presented in relation to the agribusiness industry. The business skills include management, finance, marketing, sales, and human resource management.

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<td>111</td>
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<td>115</td>
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<td>Principles of Microeconomics</td>
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<tr>
<td>BUS</td>
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Total credits for A.A.S. Degree in Business Management — Specialization in Agribusiness .............................................64
CAREER STUDIES
(Christanna and John H. Daniel Campuses)

Award: Certificate of Career Studies

Length: Variable for part-time continuing education students. The options within this program amount to the equivalent of one to two semesters of full-time community college work (9-36 credits).

Purpose: The career studies program is a response to the non-conventional, short-term program of study needs of many adults within the college region. It is designed on the basis of a series of specialized program options that represent a wide variety of career and academic interest course areas. These options include a minimum amount of coursework considered representative of these fields of study. Each program option is designed as a distinct mini-curriculum within a broader range of adult education possibilities.

Program Options:
Advanced Manufacturing Technology
Agribusiness
Applications Software Specialist
Apprenticeship Studies
Automotive Technician
Automotive Tune-Up
Bookkeeping
Computer and Office Basics
Computer and Office Basics–Design Track
Corrections
Cosmetology License Preparation
Culinary Arts
Diesel Technician
Emergency Medical Services–Basic
Emergency Medical Services- Advanced
Emergency Medical Services–Intermediate
Emergency Medical Services–Paramedic
Fire Science Technology
Gaming Technology
Health Information Technology
Health Sciences
High Performance Technology
Human Services
HVAC–Basic
HVAC–Advanced
Law Enforcement
Mechatronics Technology
Medical Office Assisting
National Electric Code
Networking and Computer Support
Nurse Aide
Precision Machining
Religious Organization Leadership
Substance Abuse Counseling Aide
Truck Driving Training
Website Development
Welding

Admissions Requirements: Admission to the career studies certificate program is based upon the general requirements for admission to the college. Deficiencies in general education may require developmental studies. The student is expected to select one of the available program options during admission and registration.

Program Requirements: The career studies certificate curriculum includes selected specialized courses within each program option. The range of course credits varies between the program options. Upon satisfactory completion of one of the program options, the graduate will receive the Career Studies Certificate. Students of the college may earn more than one certificate as program requirements are satisfied.

Program Conditions: Career studies program options will be developed and implemented as community needs are identified and instructional resources permit. Normally, courses which are associated with the various program options may be offered when all of the following conditions are met: (1) justifiable student enrollment exists, (2) adequate facilities are available on or off campus, (3) qualified instructors are available, and (4) adequate financial resources are available. The flexibility of the option approach provides for the activation or deactivation of program options depending on the above factors.

Certificate Award: Upon satisfactory completion of the program with a C average, the student should contact the Admissions and Records Office and apply for a certificate. The Career Studies Certificate will be mailed to the student upon verification by the Admissions and Records Office that all program requirements have been satisfied.
## CAREER STUDIES CERTIFICATES

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>Circuits and Controls I</td>
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<td>Electricity I</td>
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<td>ELE 127</td>
<td>Residential Wiring Methods</td>
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<tr>
<td>IND 160</td>
<td>Introduction to Robotics</td>
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<tr>
<td>MAC 150</td>
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### ADVANCED MANUFACTURING TECHNOLOGY

- AIR 121: Air Conditioning and Refrigeration I (2 Lecture, 2 Lab, 3 Credits)
- AIR 134: Circuits and Controls I (2 Lecture, 2 Lab, 3 Credits)
- CAD 140: Technical Drawing (2 Lecture, 2 Lab, 3 Credits)
- ELE 113: Electricity I (3 Lecture, 0 Lab, 3 Credits)
- ELE 127: Residential Wiring Methods (2 Lecture, 2 Lab, 3 Credits)
- IND 160: Introduction to Robotics (2 Lecture, 2 Lab, 3 Credits)
- MAC 150: Introduction to Computer Aided Manufacturing (2 Lecture, 2 Lab, 3 Credits)
- MTH 103: Applied Technical Mathematics (3 Lecture, 0 Lab, 3 Credits)

### AGRIBUSINESS

- AGR 141: Introduction to Animal Science and Technology (3 Lecture, 3 Lab, 4 Credits)
- AGR 142: Introduction to Plant Science and Technology (2 Lecture, 3 Lab, 3 Credits)
- AGR 143: Introduction to Agribusiness and Financial Management (3 Lecture, 0 Lab, 3 Credits)
- AGR 144: Agricultural Human Resource Management (3 Lecture, 0 Lab, 3 Credits)
- AGR EEE: Agribusiness Elective (3 Lecture, 0 Lab, 3 Credits)
- AGR EEE: Agribusiness Elective (3 Lecture, 0 Lab, 3 Credits)
- SDV 100: College Success Skills (1 Lecture, 0 Lab, 1 Credit)

- **Total** (18 Lecture, 6 Lab, 20 Credits)

### APPLICATION SOFTWARE SPECIALIST

- AST 114: Keyboarding for Information Processing (0 Lecture, 2 Lab, 1 Credit)
- ITE 115: Introduction to Computer Applications & Concepts (3 Lecture, 0 Lab, 3 Credits)
- ITE 140: Spreadsheet Software (3 Lecture, 0 Lab, 3 Credits)
- ITE 150: Desktop Database Software (3 Lecture, 0 Lab, 3 Credits)
- AST 141: Word Processing I (2 Lecture, 2 Lab, 3 Credits)
- AST 236: Specialized Software Applications (2 Lecture, 2 Lab, 3 Credits)

- **Total** (13 Lecture, 6 Lab, 16 Credits)

### APPRENTICESHIP STUDIES

Student must complete approved courses to satisfy apprenticeship-related instructional requirements.
### CAREER STUDIES CERTIFICATES continued

#### AUTOMOTIVE TECHNICIAN

**1st Semester**

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<td>AUT 100</td>
<td>Introduction to Automotive Shop Practices</td>
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<tr>
<td>AUT 111</td>
<td>Automotive Engines I</td>
<td>2</td>
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<tr>
<td>AUT 121</td>
<td>Automotive Fuel Systems I</td>
<td>2</td>
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<tr>
<td>AUT 241</td>
<td>Automotive Electricity I</td>
<td>2</td>
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<td>AUT 267</td>
<td>Automotive Suspension and Braking Systems</td>
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**Total for 1st Semester**

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<td>AUT 178</td>
<td>Automotive Final Drive and Manual Transmissions Systems</td>
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<td>AUT 195</td>
<td>Microcomputers for Automotive Technicians</td>
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<td>AUT 235</td>
<td>Automotive Heating and Air Conditioning</td>
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<td>AUT 265</td>
<td>Automotive Braking Systems</td>
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<td>AUT 245</td>
<td>Automotive Electronics</td>
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<td>AUT 217</td>
<td>Fuel Systems I</td>
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<td>AUT 273</td>
<td>Automotive Service Procedure and Tune-Up I</td>
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**Total for AUTOMOTIVE TUNE-UP**

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#### BOOKKEEPING

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#### COMPUTER AND OFFICE BASICS

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<td>Introduction to Computer Applications and Concepts</td>
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**Total for COMPUTER AND OFFICE BASICS**

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<td>Designing Web Page Graphics</td>
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### COSMETOLOGY LICENSE PREPARATION

#### FIRST SEMESTER

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<td>COS 81</td>
<td>Cosmetology Theory I</td>
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<td>COS 82</td>
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<td>COS 198</td>
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<td>COS 199</td>
<td>Supervised Study in Cosmetology I</td>
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Total minimum credits for the Career Studies Certificate in Cosmetology ................................................................. 30

### DIESEL TECHNICIAN

#### 1st Semester

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<td>Diesel Fuel Systems and Tune-Up</td>
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<td>DSL 181</td>
<td>Diesel Mechanics I</td>
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<td>MEC 103</td>
<td>Electronic Circuits and Instrumentation</td>
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<td>Diesel Power Trains, Chassis, and Suspension</td>
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<td>DSL 160</td>
<td>Air Brake Systems</td>
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<td>DSL 161</td>
<td>Air Brake Systems</td>
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<td>Shop Procedures and Internal Combustion Eng</td>
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**Total for CSC** 17 25 28
### EMERGENCY MEDICAL SERVICES – BASIC

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<td>ENG 137</td>
<td>Communications Processes I</td>
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<td>First Aid and Cardiopulmonary Resuscitation I</td>
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<td>EMS 112</td>
<td>Emergency Medical Technician – Basic I</td>
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<td>EMS 113</td>
<td>Emergency Medical Technician – Basic II</td>
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<td>College Success Skills</td>
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**Total** 15 6 17

**Notes:**
- 1HLT 100 offers students an opportunity to obtain certification from the American Heart Association in both CPR and Basic First Aid.
- 2EMS 111 can be taken as one class for EMT-Basic depending on semester scheduling options.
- 3EMS 120 is a co-requisite to EMS 111 or the combination delivery of EMS 112 and 113. This class does not meet by a specific schedule since it involves clinical field time by the student riding on an ambulance with a local EMS agency after approval is granted by SVCC and the chosen EMS agency. Once an agreement has been arranged, this clinical internship allows the student to ride along with that EMS agency on an ambulance for a total of 30 hours duty time and at least 10 patient contacts involving transportation to a local hospital.

### EMERGENCY MEDICAL SERVICES – Advanced

#### FIRST SEMESTER

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<td>EMS 152</td>
<td>Advanced EMT Completion</td>
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<td>EMS 153</td>
<td>Basic EKG Recognition</td>
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<td>EMS 157</td>
<td>Advanced Life Support Trauma Care</td>
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<td>EMS 170</td>
<td>Advanced Life Support- Clinical Internship I</td>
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**Total** 8 9 12

#### SECOND SEMESTER

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<td>Advanced EMT Skill Review</td>
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<td>BIO 145</td>
<td>Human Anatomy and Physiology for the Health Sciences</td>
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<td>SDV 100</td>
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<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
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**Total** 9 5 10

**Total** 17 14 23

**Notes:**
- Current Certification as a Virginia or National Registry Emergency Medical Technician required.
- First semester EMS classes must be taken together.
- Second semester EMS classes must be taken together.
### EMERGENCY MEDICAL SERVICES – INTERMEDIATE

#### FIRST SEMESTER

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<td>Basic ECG Recognition</td>
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<td>EMS 157</td>
<td>Advanced Life Support – Trauma Care</td>
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<td>EMS 170</td>
<td>Advanced Life Support Clinical Internship I</td>
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**Total for CSC**: 19 17 27

### EMERGENCY MEDICAL SERVICES – PARAMEDIC

#### FIRST SEMESTER

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<td>Advanced Pathophysiology</td>
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<td>EMS 207</td>
<td>Advanced Patient Assessment</td>
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<td>EMS 213</td>
<td>ALS Skills Development</td>
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<td>Advanced Pharmacology</td>
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<td>EMS 211</td>
<td>Operations</td>
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<td>Advanced Life Support Clinical Internship IV</td>
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<td>Advanced Life Support Field Internship IV</td>
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<td>EMS 163</td>
<td>Prehospital Trauma Life Support</td>
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<td>Advanced Cardiac Life Support</td>
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**Total for CSC**: 19 25 29

Notes:
- Current Virginia Emergency Medical Technician – Intermediate students must take EMS 213.
- National Registry Intermediate students are exempt from EMS 213.
- First semester EMS prefixes must be taken together.
- Second semester EMS prefixes must be taken together.
## CAREER STUDIES CERTIFICATES continued

### FIRE SCIENCE TECHNOLOGY

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<td>Firefighter Level I – Part II</td>
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<td>FST 295</td>
<td>Firefighter Level I</td>
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<td>FST EEE</td>
<td>Fire Science Technology Elective</td>
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<tr>
<td>HLT 100</td>
<td>First Aid and Cardiopulmonary Resuscitation</td>
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<td>Introduction to Computer Applications and Concepts</td>
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Total Credits for Career Studies Certificate of Fire Science Technology 16

1. HLT 100 offers students an opportunity to obtain certification from the American Heart Association in both CPR and Basic First Aid.
2. FST 195, FST 196, and FST 295 are two parts to one class that offers students the opportunity to obtain certification as Virginia certified Firefighter Level I. Students will still have to successfully complete certification in the co-requisite Virginia Hazardous Materials Operations before their Firefighter Level I certification will be granted.
3. Fire Science Technology (FST) elective can be selected from the following direct delivery FST college courses for 3 credit hours each. The FST electives that are recommended by the Department of Homeland Security’s National Fire Academy as higher education options are delivered in either secondary or post-secondary institutions. The four direct delivery classes are FST 100, FST 115, FST 121, and FST 220. These four (4) FST class options are core courses in the national Fire and Emergency Services Higher Education (FESHE) curriculum. Students have the option of substituting three (3) FST elective choices for nine (9) credit hours in place of FST 195, 196, and 295 if they prefer to take all direct delivery FST degree based classes.

### GAMING TECHNOLOGY

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<td>ITP 120</td>
<td>Java Programming I</td>
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<td>ITP 160</td>
<td>Introduction to Game Design and Development</td>
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<td>CAD 201</td>
<td>Computer Aided Drafting and Design</td>
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<td>3D Game Level Design</td>
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<td>ITP 198</td>
<td>Seminar and Project in Gaming Technology</td>
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Total 17 4 18

### HEALTH INFORMATION TECHNOLOGY

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<td>Healthcare Information Systems</td>
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<td>HIM 141</td>
<td>Fundamentals of Health Information Systems I</td>
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<td>HIM 196</td>
<td>On-Site Training in: Working with Healthcare</td>
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<td>HLT 141</td>
<td>Introduction to Medical Terminology*</td>
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Total 9 6 10

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<td>Performance Improvement in Health Care Settings</td>
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<td>HIM 230</td>
<td>Information Systems and Technology in Healthcare</td>
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<td>HIM 233</td>
<td>Electronic Health Record Applications</td>
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Total 6 5 8

Total 15 11 18

Total minimum credits is 21

Note: All first-time students must take a one-credit Student Development course prior to registering for their 16th credit.

*May be waived for licensed healthcare providers (MD, DO, NP, PA)
### HEALTH SCIENCES

**FIRST SEMESTER**

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<td>ENG 111</td>
<td>College Composition I</td>
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<td>PSY 230</td>
<td>Developmental Psychology</td>
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**SECOND SEMESTER**

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<td>SOC 200</td>
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<td>BIO 232</td>
<td>Human Anatomy and Physiology II</td>
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### HIGH PERFORMANCE TECHNOLOGY

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<td>CAD 201</td>
<td>Computer Aided Drafting and Design I</td>
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<td>MAC 126</td>
<td>Introductory CNC Programming</td>
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<td>MAC 162</td>
<td>Machine Shop Practices II</td>
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<td>IND 140</td>
<td>Introduction to Quality Control</td>
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### HUMAN SERVICES

**FIRST SEMESTER**

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<tr>
<td>HMS 100</td>
<td>Introduction to Human Services</td>
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<td>Basic Counseling Skills</td>
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<tr>
<td>SOC 200</td>
<td>Introduction to Sociology</td>
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<tr>
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**SECOND SEMESTER**

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<td>Helping Across the Cultures</td>
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Total minimum credits is 27
### CAREER STUDIES CERTIFICATES continued

#### HVAC – BASIC

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<tr>
<td>AIR 135</td>
<td>Circuits and Controls I</td>
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<td>AIR 154</td>
<td>Heating Systems I</td>
<td>2</td>
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#### HVAC – ADVANCED

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#### LAW ENFORCEMENT

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<td>ADJ 211</td>
<td>Criminal Law, Evidence and Procedures I</td>
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<td>Criminal Law, Evidence and Procedures II</td>
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<td>ADJ 229</td>
<td>Law Enforcement in the Community</td>
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<td>ADJ 190</td>
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#### MECHATRONICS TECHNOLOGY

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<td>College Success Skills</td>
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<td>IND 108</td>
<td>Technical Computer Applications</td>
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<td>MEC 140</td>
<td>Introduction to Mechatronics</td>
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<td>MEC 162</td>
<td>Applied Hydraulics and Pneumatics</td>
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<td>Introduction to Engineering Design</td>
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<td>D. C. and A.C. Circuits</td>
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#### MEDICAL OFFICE ASSISTING

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<td>AST 107</td>
<td>Editing and Proofreading</td>
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<td>Medical Office Procedures I</td>
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<td>AST 234</td>
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<td>BIO 100</td>
<td>Basic Human Biology</td>
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<td>HIM 253</td>
<td>Health Records Coding</td>
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<td>Advanced Coding and Reimbursement</td>
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<td>HLT 143</td>
<td>Medical Terminology</td>
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### NATIONAL ELECTRIC CODE

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<td>Electrical Circuits I</td>
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<td>ELE 127</td>
<td>Residential Wiring Methods</td>
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<td>ELE 131</td>
<td>National Electrical Code I</td>
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<td>ELE 132</td>
<td>National Electrical Code II</td>
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<td>EEE</td>
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<td>ELE 134</td>
<td>Practical Electricity II (Industrial Wiring)</td>
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### NETWORKING AND COMPUTER SUPPORT

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<td>Introduction to Network Concepts</td>
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<td>ITN 154</td>
<td>Network Fundamentals, Router Basics, and Configuration</td>
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<td>ITN 156</td>
<td>Basic Switching and Routing</td>
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<td>ITN 205</td>
<td>Protocols and Communications I</td>
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<td>ITN 260</td>
<td>Network Security Basics</td>
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<td>ITN 107</td>
<td>Personal Computer Hardware and Troubleshooting</td>
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### NURSE AIDE

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<td>First Aid and Cardiopulmonary Resuscitation</td>
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### PRECISION MACHINING

#### FIRST SEMESTER

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<td>Machine Blueprint Reading I</td>
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<td>College Success Skills</td>
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<td>MAC 161</td>
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<td>Machine Shop Practices II</td>
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<td>MAC 121</td>
<td>Computer Numerical Control I</td>
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#### THIRD SEMESTER

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<td>Computer Numerical Control II</td>
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#### FOURTH SEMESTER

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<td>Machine Shop Practices IV</td>
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<td>MAC 123</td>
<td>Computer Numerical Control III</td>
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**Total minimum credits for the Career Studies Certificate in Precision Machining** .......................................................... 25
### REAL ESTATE

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<td>REA 215</td>
<td>Real Estate Brokerage(^2)</td>
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<td>REA 216</td>
<td>Real Estate Appraisal</td>
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<td>REA 217</td>
<td>Real Estate Finance</td>
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<td>Real Estate Law</td>
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<td>BUS 241</td>
<td>Business Law I</td>
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**Total:** 16 0 16

Notes:
\(^1\) Applicants for licensure as real estate salespersons in Virginia must have successfully completed a “Principles of Real Estate” or similar course approved by the Real Estate Board (REB).

\(^2\) Applicants for a real estate broker’s license in Virginia must have successfully completed 12 classroom or online semester credit hours of study approved by the REB in such subjects as real estate brokerage, real estate law, real estate finance and real estate appraisal or related approved subject prior to the licensing examination. All applicants are required to complete the 45-hour (3 credit) brokerage course.

### RELIGIOUS ORGANIZATION LEADERSHIP

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<td>Principles of Public Speaking</td>
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<td>Survey of the Old Testament</td>
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**Total:** 18 0 18

### SUBSTANCE ABUSE COUNSELING AIDE

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<td>Communication Processes I</td>
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<td>College Composition I</td>
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<td>HLT 121</td>
<td>Introduction to Drug Use and Abuse</td>
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<td>The Helper as a Change Agent</td>
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<td>Addiction and Prevention</td>
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<td>Treatment Systems</td>
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<td>HMS 258</td>
<td>Case Management and Substance Abuse</td>
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<td>Abnormal Psychology</td>
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### TRUCK DRIVING TRAINING

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<td>DOT Safety Rules and Regulations</td>
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<td>TRK 102</td>
<td>Preventive Maintenance for Truck Drivers</td>
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<td>Skill Range</td>
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<td>TRK 198</td>
<td>Driving Skills</td>
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<td>Highway Driving</td>
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### WEBSITE DEVELOPMENT

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<td>150 Desktop Database Software</td>
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**Total**

### WELDING

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<td>123 Shielded Metal Arc Welding (Basic)</td>
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CLERICAL STUDIES
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-four credit hour program

Purpose: This certificate program is designed to provide short-term training to prepare students for entry-level, full-time employment in a variety of office positions.

Occupational Objectives:
• Bank Teller
• Front Desk Coordinator
• Office Assistant
• Office Support Technician
• Receptionist Or Records Clerk
• Word Processing Operator

Program Description: The program prepares the student to fill clerical and word processing positions and provides fundamental knowledge and skills associated with general office work. The curriculum includes courses in keyboarding, math, word processing and business communications. For students who wish to further their training, all of the 34 credits earned for the certificate may be applied toward the two-year degree associate in applied science degree in Administrative Support Technology. Upon satisfactory completion of the Clerical Studies program, students will be awarded a certificate in Clerical Studies.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
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<tr>
<td>OR</td>
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<td>Editing/Proofreading Skills</td>
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<td>AST 243</td>
<td>Office Administration I</td>
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<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
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<td>Records and Database Management</td>
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<td>AST 141</td>
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<td>AST 244</td>
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<td>MTH 141</td>
<td>Business Mathematics I</td>
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Total minimum credits for Certificate of Clerical Studies ................................................................. 34
ELECTRICITY
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-four credit hour program

Purpose: The electricity program is designed to provide job entry skills for electricians employed in industry.

Occupational Objective: The following occupational titles represent examples of possible employment opportunities:
- Commercial Electrician
- Electrical Maintenance Personnel for Business and Industry
- Electrical Technician
- Industrial Electrician
- Residential Electrician

Program Description: The electricity certificate program includes the study of electrical control circuit theory and practice, control circuitry for all major household appliances and most industrial applications. The program includes the theory and operation of all widely-used single- and three-phase motors, with laboratory demonstrations used to emphasize the important characteristics of each type of motor. Single- and three-phase transformer theory and connections are also covered. Throughout the curriculum, special emphasis is placed on electrical codes and procedures used by the practitioner. In addition to the classes listed in the curriculum of study for electricity, students may also select classes from other programs for additional study. Some courses may be completed through individualized instruction in classes identified as 198 workshops. Students are advised to consult their faculty advisors for assistance in planning their programs.

In Virginia, a State license is required for this profession. For more information, please contact the Virginia Department of Professional and Occupational Regulation. Southside Virginia Community College fully supports Tech Prep Linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<td>Shop Practices and Procedures</td>
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<td>Electrical Circuits I</td>
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<td>ELE 127</td>
<td>Residential Wiring Methods</td>
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SECOND SEMESTER

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<td>ELE 131</td>
<td>National Electrical Code I</td>
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<td>ELE 134</td>
<td>Practical Electricity</td>
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<td>EEE Approved Social Science Elective</td>
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THIRD SEMESTER

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<td>Planning and Estimating I</td>
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<td>ELE 132</td>
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Total minimum credits for the Certificate of Electricity is ............................................................................................... 34

Note: All first-time students must take a one-credit Student Development course prior to registering for their 16th credit.
ELECTRONICS
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-eight credit hour program

Purpose: The growth of the electronics and manufacturing industries and the steady demand for qualified electronics technicians have created a need for trained personnel to meet these requirements. The associate of applied science degree curriculum in Electronics is designed to prepare the student for full-time employment immediately upon completion of the community college program.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
- Communications Technician
- Computer Technician
- Electronics Technician
- Field Service Engineer
- Industrial Electronics Technician
- Instrument Technician
- Laboratory Technician
- Radio and Television Technician
- Technical Writer

Graduates may also use this program as a foundation to the engineering technology program at other senior institutions such as Old Dominion University, Virginia State University, University of North Carolina, and University of Tennessee.

Program Description: The electronics curriculum is a two-year program combining instruction required for competence as technician, associate engineer, engineer in training, etc. in business and industry. The first year of the electronics curriculum is designed to establish a general basis in mathematics and electronics circuits. The second year develops this basis in a number of important areas of electronics such as computers, control circuits, measurements and communications. Instruction includes both the theoretical concepts and practical applications needed for future success in electronics. Students are advised to consult with their faculty advisor or a counselor for assistance in planning their program. It should be noted that students planning to transfer will be required to take MTH 163 and MTH 168.

Southside Virginia Community College fully supports Tech Prep Linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

Special Admission Requirements: In addition to meeting the college's general admission requirements, students must have satisfactorily completed a minimum of two units of college preparatory mathematics or the equivalent in high school.

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<td>ELE 113</td>
<td>Electricity I</td>
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<td>ELE 127</td>
<td>Residential Wiring Methods</td>
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<tr>
<td>SDV 100</td>
<td>College Success Skills</td>
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<td>ENG 111*</td>
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<td>OR</td>
<td>MTH 103 Applied Technical Mathematics I</td>
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Total | 16 | 2 | 17 |
### SECOND SEMESTER

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<td>Devices and Applications I OR</td>
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<td>ETR 141</td>
<td>Electronics I</td>
<td>2</td>
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<tr>
<td>ETR 106</td>
<td>Basic Programming Applied to Elec. Calculations</td>
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<td>ENG 112*</td>
<td>College Composition II</td>
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<td>MTH 168</td>
<td>Pre-calculus II with Introduction to Calculus</td>
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Total: 16 5 18

### THIRD SEMESTER

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<th>Credits -</th>
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<td>DC and AC Circuits</td>
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<td>ETR 241</td>
<td>Electronics Communications I</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>ETR 144</td>
<td>Devices and Applications II OR</td>
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<td>ETR 142</td>
<td>Electronics II</td>
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<tr>
<td>ETR 279</td>
<td>Digital Principles, Terminology and Applications</td>
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Total: 12 9 15

### FOURTH SEMESTER

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<td>Microprocessor Applications</td>
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<td>PHY 201</td>
<td>General College Physics I OR</td>
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<td>ETR 298</td>
<td>Seminar and Project</td>
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<tr>
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Total: 11 5 13

Total minimum credits for Associate Applied Science in Electronics: 63

*Recommended for Transfer

**Students planning to transfer need to discuss General Education courses with advisor. Recommended Technical Elective Credits (Drafting/Computers/Electricity)
ELECTRONICS
(John H. Daniel and Christanna Campuses)

Award: Certificate

Length: Forty-five credit program

Purpose: This program is designed for entry and for advancement in electronics-related occupations. The curriculum provides the foundation for electronics courses needed for success in these occupations and builds on the knowledge and skills of residential or industrial electricians. Courses required for the certificate program will be offered primarily at night.

Admission Requirements: In addition to the general requirements for admission to the College, entry into this program requires proficiency in math and in the reading and writing of English. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses. Students who have some previous training in electricity/electronic troubleshooting or the use of electronic instruments may be granted advanced standing upon demonstration of proficiency. Students are required to take placement tests and should consult and work closely with their advisor in planning their program.

Program Description: The electronics certificate program provides for a wide variety of training in the electronics field while giving the student options to tailor the curriculum to his or her own needs and/or interests. Southside Virginia Community College fully supports Tech Prep Linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<td>SDV 100</td>
<td>College Success Skills</td>
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<td>College Composition I</td>
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<td>Electric Motors</td>
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<td>Programmable Controllers</td>
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Total Credits for Certificate of Electronics ......................................................................................................................45
EMERGENCY MEDICAL SERVICES
(Christanna Campus, John H. Daniel Campus, and Lake Country Advanced Knowledge Center)

Award: Associate of Applied Science Degree

Length: Sixty-five credit hour program

Purpose: The purpose of this degree is to produce competent entry-level Paramedics who can service the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia. Employment opportunities for Paramedics are available with ambulance; fire and rescue services; hospitals; local, state and federal government agencies; and humanitarian relief organizations.

Program Goals: At the completion of the program the graduate will be able to demonstrate:
• The ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry-level paramedic;
• Technical proficiency in all skills necessary to fulfill the role of an entry-level paramedic;
• Personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

Admission Requirements: Entry into the Emergency Medical Services program requires the general college admission process and a separate application to the program. For further information on the application process please visit www.southside.edu and look at programs of study. Additionally applicants must meet the eligibility requirements as defined by the Virginia Department of EMS. These may be located at www.vdh.virginia.gov/oems.

Program Requirements:
Physical Requirements: An EMS provider is faced with many physical and psychological challenges. Please refer to the Virginia Office of Emergency Medical Services website for a more detailed functional job description.
Academic Requirements: Students must make a “C” or better in all program core courses. Additional information regarding academic requirements may be obtained from the program director.

Clinical and Behavioral Requirements: Selected and supervised student experience is required by the program and will be accomplished at selected regional health care facilities and EMS agencies. The student is responsible for transportation to these facilities, as well as to any scheduled field trips. Program preceptors will observe and evaluate the student's suitability for the profession. If the student does not exhibit those documented behaviors required of the EMS professional, the student might be asked to withdraw from the program.

Other Requirements: Applicants accepted to the program are required to submit immunization records and a health care provider statement to the program director on the first day of class. A criminal background check and drug screening is also required to confirm compliance with state regulations. The purchase of items such as uniforms, liability insurance, FISDAP Tracking Software, NREMT exam and application fees, and other accessories is the financial responsibility of the individual student.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>Emergency Medical Technician-Basic OR</td>
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EMERGENCY MEDICAL SERVICES continued

SECOND SEMESTER

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FOURTH SEMESTER

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<td>Advanced Patient Assessment</td>
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FIFTH SEMESTER

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Total for Degree

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FIRE SCIENCE TECHNOLOGY
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science Degree

Purpose: The Associate of Applied Science (A.A.S.) degree program in Fire Science Technology (FST) is designed to provide a broad-based knowledge of current and future advances in the Fire Science Technology field. It will prepare students for an exciting position in the fire protection field as a volunteer or career member, while enhancing career hiring and advancement opportunities for existing career personnel.

Program Goals: This program is designed to qualify students for securing a job in any of the multiple opportunities that exist within the fire service profession. Additionally, many firefighters will need this degree to position themselves for advancement in the fire protection service or related occupations. The program also provides knowledge of many fire protection fundamentals that are critical in the development of community volunteer fire and rescue personnel.

Occupational Objectives: Personal development of volunteer or career fire service personnel for positions as a firefighter, fire officer, fire protection specialist, fire/emergency service instructor, fire or building inspector, fire/arson investigator, rescue technician, emergency medical service provider, hazardous materials technician, emergency manager, occupational safety and risk management, fire insurance appraiser, fire equipment sales representative or other related positions.

Admission Requirements: Entry into the Fire Science Technology program requires the general college admission process.

Program Description: This associate degree program is designed to provide the knowledge and skills needed for professional development in the fire and emergency services community. Students who enter the Fire Science Technology program should interview with the FST program advisor prior to or during their first semester to map their individual pathway for study in the Fire Science Technology program. Southside Virginia Community College fully supports Tech Prep Linkages with high schools. College programs are designed to provide a seamless transition between high school Tech Prep and college technical and engineering programs.

Requirements: There are no physical job requirements such as height, weight, eyesight, and physical dexterity to enter this college program. However, students should understand that there may be some requirements such as these to be eligible for employment in many fire/rescue service agencies or in joining local volunteer fire/rescue departments.

<table>
<thead>
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<td>Principles of Fire and Emergency Services</td>
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<td>Introduction to Computer Applications and Concepts</td>
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FIRE SCIENCE TECHNOLOGY continued

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<td>240 Fire and Emergency Services Administration</td>
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<td>100 Principles of Public Speaking</td>
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FOURTH SEMESTER

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Total Credits for A.A.S. Degree of Fire Science Technology .......................................................................................... 67-68

Notes:
• ¹Any 100 level math course will fulfill this requirement. However, MTH 120 is not a transferable math. For students who plan to transfer to a four-year institution, MTH 151, 163, or 170 is recommended.
• ²For students who plan to transfer to a four-year institution, ENG 112 is recommended.
• ³Psychology and Sociology are recommended. For students who plan to transfer, the student should select social science courses that will satisfy the requirements of the four-year institution that they plan to attend.
• ⁴Two credits of health (HLT) or physical education (PED) are required for all students. Veterans will be awarded HLT/PED credit based on military service. A valid Virginia EMT certification will also be given credit to meet this requirement.
• ⁵FST 135 is an elective under the VCCS Fire Science Technology curriculum but does not certify the student as a state Level I fire instructor. Instructor certification is obtained by taking the Virginia Department of Fire Programs (VDFP) course for Fire Instructor I under NFPA 1041. However, a student who has achieved VDFP Fire Instructor Level I and Level II can receive VCCS college credit for FST 135 – Fire Instructor I as explained in the VCCS/VDFP Crosswalk Conversion agreement.
• ⁶This course, which must include a laboratory, may be selected from biology, chemistry, or physics.
FIRE SCIENCE TECHNOLOGY
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-three hour program

Purpose: The certificate program in Fire Science Technology is designed to provide a broad-based knowledge of current and future advances in the Fire Science Technology field. Emerging technology in the fire and emergency service field requires that personnel keep abreast of the latest changes in specialized equipment and technology.

Program Goals: This program is designed for students desiring to advance in the fire protection service or related occupations. The program also provides knowledge of fire protection fundamentals that are useful in the development of volunteer fire and rescue personnel.

Occupational Objectives: Firefighter, fire officer, fire protections specialist, fire/emergency instructor, fire or building inspector, fire investigator, rescue technician, emergency medical service, hazardous materials service, emergency manager, occupational safety and risk management, and related occupations.

Admission Requirements: General college curricular admission

Program Description: The certificate program is designed to provide full transferability to an AAS program where more in-depth knowledge in management is emphasized. Students who enter the Fire Science Technology program should interview with the program advisor prior to or during their first semester to appropriately plan their individual study in the Fire Science Technology program.

Requirements: There are no physical requirements such as height, weight, eyesight, and physical dexterity to enter the program; however, the student should understand that there may be some requirements such as these to be eligible for employment in the fire/rescue service agencies.

<table>
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<td>CST 100</td>
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Total Credits for Certificate of Fire Science Technology ................................................................. 33

Notes:

- \(^1\)ENG 111 is recommended for further development of writing skills, which is a critical skill in the fire and emergency services. ENG 137 can be substituted for the 3 credit English requirement.
- \(^2\)Two credits of health (HLT) or physical education (PED) are required for all students. Veterans will be awarded HLT/PED credit based on military service. A valid Virginia EMT certification will also be given credit to satisfy this requirement.
- \(^3\)FST 135 is an elective under the VCCS Fire Science Technology curriculum but it does not certify the student as a state Level I fire instructor. Instructor certification is obtained by taking the Virginia Department of Fire Programs (VDFP) course for Fire Instructor I under NFPA 1041. However, a student who has achieved VDFP Fire Instructor Level I and Level II can receive VCCS college credit for FST 135 – Fire Instructor I as explained in the VCCS/VDFP Crosswalk Conversion agreement.
GENERAL EDUCATION CERTIFICATE
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-one credit hour program

Purpose: This General Education Certificate is designed for students who plan to transfer to a four-year college or university following their studies at Southside Virginia Community College. Students will receive a strong foundation in the core competency areas and gain an advantage in transferring to a four-year institution over others who have not completed a college program of study. Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with a counselor at that institution.

Admission Requirements: A high school diploma (or equivalent) and satisfactory scores on college placement tests (or equivalents) in English and mathematics are required. If students have deficiencies in English and/or mathematics, developmental courses are available to prepare students for the curriculum.

<table>
<thead>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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HUMAN SERVICES
(Christanna and John H. Daniel Campuses)

Award: Associate of Applied Science

Length: Sixty-six credit hour program

Purpose: The curriculum in human services is designed to prepare individuals for careers in a para-professional capacity in a variety of helping agencies: educational settings, nursing homes, mental health facilities, halfway houses, institutions for the intellectually disabled, sheltered workshops, drug facilities, institutions for senior citizens, and correctional and rehabilitative institutions. Through adequate planning with faculty advisors, the program may be tailored for transfer to four-year institutions.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
- Adult Activity Center Instructor and/or Work Supervisor
- Day Care Worker
- Assistant Correctional and Rehabilitative Counselor
- Assistant Drug Counselor
- Assistant Intellectual Disability Counselor
- Assistant Nursing Home Director
- Halfway House Manager
- Senior Citizen Activity Director
- Social Services Aide
- Teacher Aide and/or Instructional Assistant
- Welfare Eligibility Worker

Program Requirements: Instruction includes both theoretical concepts and practical applications needed for success in human services and related activities. Successful completion of academic courses does not guarantee coordinated internship placement. Agency requirements will be used in making internship placement decisions.

Students are urged to consult with their faculty advisor or a counselor for assistance in planning programs and selecting electives. Students who plan to transfer to a four-year college or university are encouraged to consult with the institution to which they plan to transfer for assistance in planning a program. For those who wish to transfer, refer to the Human Services options under Transfer Degrees.

If preparing for employment in the field of Human Services, the student should be aware of the following requirements and plan accordingly:
1. Students must meet with faculty advisor and determine the suitability of the program.
2. The applicant must be free of any mental or physical condition which might adversely affect his/her performance in the field of Human Services.
3. Students with disabilities who meet program prerequisites are eligible for admission to the program.
4. The applicant must be of excellent moral character and must not have been convicted of any felony or any serious misdemeanor involving moral turpitude. Background checks may be conducted.
5. Students who plan to be employed in the field of Human Services are encouraged to check with the employing agency in order to ascertain any special employment requirements of the particular agency.

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**Total** 12 15 15

Minimum Credits for A.A.S. Degree of Human Services .................................................................................................66

1 Approved electives may be selected from one or more of the following categories. Transfer students may wish to choose a sequence course, preferably a science with laboratory.

Humanities: Art, Communication Studies and Theatre, English (not composition or technical writing), Foreign Language, Humanities, Music, Philosophy at the 100 or 200 level.

HUMAN SERVICES
(Christanna and John H. Daniel Campuses)

Award: Certificate

Length: Thirty-four to thirty-five credit hour program

Purpose: The program is designed to prepare students for entry into a variety of occupational pursuits in educational, community and social service jobs.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities:
- Assistant Correctional and Rehabilitation Counselor
- Assistant Drug Counselor
- Assistant Intellectual Disability Counselor
- Day Care Aide
- Outreach Worker
- Senior Citizen Activity Counselor
- Teacher Aide and Instructional Assistant

Program Requirements: Instruction includes both theoretical concepts and practical applications needed for success in human services and related activities. Successful completion of academic courses does not guarantee coordinated internship placement. Agency requirements will be used in making internship placement decisions.

Students are urged to consult with their faculty advisor or a counselor for assistance in planning programs and selecting electives. Students who plan to transfer to a four-year college or university are encouraged to consult with the institution to which they plan to transfer for assistance in planning program. For those who wish to transfer, refer to the Human Services options under Transfer Degrees.

If preparing for employment in the field of Human Services, the student should be aware of the following requirements and plan accordingly:
1. Students must meet with faculty advisor and determine the suitability of the program.
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3. Students with disabilities who meet program prerequisites are eligible for admission to the program.
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5. Students who plan to be employed in the field of Human Services are encouraged to check with the employing agency in order to ascertain any special employment requirements of the particular agency.

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Minimum Credits for Certificate of Human Services: 34-35
INFORMATION SYSTEMS TECHNOLOGY
(Christanna and John H. Daniel Campuses)

Degree: Associate of Applied Science

Length: Sixty-five credit hour program

Purpose: The Information Systems Technology degree introduces students to a very broad field that includes many Information Technology (IT) sectors such as hardware, software, networking, web design, programming, information security, and computer installation, repair, troubleshooting, and support. This curriculum is designed to prepare the student for entry-level employment in this rapidly expanding field.

Occupational Objectives: The program provides practical IT knowledge for office and technical personnel. Graduates of this curriculum may become software specialists, microcomputer operators, management trainees, office support personnel, web site developers, help desk specialists, PC support specialists, network support personnel, repair technicians, trainers, or other IT professionals. In some cases, graduates will be able to immediately fill positions. In others, they will require additional education, training, or industry certification to fill job roles.

Program Description: The Information Systems Technology curriculum offers students an opportunity to prepare themselves for the multitude of career opportunities in many businesses and industries requiring the skills of an IT professional. The curriculum introduces the student to a variety of software including word processing, spreadsheet, database, presentation graphics, multimedia, web design, web graphics, and operating systems. In addition to application and system software, the curriculum includes personal computer hardware repair and troubleshooting courses, programming courses, networking courses, and courses in related areas such as business and accounting. Hardware and software are updated frequently in order to provide students with current knowledge as they enter the job market.

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<th>Course Number</th>
<th>Course Title</th>
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**Total** 15 0 15

Total minimum credits for the A.A.S. Degree of Information Systems Technology .......................................................... 65
INFORMATION SYSTEMS TECHNOLOGY
(Christanna and John H. Daniel Campuses)

Award: Certificate

Purpose: The Information Systems Technology certificate program introduces students to several Information Technology (IT) sectors such as hardware, software, networking, and repair/troubleshooting. This curriculum is designed to introduce the student to these topics through short-term training and to serve as a foundation for further study in the Information Systems Technology degree program.

Occupational Objectives: The program provides practical IT knowledge for office and technical personnel. Graduates of this curriculum may either continue their education in the two-year IST program or seek jobs as trainees in various office and business positions. In some cases, graduates will be able to immediately fill positions. In others, they will require additional education, training, or industry certification to fill job roles.

Program Description: The certificate program may serve as a foundation for the two-year AAS Degree curriculum; the thirty-four credits are more than adequate to meet the first year requirements of the two-year program. The program offers students an opportunity to acquaint themselves with some of the software currently in use on desktop computers. It introduces them to several application software packages as well as operating systems, networking, and personal computer hardware repair and troubleshooting. The curriculum also includes general education courses as well as electives. Hardware and software are updated frequently in order to provide students with current knowledge as they enter the job market.

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<td>ITE 115</td>
<td>Intro to Computer Applications &amp; Concepts</td>
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<td>AST 114</td>
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Total minimum credits for the Certificate of Computer Information Systems Technology ............................................... 34
INFORMATION SYSTEMS TECHNOLOGY
Networking Specialization
(Christanna and John H. Daniel Campuses)

Degree: Associate of Applied Science

Length: Sixty-five credit hour program

Purpose: The Information Systems Technology degree with a Networking Specialization introduces students to Information Technology (IT) sectors such as hardware, software, networking, web design, programming, information security, and computer installation, repair, troubleshooting, and support. This curriculum is designed to prepare students for entry-level employment in a rapidly expanding field.

Occupational Objectives: Graduates of this curriculum may work as help desk specialists, PC repair/hardware troubleshooting technicians, network support personnel, server technicians, or data center technicians. In some cases, graduates will be able to immediately fill positions. In others, additional education, training, or industry certifications will be required to fill job roles.

Program Description: The Information Systems Technology curriculum with a networking specialization offers students an opportunity to prepare themselves for IT professional positions utilizing skills in networking fundamentals, switching and routing, protocols and communications, network security, help desk, PC hardware troubleshooting, operating systems, and server administration. In addition, students will acquire skills using Microsoft Office application software.

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Total minimum credits for A.A.S. Degree of Information Systems Technology - Networking Specialization ................. 65
NURSING
(Christanna Campus, John H. Daniel Campus, and Southern Virginia Higher Education Center in South Boston)

Award: Associate of Applied Science

Length: Sixty-seven credit hour program

Purpose: The program in Nursing equips the student with the knowledge and skills needed to begin professional practice in the care, counseling, and education of health care consumers in a variety of settings. Upon satisfactory completion of the program, the student is eligible to take the NCLEX-RN (National Council Licensng Exam-Registered Nurse). The SVCC Nursing Program assists in providing a competent entry-level Registered Nursing workforce for health care providers in Southside Virginia.

Program Framework and Core Values

The organizing framework for the AAS Nursing Program encompasses five core values: Patient-Centered Care, Professional Identity, Nursing Judgment, Collaboration, and Safe and Effective Care.

Patient-Centered Care – Advocate for the patient and families as a source of control and full partner in providing care. By seeking learning opportunities with patients who represent all aspects of human diversity across the lifespan a nurse will be better able to demonstrate caring behaviors to a diverse population. Caring behaviors are nurturing, protective, patient-centered, and compassionate. In order to demonstrate caring behaviors and actions a nurse must understand and integrate the knowledge and understanding of natural and behavioral sciences, nursing theory, research, and past nursing experiences.

Professional Identity – Conduct oneself in a way that reflects integrity, responsibility, and ethical practice. Truly understand what it means to be a nurse and what nursing means to patients, families and communities. Actively participating in professional organizations elevates the profession of nursing by instilling pride and self-fulfillment found in being a nurse.

Nursing Judgment – Making effective judgment in practice by utilizing current evidence to assist with clinical decisions. Clinical decision making encompasses the performance of accurate assessments and the use of multiple methods to access information, and the analysis and integration of knowledge and information to provide positive outcomes for the patient, family, and community.

Collaboration – Function effectively within nursing and the inter-professional teams. Foster open communication, mutual respect, and shared decision-making to achieve quality patient care. Utilize collaboration to innovatively think about nursing practice. Challenge the status quo and offer new insight to improve the quality of care for patients, families and communities.

Safe and Effective Care – Recognize the role nursing plays in the system of care and understand the process that affect outcomes for patients, families, and communities. Understand the role nurses have to continuously test and improve the quality and safety of care. Incorporate technology and standardized procedures that support safety and quality. Reporting of errors and near misses is integral to the practice of providing safe and effective care. Utilize patient teaching and learning processes to promote health and reduce health risks. These teaching and learning processes are implemented in collaboration with the patient, family, and other members of the health care team. Teaching promotes health education, informed decision-making, and promotes the patient and family to become active participants in safeguarding care.

Employment Possibilities: Include beginning staff nurse positions in hospitals, nursing homes, physicians’ offices, clinics, and other comparable health care facilities and agencies.

Program Approval and Accreditation: The Virginia Board of Nursing and the State Council for Higher Education have approved and/or accredited the development, implementation, and continuation of this program. The program has been granted candidacy status for accreditation by the Accrediting Commission for Education in Nursing (ACEN).

In Virginia, a State License is required for this profession. More information may be obtained from the Virginia Department of Health Professions; Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233-1463 Phone: (804) 367-4515.
Associate Degree Nursing Program Notes

Requirements for Application: Admission to the program is a separate process from general college admission. Please visit the SVCC website and look under the nursing programs link for detailed information. Applications for the program are only accepted one time each year. Specific deadlines may be found on the SVCC website.

1. Follow all steps for Admission for Curricular Students as noted in the College Catalog.
2. Evidence of C or better in high school biology or pass BIO 01 (LPNs applying to the nursing program for RN licensure must also meet this requirement)
3. All students with only high school math must take the college placement test and satisfy all developmental math requirements. MTE 1-5 requirements must be satisfied as indicated by the college placement test. Evidence of C or better in high school algebra and one other math with C or better; or pass MTE 1-5.
4. Evidence of C or better in high school chemistry or pass CHM 05. Consumer Chemistry taken in high school will not meet the Nursing Program HS Chemistry requirement.
5. Have C or better in ITE 115: Basic Computer or take the ITE Challenge Exam. (Only good for 5 years.)
6. Score of 45th ADN program percentile or higher in the Composite Score on the TEAS-V pre-entrance exam and score in the 45th ADN program percentile or higher on the math portion of the TEAS-V.
7. Complete the general education courses for the first and second semesters of the nursing program as listed in the nursing curriculum with a C or better. These courses are: SOC 200 Principles of Sociology; PSY 230: Developmental Psychology; BIO 231: Anatomy & Physiology I; ENG 111: College Composition I; SDV 100: College Success Skills
8. All students must have a curricular GPA of 2.5 on the prerequisite courses for the ADN program.
9. Must attend a nursing information session.

Nursing Program Policies
1. A grade of C or better in each and every course included in the Nursing Program Curriculum is required for graduation.
2. The affiliated clinical agencies require that each student submit to a urine drug screen and a criminal background check. The nursing program director provides information to students regarding these clinical agencies and reserves the right to randomly test for the presence of drugs and alcohol on any student attending clinical. The Virginia Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of S54-367.32 of the Code of Virginia. Attending clinical laboratories in the clinical agencies is a privilege. Students must be able to attend clinical laboratories in the clinical agencies in order to apply to the nursing program. Any student entering the nursing program who has been convicted of any illegal offenses other than minor traffic violations should confidentially discuss these matters with the nursing program director prior to submitting an application to the program for clarification. The Virginia Board of Nursing has issued a position statement on this topic. Students must review this document: http://www.dhp.state.va.us/nursing/nursing_guidelines.htm – then review Document 90-55.
3. The college upholds the student handbook and the policies of the nursing program.
4. In order to be admitted to NUR 111 or 115 or any clinical nursing course, students must meet all the prerequisites and/or general education courses as listed in the curriculum.
5. Students must present the fully completed medical entrance exam forms (available on the Nursing Program Website) and a current American Heart Association CPR certification for Healthcare Providers card to the nursing faculty on the first day of class of any of the following courses: NUR 111, 115, 221, 222, 223.
6. Students with Disabilities: Students with disabilities may be admitted to the program provided that they meet the program prerequisites, pass the medical exam and submit the medical form signed by a physician or nurse practitioner stating that they are physically and mentally able to successfully undertake the rigors and requirements of the nursing program. For further information regarding physical requirements please go to the SVCC website and look under the nursing programs link for functional requirements.
7. Students are required to complete a sequence of courses and learning experiences provided at the college and at selected community agencies such as: special and general hospitals, nursing homes, clinics, physicians’ offices, day care centers, and schools. The nursing faculty members observe and evaluate the student’s suitability for nursing and providing direct patient care.
8. See degree requirements for sequencing of the courses in the nursing program curriculum.

Licensed Practical Nurses Transition:
1. Licensed Practical Nurses who meet program admissions requirements may qualify to receive advanced placement in the nursing program.
2. LPNs must submit proof of their current and unrestricted Virginia License with the application to the nursing program.

3. LPNs may qualify for NUR 115 based upon their educational background and current skill level.

4. LPNs may substitute with a C or better: NUR 115 for NUR 111.

5. Accepted nursing students who are LPNs must complete NUR 226 prior to entering NUR 111 or 115.

6. LPNs not required to take NUR 111 must complete NUR 115 and NUR 226 with a C or better and must also begin clinical nursing courses within one year of completion of these two courses.

7. Students should contact the program director for further information.

Re-Admissions:
1. Students who were unsuccessful in a nursing course may re-enroll in the nursing course, on a space available basis, after all other qualified applicants have been accepted. Students must notify the nursing program head of their intent and must complete a re-entry form available on the SVCC website under the Nursing Programs link.

2. In accordance with VCCS policy, students may not normally enroll in the same course more than twice without permission from the Vice-President for Academic and Student Affairs. Failure of any two nursing courses will result in dismissal from the program. Students have three years to complete the nursing program once they begin NUR 111 or NUR 115. Students dismissed from the program are not eligible to enroll in any of the nursing courses in the Associate Degree Nursing Program. Further policies for the program are in the Nursing Program Policy and Procedure Manual. The manual is given to all students accepted into the nursing program and is available in the program director and nursing faculty members’ offices for review.

Clinical Contracts: Individual contracts are in effect with each affiliated clinical agency and these contracts may differ in requirements made of students. The general stipulations are as follows:
1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.

2. Proper uniform with plain, white leather shoes must be worn.

3. Published clinical agency policies must be adhered to.

4. Documented proof of current immunizations must be on file with the nursing program faculty members.

5. The College recommends that all students carry accident insurance and personal health insurance due to the inherent risk of exposure to disease. The College does not assume responsibility for accident/incidents which occur in the clinical setting; nor does it provide any student health services. The student assumes financial responsibility for accidents/incidents requiring medical attention. Information on rates and coverage is available in the Student Development Office on either campus.

6. Documented proof of current American Heart Association CPR certification: BLS for Healthcare Provider (minimum requirement) must be on file with the nursing program faculty members.

7. Students may not be allowed to attend clinical laboratory sessions if they have been convicted of anything other than minor traffic violations or have positive urine drug screens.

8. Contracts for each clinical agency are available in the Dean of Nursing, Allied Health, and Natural Sciences office and may be reviewed by students upon request.

Special Costs: In addition to the regular college tuition and fees, the nursing program requires uniforms, shoes, books, computer testing, medical exams, graduation pin, campus lab kit, immunizations, criminal background checks, and urine drug screens that are all at the cost of the student. For up-to-date cost estimates please visit the SVCC website under the nursing programs link.

The student should also consider child care, transportation, meals, and possibly parking costs, as the program requires travel to clinical facilities to complete clinical assignments.

In addition to the courses listed under the “First Semester”, the following must be completed prior to enrollment in any clinical nursing course: completion of a criminal background check and drug screen and certification in American Heart Association BLS for Health Care Providers.
## NURSING

(Associate Degree in Nursing)

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Total minimum credits for A.A.S. Degree in Nursing: 67

This program takes two and a half years to complete.
All NUR prefix courses listed above must be taken in the order shown.
Note: All of the general education courses may be taken prior to admission to the nursing program.
NUR 115 and advanced standing for credit from LPN transcripts is equal to NUR 111.
NURSING, PRACTICAL
(Christanna Campus and Southern Virginia Higher Education Center (South Boston))

Award: Certificate

Length: Forty-nine credit hour program

Purpose: The practical nursing program at Southside Virginia Community College supports the mission, values and goals of the college and seeks to provide diverse learning opportunities to prepare students to fulfill the role of a practical nurse, while promoting personal development, accountability, and lifelong learning.

Program Philosophy
The practical nursing faculty believe nursing is an art and a science that demonstrates the art of integrating and assimilating knowledge, skills, and attitudes in providing patient-centered care across the lifespan in diverse populations. The organizational framework for the practical nursing program encompasses five core values: Patient-Centered Care, Professional Identity, Nursing Judgment, Collaboration, and Safe and Effective Care.

Patient-Centered Care
Advocate collectively and collaboratively for the patient and family and recognize the value of coordinated care based upon respect for patient’s preferences, values, and needs. Patient-centered caring behaviors are nurturing, protective, and compassionate. These behaviors enable the nurse to care effectively for patients across the lifespan and in diverse populations.

Professional Identity
Conduct oneself in a way that reflects integrity, responsibility, and ethical practice. The nurse recognizes how one’s personal strengths and values contribute to their profession, patient care, and the healthcare team. Active participation in lifelong learning instills pride and self-fulfillment found in being a nurse.

Nursing Judgment
Seeks to provide a rationale for judgments used in providing safe and quality care to patients and families across the lifespan. The nurse must integrate critical thinking and clinical judgment by evaluating, identifying, and interpreting clinical data which contributes to the interdisciplinary plan of care for the patient.

Collaboration
Function effectively within nursing and the inter-disciplinary teams. Recognizing the keys to collaboration include open communication, mutual respect, and shared decision-making. These keys assist in providing quality patient care. Collaboration creates a spirit of inquiry that seeks to understand the basis for nursing actions with respect to evidence based practice, patient preference, and the culture of the healthcare environment.

Safe and Effective Care
Incorporate technology and standardized procedures that support safe and quality care. Recognize that standards of care form the basis of safe and effective care in the healthcare environment. Reporting of errors and near misses is integral to the practice of providing safe and effective care. In collaboration with the patient, family, and health care team the practical nurse uses patient teaching as an opportunity to foster active participation by the patient and family in the plan of care.

New Graduate Outcomes
After completion of the practical nursing program the new graduate will be able to:

Patient-Centered Care
Advocate for patients and families in a variety of healthcare settings to promote active involvement in healthcare decisions.

Professional Identity
Adhere to the standards of practice, demonstrate caring for others, be accountable for his/her own actions and behaviors, and practice within legal, ethical, and regulatory frameworks.

Nursing Judgment
As a member of the interdisciplinary healthcare team, the practical nurse will make effective clinical decisions by incorporating evidence based practice and critical thinking in the nursing process.

Collaboration
Participate in the coordination of care with nursing and the interdisciplinary team. Foster open communication and collaboration that encourages a spirit of inquiry and values evidence based practice.

Safe and Effective Care
Provide safe and effective care with an emphasis on quality by utilizing technology and standards of care for diverse patients across the lifespan.
Requirements for Application: Admission to the program is a separate process from general college admission. Please visit the SVCC website and look under the nursing programs link for detailed information. Applications for the program are only accepted at certain times during the year. Specific deadlines may be found on the SVCC website under the nursing programs link in programs of study.

1. Follow all steps for Admission for Curricular Students as noted in the College Catalog.
2. Evidence of C or better in high school biology or pass BIO 01
3. Achieve scores on the SVCC Placement Exams that exceed those for placement in Developmental Education Courses. SVCC Counseling Centers have current acceptable scores or have successfully completed MTE 1-3 and ENF 1 or 2.
4. Have C or better in ITE 115: Basic Computer or take the ITE Challenge Exam. (Only good for 5 years.)
5. Score of 32nd PN program percentile or higher in the Composite Score on the TEAS-V pre-entrance exam.
6. All students must have a GPA of 2.0 or higher on all work attempted at SVCC.
7. Must attend a nursing information session.

Nursing Program Policies

1. A grade of C or better in each and every course included in the Nursing Program Curriculum is required for graduation.
2. The affiliated clinical agencies require that each student submit to a urine drug screen and a criminal background check. The nursing program director provides information to students regarding these clinical agencies and reserves the right to randomly test for the presence of drugs and alcohol on any student attending clinical. The Virginia Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of S54-367.32 of the Code of Virginia. Attending clinical laboratories in the clinical agencies is a privilege. Students must be able to attend clinical laboratories in the clinical agencies in order to apply to the nursing program. Any student entering the nursing program who has been convicted of any illegal offenses other than minor traffic violations should confidentially discuss these matters with the nursing program director prior to submitting an application to the program for clarification. The Virginia Board of Nursing has issued a position statement on this topic. Students must review this document: http://www.dhp.state.va.us/nursing/nursing_guidelines.htm – then review Document 90-55.
3. The college upholds the student handbook and the policies of the nursing program.
4. Students must present the fully completed medical entrance exam forms (available on the Nursing Program Website) and a current American Heart Association CPR certification for Healthcare Providers card to the nursing program director on the first day of class for PNE 161.
5. Students with Disabilities: Students with disabilities may be admitted to the program provided that they meet the program prerequisites, pass the medical exam and submit the medical form signed by a physician or nurse practitioner stating that they are physically and mentally able to successfully undertake the rigors and requirements of the nursing program. For further information regarding physical requirements please go to the SVCC website and look under the nursing programs link for functional requirements.
6. Students are required to complete a sequence of courses and learning experiences provided at the college and at selected community agencies such as: special and general hospitals, nursing homes, clinics, physicians’ offices, day care centers, and schools. The nursing faculty members observe and evaluate the student’s suitability for nursing and providing direct patient care.
7. See degree requirements for sequencing of the courses in the nursing program curriculum.

Re-Admissions:

1. Students who were unsuccessful in a nursing course may re-enroll in the nursing course, on a space available basis, after all other qualified applicants have been accepted. Students must notify the nursing program head of their intent and must complete a re-entry form available on the SVCC website under the Nursing Programs link.
2. In accordance with VCCS policy, students may not normally enroll in the same course more than twice without permission from the Vice-President for Academic and Student Affairs. Failure of any two nursing courses will result in dismissal from the program. Students have two years to complete the nursing program. Students dismissed from the program are not eligible to enroll in any of the nursing courses in the Practical Nursing Program. Further policies for the program are in the Nursing Program Policy and Procedure Manual. The manual is given to all students accepted into the nursing program and is available in the program director and nursing faculty members’ offices for review.
3. Students who have been enrolled in the nursing classes and received a grade of “W”, “D” or “F” must be approved by the program director and faculty before officially readmitted.
Program Notes:
1. Students must pass a drug dosage/calculation test at the beginning of the third semester.
2. It is highly recommended that the student take as many non-PNE courses as possible prior to entering the PNE course.

Clinical Contracts: Individual contracts are in effect with each affiliated clinical agency and these contracts may differ in requirements made of students. The general stipulations are as follows:
1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.
2. Proper uniform with plain, white leather shoes must be worn.
3. Published clinical agency policies must be adhered to.
4. Documented proof of current immunizations must be on file with the nursing program faculty members.
5. The College recommends that all students carry accident insurance and personal health insurance due to the inherent risk of exposure to disease. The College does not assume responsibility for accident/incidents which occur in the clinical setting; nor does it provide any student health services. The student assumes financial responsibility for accidents/incidents requiring medical attention. Information on rates and coverage is available in the Student Development Office on either campus.
6. Documented proof of current American Heart Association CPR certification: BLS for Healthcare Provider (minimum requirement) must be on file with the program director.
7. Students may not be allowed to attend clinical laboratory sessions if they have been convicted of anything other than minor traffic violations or have positive urine drug screens.
8. Contracts for each clinical agency are available in the Dean of Nursing, Allied Health, and Natural Sciences office and may be reviewed by students upon request.

Special Costs:
In addition to the regular college tuition and fees, the nursing program requires uniforms, shoes, books, computer testing, medical exams, graduation pin, campus lab kit, immunizations, criminal background checks, and urine drug screens that all all at the cost of the student. For up-to-date cost estimates please visit the SVCC website under the nursing programs link. The student should also consider child care, transportation, meals, and possibly parking costs, as the program requires travel to clinical facilities to complete clinical assignments.
## NURSING, PRACTICAL
(Certificate of Practical Nursing)

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Total Minimum Credits for Certificate of Practical Nursing: 49
WELDING

Award: Certificate

Length: Thirty-four credit hour program

Purpose: Provide advanced welding skill training that will be useful in a broad range of industrial careers.

Program Description: This curriculum provides both hands-on training and a detailed knowledge base in the most prevalent welding and cutting processes used in industry today. Students will also become proficient with metalworking tools used in manufacturing and fabrication, learn to read technical drawings, develop basic hand drafting skills, and train for welding certification tests in structural plate and pressure pipe. Welding is a manual skill that takes many, many years to master. The welding certificate program provides a firm foundation of skills students will be able to build their career upon.

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<td>MAC 131</td>
<td>Machine Lab I</td>
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Total Minimum Credit for the Certificate of Welding................................................................................................................. 34
TRANSFER DEGREES
(Christanna and John H. Daniel Campuses)

Award: Associate of Arts and Sciences

Length: Sixty to sixty-one credit hour program

Purpose: The associate of arts and sciences degree program is designed for students who plan to transfer to four-year colleges or universities to complete baccalaureate degree programs. Whether students are undecided about their majors or plan to enter some specialized program, the flexibility of the electives within SVCC’s Transfer Degree allows them to select courses to meet the transfer requirements of the four-year institutions. For example, students interested in the following areas of study can spend their first two years of study at SVCC qualifying for an associate degree and generally transfer to a four-year institution with junior class standing: agribusiness, business, education, English, humanities, mathematics, medical related fields, natural science and social sciences.

Program Description: The associate of arts and sciences curriculum requires courses in English, humanities, laboratory sciences, mathematics, social science and health and physical education usually required in the first two years of a baccalaureate curriculum. Each student is urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with a counselor at that institution.

Students enrolled in the associate of arts and sciences curriculum plan their programs to meet their particular needs with the guidance and approval of an advisor at SVCC.

Special Admission Requirements: In addition to meeting the college’s general admissions requirements, the student must have also satisfactorily completed the following high school units or the equivalent as a minimum: four units of English, two units of college preparatory mathematics, one unit of college preparatory laboratory science and one unit of social studies.

Course Selection:
In consultation with counselors at SVCC and the transfer institution, students should choose the courses most appropriate for their situation:
1. Social science electives may be selected from any of the following areas: Economics, History, Political Science, Psychology, and Sociology at the 100 or 200 level.
2. Humanities electives may be selected from any of the following areas: Art, Communication Studies and Theatre, English (except for composition or technical writing courses), Foreign Language, Humanities, Music, Philosophy, and Religion at the 100 or 200 level.

Courses not included in the lists above may, with justification, be used as electives with the written approval of the division dean and/or Vice President of Academic and Student Affairs.
## TRANSFER DEGREE – Business Administration Major

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Minimum Credits: 60

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1Students should consult with the institution to which they are transferring to see which social science courses are required.

2BIO 101-102; CHM 111-112; or PHY 101-102 recommended for most colleges. GOL 105-106 may substitute for some colleges. NAS 125 may also substitute for one of these courses. Students should consult with the institution to which they are transferring to see which courses are required at that institution.

3Students may select any two courses from the following list: ENG 236, 241, 242, 243, 244, 250, 251, 252, 253, and 254 to meet SVCC graduation requirements. Students should consult with the institution to which they are transferring to see which courses are required at that institution.

4Students should consult with the institution to which they are transferring to see which humanities courses are required.
# TRANSFER DEGREE – Education Major: Teacher Education Preparation Specialization

(Associate of Arts and Sciences Degree)

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Minimum Credits: 61

1 Students should consult with the institution to which they are transferring to see which humanities course are required.
2 Students may select any course from the following list: ENG 236, 241, 242, 243, 244, 250, 251, or 252.
3 PSY 230 recommended.
## TRANSFER DEGREE – General Studies Major

### (Associate of Arts and Sciences Degree)

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Minimum Credits ........................................................................................................................................................... 61

¹Students should consult with the institution to which they are transferring to see which social science courses are required.
²MTH 151-152 or MTH 163-168 recommended. MTH 241 can substitute for MTH 152 or 168. Students should consult with the institution to which they are transferring for math requirements.
³CHM 111-112; or PHY 101-102 recommended for most colleges. GOL 105-106 may substitute for some colleges. NAS 125 may also substitute for one of these courses. Students should consult with the institution to which they are transferring to see which courses are required at that institution.
⁴Students may select any two courses from the following list: ENG 236, 241, 242, 243, 244, 250, 251, 252, 253, and 254 to meet SVCC graduation requirements. Students should consult with the institution to which they are transferring to see which courses are required at that institution.
⁵Students should consult with the institution to which they are transferring to see which humanities courses are required.
⁶Foreign language recommended if required by the institution to which the student will transfer.
## TRANSFER DEGREE – General Studies Major – Administration of Justice Specialization

(Associate of Arts and Sciences Degree)

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Minimum Credits: 61

*Students should consult with the institution to which they are transferring to see whether history is required.

**Students may choose between MTH 151-152 and MTH 163-168. MTH 241 may be substituted for either MTH 152 or MTH 168.

***BIO 101-102; CHM 111-112; or PHY 101-102 recommended for most colleges. GOL 105-106 may substitute for BIO 101-102 at some colleges. NAS 125 may also substitute for one of these courses. Students should consult with the institution to which they are transferring to see which courses are required at that institution.

****Students may select any two courses from the following list: ENG 236, 241, 242, 243, 244, 250, 251, 252, 253, and 254 to meet SVCC graduation requirements. Students should consult with the institution to which they are transferring to see which courses are required at that institution.

For their ADJ courses, students may select from the following: ADJ 100, ADJ 105, ADJ 118, ADJ 139, ADJ 140, ADJ 171, ADJ 205, ADJ 211, ADJ 227, ADJ 225, ADJ 2376, or approved ADJ elective to satisfy their 15 hour ADJ requirement.
TRANSFER DEGREE – General Studies Major – Agribusiness Specialization
(Associate of Arts and Sciences Degree)

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Total minimum credits for AA&S degree ........................................................................................................................61

¹BIO 101-102; CHM 111-112; or PHY 101-102 recommended for most colleges. Students should consult with the institution to which they are transferring to see which courses are required at that institution.

²Students should consult with the institution to which they are transferring to see which social science is required.

³Students may choose between MTH 151-152, MTH 163-168, and MTH 163-273. (Recommended MTH 163 and MTH 273 for Virginia Tech)

Note: Virginia Tech’s College of Agriculture and Life Sciences requires a 3.0 and degree completion for Transfer in the fall as a junior in the College of Agriculture and Life Sciences. There is a Virginia Tech graduation requirement of two (2) years of the same language in high school or taken at a college.
# TRANSFER DEGREE – General Studies Major – Human Services Specialization

(Associate in Arts and Sciences Degree)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Course Credits</th>
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<tr>
<td>FIRST SEMESTER</td>
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<tr>
<td>SDV 100</td>
<td>College Success Skills</td>
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<td>MTH</td>
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<td>EEE</td>
<td>Science with Laboratory I3</td>
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<td>HLTH/PED</td>
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| SECOND SEMESTER |                                        |               |           |                |
| ENG 112        | College Composition II                  | 3             | 0         | 3              |
| EEE            | Social Science Elective1                | 3             | 0         | 3              |
| MTH            | College Mathematics I2                  | 3             | 0         | 3              |
| EEE            | Science with Laboratory I3              | 3             | 3         | 4              |
| HMS EEE        | Human Services Elective4                | 3             | 0         | 3              |
| HLT/PED        | Health, Physical Education or Recreation | 1             | 0         | 1              |
| **Total**      |                                        | **15**        | **3**     | **16**         |

| THIRD SEMESTER |                                         |               |           |                |
| ENG            | Literature Elective I5                  | 3             | 0         | 3              |
| EEE            | Social Science Elective1                | 3             | 0         | 3              |
| HMS 100       | Introduction to Human Services          | 3             | 0         | 3              |
| HMS EEE        | Human Services Elective4                | 3             | 0         | 3              |
| ITE 115        | Introduction to Computer Applications and Concepts | 3 | 0 | 3 |
| **Total**      |                                         | **15**        | **0**     | **15**         |

| FOURTH SEMESTER |                                      |               |           |                |
| ENG            | Literature Elective II5               | 3             | 0         | 3              |
| EEE            | Social Science Elective1              | 3             | 0         | 3              |
| EEE            | Humanities Elective6                  | 3             | 0         | 3              |
| HMS EEE        | Human Services Elective4              | 3             | 0         | 3              |
| HMS EEE        | Human Services Elective4              | 3             | 0         | 3              |
| **Total**      |                                      | **15**        | **0**     | **15**         |

Minimum Credits ........................................................................................................................................................... 61

1Students should consult with the institution to which they are transferring to see which social science is required.
2Students may choose between MTH 151-152 and MTH 163-168. MTH 241 may be substituted for either MTH 152 or MTH 168.
3BIO 101-102; CHM 111-112; or PHY 101-102 recommended for most colleges. GOL 105-106 may substitute for BIO 101-102 at some colleges. Students should consult with the institution to which they are transferring to see which courses are required at that institution.
4Students may select from the following courses: HMS 225 or SOC 215, HMS 226, 227, 236 or 290.
5Students may select any two courses from the following list: ENG 236, 241, 242, 243, 244, 250, 251, 252, 253, and 254 to meet SVCC graduation requirements. Students should consult with the institution to which they are transferring to see which courses are required at that institution.
6Students should consult with the institution to which they are transferring to see which humanities course are required at that institution.
## TRANSFER DEGREE- Science Major

( Associate of Arts and Sciences Degree )

<table>
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<tr>
<th>Course Number</th>
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<td>EEE Science with Laboratory I**</td>
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<td><strong>15</strong></td>
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| SECOND SEMESTER |                                        |               |           |                |
| ENG 112        | College Composition II                 | 3             | 0         | 3              |
| EEE History or Social Science Elective* | 3 | 0 | 3 |
| MTH 168        | Precalculus II with Introductory Calculus | 3 | 3 | 4 |
| EEE Science with Laboratory II** | 3 | 3 | 4 |
| HLT/PED Health, Physical Education or Recreation | 0 | 1 | 1 |
| **Total**      |                                        | **15**        | **3-4**   | **16**         |

| THIRD SEMESTER |                                        |               |           |                |
| ENG EEE        | Literature Elective I***               | 3             | 0         | 3              |
| ITE 115        | Introduction to Computer Applications and Concepts | 3 | 0 | 3 |
| EEE Science with Laboratory III**** | 3 | 3 | 4 |
| MTH 273        | Calculus I                             | 4             | 0         | 4              |
| **Total**      |                                        | **13**        | **3**     | **14**         |

| FOURTH SEMESTER |                                        |               |           |                |
| ENG EEE        | Literature Elective II***              | 3             | 0         | 3              |
| EEE Social Science Electives | 3 | 0 | 3 |
| EEE Humanities Elective | 3 | 0 | 3 |
| EEE Science with Laboratory IV**** | 3 | 3 | 4 |
| MTH 274        | Calculus II                            | 4             | 0         | 4              |
| **Total**      |                                        | **16**        | **3**     | **17**         |

Minimum Credits ................................................................................................................................................. 60

*Students should consult with the institution to which they are transferring to see whether history is required.

**BIO 101-102; CHM 111-112; or PHY 101-102 recommended for most colleges. GOL 105-106 may substitute for BIO 101-102 at some colleges. Students should consult with the institution to which they are transferring.

***Students may select any two courses from the following list: ENG 236, 241, 242, 243, 244, 250, 251, 252, 253, and 254 meet SVCC graduation requirements.

****In addition to the choices for Science with Lab I & II, students may choose any other 200-level BIO, CHM, GOL or PHY courses to meet the Science with Lab III & IV requirements.
Description of Courses
ACCOUNTING

ACC 211 Principles of Accounting I (4 Cr)  
Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information. Lecture 4 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

ACC 212 Principles of Accounting II (4 Cr)  
Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance. Lecture 4 hours per week. Prerequisite: ACC 211.

ACC 215 Computerized Accounting (3-4 Cr)  
Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Lecture 3-4 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

ACC 221 Intermediate Accounting I (3-4 Cr)  
Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Lecture 3-4 hours per week. Prerequisite: ACC 211 or equivalent.

ACC 222 Intermediate Accounting II (3-4 Cr)  
Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Lecture 3-4 hours per week. Prerequisite: ACC 221 or equivalent.

ACC 241 Auditing I (3 Cr)  
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 co-requisite: ACC 212 or equivalent.

ACC 261 Principles of Federal Taxation I (3 Cr)  
Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance, and reporting. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

ACC 262 Principles of Federal Taxation II (3 Cr)  
Presents the study of federal taxation as it relates to partnerships, corporations, and other tax entities. Includes tax planning, compliance, and reporting. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

ADMINISTRATION OF JUSTICE

ADJ 100 Survey of Criminal Justice (3 Cr)  
Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary, and corrections. Lecture 3 hours per week.

ADJ 105 The Juvenile Justice System (3 Cr)  
Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture 3 hours per week.

ADJ 106 Crime and Justice in America (3 Cr)  
Examines current issues and trends of crime and responses (attitudes, behaviors, structures—both private and public) to crime. Lecture 3 hours per week.

ADJ 107 - Survey of Criminology (3 Cr)  
Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

ADJ 111 - Law Enforcement Organization & Administration I (3 Cr)  
Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.
ADJ 118 Crisis Intervention and Critical Issues (3 Cr)
Addresses basic problems involved in crisis intervention and current critical issues in law enforcement and the administration of justice; emphasizes practical approaches to discover and implement solutions. Lecture 3 hours per week.

ADJ 120 Introduction to Courts (3 Cr)
Presents an overview of the American judiciary—the federal and 50 state judicial systems—with emphasis on criminal court structures, functions, and personnel; surveys the judicial system in Commonwealth of Virginia. Lecture 3 hours per week.

ADJ 127 Firearms and Marksmanship (3 Cr)
Surveys lethal weapons in current use and current views on weapon types and ammunition design. Examines the legal guidelines as to use of deadly force, safety in handling of weaponry, and weapon care and cleaning; marksmanship instruction under standard range conditions. Prerequisite permission of instructor. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ADJ 128 Patrol Administration and Operations (3 Cr)
Studies the goals, methods and techniques of police patrol with focus on the norms which govern work behavior in a police career. Examines the responsibilities of administrators and field supervisors of patrol in the local and state law enforcement agencies. Lecture 3 hours per week.

ADJ 130 - Introduction to Criminal Law (3 Cr)
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 133 Ethics and the Criminal Justice Professional (3 Cr)
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 138 Defensive Tactics (2 Cr)
Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restraint and transport of those in custody. Lecture 2 hours per week.

ADJ 140 Introduction to Corrections (3 Cr)
Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week.

ADJ 145 Corrections and the Community (3 Cr)
Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and correction agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week.

ADJ 152 Unarmed Security Officers Duties and Responsibilities (1 Cr)
Surveys the theory and practice of unarmed private security personnel duties and responsibilities. Prepares student for licensing and professionalism. Lecture 1 hour per week.

ADJ 161 Introduction to Computer Crime (3 Cr)
Provides a basic introduction to the nature of computer crimes, computer criminals, relevant law, investigative techniques, and emerging trends. Lecture 3 hours per week.

ADJ 170 Street Gangs and Law Enforcement (3 Cr)
Teaches the philosophy and history of gangs in America through the eyes of law enforcement, courts, corrections and the citizenry. Examines methods by which law enforcement defines the gang problem and intervenes in gang membership. Explores gang globalization; differentiates street gangs and terrorist cells. Lecture 3 hours per week.

ADJ 171 Forensic I (3-4 Cr)
Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Part I of II. Lecture 3-4 hours. Laboratory 0-3 hours. Total 3-6 hours per week.

ADJ 172 Forensic Science II (3-4 Cr)
Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry,
fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Part II of II. Lecture 3-4 hours. Laboratory 0-3 hours. Total 3-6 hours per week.

ADJ 186 Forensic Psychology (3 Cr)
Introduces student to the constructs of criminal psychology. Introduces the student to the exploration of criminal investigative analysis, VI-CAP, mental disorders and the etiology of certain criminal behaviors. Lecture 3 hours per week.

ADJ 190 Coordinated Internship (1 to 5 Cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

ADJ 201 Criminology (3 Cr)
Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Lecture 3 hours per week.

ADJ 205 Causes of Crime and Delinquency (3 Cr)
Teaches the principal causes, conditions, motives, and other influences which tend to encourage young persons or adults to become involved in illegal acts or criminal careers, crime, and delinquency rates. Adult and juvenile justice systems will also be compared and studied. Lecture 3 hours. Total 3 hours per week. College reading and writing competence required.

ADJ 211 Criminal Law, Evidence and Procedures I (3 Cr)
Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Part I of II. Lecture 3 hours per week.

ADJ 212 Criminal Law, Evidence and Procedures II (3 Cr)
Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Part II of II. Lecture 3 hours per week.

ADJ 225 Courts and the Administration of Justice (3 Cr)
Studies court systems with emphasis on the technical procedures required, from incident occurrence to final disposition of the case, noting the applicable principles of civil and criminal law; focuses on Virginia courts, laws, and procedures. Prerequisite ADJ 130 or divisional approval. Lecture 3 hours per week. College reading and writing competence required.

ADJ 227 Constitutional Law for Justice Personnel (3 Cr)
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. College reading and writing competence required.

ADJ 228 Narcotics and Dangerous Drugs (3 Cr)
Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Lecture 3 hours per week.

ADJ 229 Law Enforcement and the Community (3 Cr)
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. College reading and writing competence required.

ADJ 232 Domestic Violence (3 Cr)
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 234 Terrorism and Counter-Terrorism (3 Cr)
Surveys the historical and current practices of terrorism that are national, transnational, or domestic in origin.
Includes biological, chemical, nuclear, and cyber-terrorism. Teaches the identification and classification of terrorist organizations, violent political groups and issue-oriented militant movements. Examines investigative methods and procedures utilized in counter terrorist efforts domestically and internationally. Prerequisites: ADJ 100 and ADJ 107. Lecture 3 hours per week. College reading and writing competence required.

ADJ 236 Principles of Criminal Investigation (3 Cr)
Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture 3 hours per week. College reading and writing competence required.

ADJ 237 Advanced Criminal Investigation (3 Cr)
Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite ADJ 236 or divisional approval. Lecture 3 hours per week.

ADJ 240 Techniques of Interviewing (3 Cr)
Provides the student with essential skills and techniques necessary to obtain quality information from victims, witnesses, and suspects, regarding criminal activity. Emphasizes locations and settings for interviews, kinesics, proxemics, and paralinguistics of both the interviewer and interviewee. Lecture 3 hours per week.

ADJ 243 Homeland Security and Law (3 Cr)
Covers relationships abroad, the mission of federal, state, and local government at home, and the best way to provide for the common defense. Examines HLS and emergency management, FEMA’s place in public policy, law, and management, HLS initiatives, and new partnerships for HLS covering the government, private sector and higher education. Discusses civil rights issues, the USA Patriot Act; future challenges and roles of intelligence agencies; foreign policy aspects and views. Prerequisite: ADJ 111. Lecture 3 hours per week.

ADJ 247 Criminal Behavior (3 Cr)
Introduces and evaluates the concepts of normal and abnormal behavior. Focussed on the psychological and sociological aspects of criminal and other deviant behavior patterns. Lecture 3 hours per week. College reading and writing competence required.

ADJ 248 Probation, Parole, and Treatment (3 Cr)
Surveys the philosophy, history, organization, personnel and functioning of traditional and innovative probation and parole programs; considers major treatment models for clients. Lecture 3 hours per week. College reading and writing competence required.

ADJ 290 Coordinated Internship (4 Cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

ADJ 298 Seminar and Project (4 Cr)
Requires completion of a project or research report related to the student’s occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

AGRICULTURE

AGR 141 Introduction to Animal Science and Technology (4 Cr)
Introduces the science and technology involved in sustainable animal production and management practices. Includes beef, sheep, horses, dairy, swine, goats, and poultry, with emphasis on practical experiences in laboratory and farm settings. Lecture 3 hours. Laboratory 2-3 hours. Total 5-6 hours per week.

AGR 142 Introduction to Plant Science and Technology (3 Cr)
Introduces students to plant science, ecology, plant morphology, plant and soil relations and energy conversions. Includes surveying agricultural crops and their importance in the economy. Lecture 2 hours. Lab 2-3 hours. 4-5 hours per week.

AGR 143 Introduction to Agribusiness and Financial Management (3 Cr)
Introduces agriculture’s importance to society and ways to start a farm or agribusiness. Evaluates forms of business including cooperatives and creates financial statements and reports necessary for routine accounting and tax preparation. Utilizes financial tools for decision making, budgets and time value of money. Explores retirement, transition planning, personal financial management, and capital acquisition techniques. Lecture 3 hours per week.

AGR 144 Agriculture Human Resource Management (3 Cr)
Covers principles and management practices utilized to attract, retain and motivate agricultural employees. Em-
phasizes interviewing techniques, employer/employee relationships, motivation theory, legal issues, safety, and environmental concerns. Includes development of team building and interpersonal skills through activities and cases. Explores diversity and cultural differences at they apply to human resource compliance and performance issues. Lecture 3 hours per week.

**AGR 190 Coordinated Internship (1-5 Cr)**
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**AGR 205 Soil Fertility and Management (3 Cr)**
Studies the factors influencing soil productivity with emphasis upon fertilizer materials from production to application. Discusses time, sources, and soil acidity. Presents soil testing techniques, interpretation of soil tests, and the addition of nutrients to correct or prevent deficiencies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AGR 231 Agribusiness Marketing, Risk Management, and Entrepreneurship (3 Cr)**
Covers marketing techniques required to create an effective marketing plan addressing product, price, place, promotion, and people considerations of an agribusiness. Emphasizes unique aspects of agricultural products and risk management including price fluctuations and biosecurity. Projects explore entrepreneurship and creative marketing plans for a proposed farm or agribusiness. Lecture 3 hours per week.

**AGR 232 Professional Selling for Agribusiness (3 Cr)**
Explores sales and marketing careers in the agricultural industry. Analyzes customer's personality profile and needs to formulate an effective value-based sales presentation. Covers psychology of personality styles, buyer motivation, and conflict resolution. Researches agriculture customers and products to make a realistic sales call with actual sales professionals. Lecture 3 hours per week.

**AGR 233 Food Production, Safety, Biosecurity, and Quality Control (3 Cr)**
Explores food production practices and their influence on food product quality, nutrition, and safety. Covers processing techniques for reducing spoilage, increasing farmer's share of the food dollar and diversifying farm incomes. Includes analytical methods for tracking and reporting quality control practices. Explores equipment, packaging, laws, regulations, standards, and financial sources for on farm and small-scale processing. Lecture 3 hours per week.

**AGR 234 Chemical Application and Pest Management (3 Cr)**
Teaches concepts of proper application of pesticides and other agricultural chemicals used in landscape and turf management and in production agriculture; including application methods, equipment calibration and configuration, occupational health and safety, and pesticide laws and regulations. Lecture 3 hours per week.

**AGR 241 Agricultural Policy, Leadership, and Professional Service (3 Cr)**
Enhances personal and professional leadership skills to build consensus and collaboratively solve agricultural issues. Uses the Virginia legislative process to track and influence relevant policy. Partners with stakeholders and key agricultural groups to advocate agriculture’s importance to society and remove barriers that prevent farm/agribusiness acquisition and transition. Identifies relevant professional service and leadership opportunities that will affect changes for the benefit of agricultural and rural communities. Covers current policy and public programs related to taxation, land use, environmental protection, water quality, population changes, water conservation, climate change and quality of rural life. Reinforces written and oral communication skills. Lecture 3 hours per week.

**AGR 242 Animal Production, Products and Emerging Technologies (3 Cr)**
Teaches theoretical and practical science-based animal production and management systems; principles of nutrition, reproduction, economics, and breeding and selection of beef cattle, swine, sheep, poultry, goats, fish and other specialty animal enterprises. Includes management practices, marketing, housing, and mitigation of environmental impacts with emphasis on profitable business enterprises for small to medium sized producers and collaborative opportunities to expand profitability for traditional enterprises. Introduces emerging technologies influencing production practices and new products. Lecture 3 hours per week.

**AGR 244 Agricultural Alternative Energy Solutions (3 Cr)**
Explores agricultural animals, plants, and specialty enterprises that produce energy as well as wind and solar energy solutions. Encourages students to assess current energy use of an existing residential or commercial site and implement energy reduction strategies, and student’s proposals implement current technology...
solutions for on-site energy production. Provides the foundation for discovering new ways to help farm and agribusinesses through basic electrical and chemical concepts and to reduce costs and research new opportunities for enhancing profitability. Includes field trips to active energy conservation and production sites, reinforcing classroom instruction. Lecture 3 hours per week.

AGR 290 Coordinated Internship (1-5 Cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AIR 117 Metal Layout I (3 Cr)
Presents measuring and gaging of sheet metal, types of metal, handling sheet metal, cutting and bending, layout. Teaches fundamentals of drafting, basic drawing instruments, lettering practices. Lecture 1-2 hours. Laboratory 3-6 hours. Total 5-7 hours per week.

AIR 121 Air Conditioning and Refrigeration I (3 Cr)
Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part I of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AIR 122 Air Conditioning and Refrigeration II (3 Cr)
Presents operations of commercial refrigeration systems, ice machines, design, installation, and service, air conditioning and heat pumps. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 123 Air Conditioning and Refrigeration III (3-4 Cr)
Psychometric properties of air, heat load and gain calculation, heated and chilled water systems, duct, design, air distribution and air comfort requirements. Part I of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AIR 124 Air Conditioning and Refrigeration III-IV (3-4 Cr)
Psychometric properties of air, heat load and gain calculation, heated and chilled water systems, duct, design, air distribution and air comfort requirements. Part II of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AIR 134 Circuits and Controls I (4 Cr)
Presents circuit diagrams for heating units, reading and drawing of circuit diagrams, types of electrical components, analysis and characteristics of circuits and controls, testing and servicing. Lecture 3 hours, Laboratory 3 hours. Total 6 hours per week.

AIR 135 Circuits and Controls II (3-4 Cr)
Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning systems. Pre-requisite AIR 134. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AIR 136 Circuits and Controls III (5 Cr)
Introduces types of circuits and controls used in home, commercial and industrial air conditioning systems. Includes servicing and installation procedures for electrical regulation of fan speed for air volume control. Explains operational and safety control and how schematic and pictorial diagrams are used in these systems. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

AIR 154 Heating Systems I (3 Cr)
Introduces types of fuels and their characteristics of combustion; types, components, and characteristics of burners, and burner efficiency analyzers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 155 Heating Systems II (3 Cr)
Studies commercial gas and oil boilers to include troubleshooting, preventive maintenance and servicing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 181 Planning and Estimating I (2-3 Cr)
Presents fundamentals of blueprint reading as applied to the building trades. Emphasizes air conditioning distribution, designing and drawing residential systems, take-off of materials and estimating the cost of the sys-
tems. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AIR 200 Hydronics (3 Cr)**

Presents design and installation of hydronics systems for heating and cooling. Includes steam heated and chilled water systems. Primarily concerns systems using water under forced circulation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ARCHITECTURE**

**ARC 121 Architectural Drafting I (3 Cr)**

Introduces techniques of architectural drafting, including lettering, dimensioning, and symbols. Requires production of plans, sections, and elevations of simple building. Studies use of common reference material and the organization of architectural working drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ARC 122 Architectural Drafting II (3 Cr)**

A continuation of Architectural Drafting I. Requires development of a limited set of working drawings, including a site plan and related details, and pictorial drawings. Prerequisite ARC 121 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AMERICAN SIGN LANGUAGE**

**ASL 100 Orientation to Acquisition of ASL as an Adult (2 Cr)**

Presents a brief introduction to the U.S. Deaf Community, focusing on the differences in language and literature. Introduces many common pitfalls experienced by adults when acquiring ASL as a second language. Provides students with an experience bridging spoken English and ASL via use of visual-gestural, non-verbal communication. Lecture 2 hours per week.

**ASL 101-102 American Sign Language I-II (3-4 Cr)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

**ASL 115 Fingerspelling and Number Use in ASL (3 Cr)**

Provides intensive practice in comprehension and production of fingerspelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized fingerspelling and numeral incorporation as used by native users of American Sign Language. Prerequisite: ASL 101 or permission of instructor. Lecture 2 hours per week.

**ASL 125 History & Culture of the Deaf Community I (3 Cr)**

Presents an overview of various aspects of Deaf Culture, including educational and legal issues. Lecture 3 hours per week.

**ART**

**ART 101-102 History and Appreciation of Art I-II (3 Cr)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**ART 121-122 Drawing I-II (3-4 Cr)**

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

**ART 125 Introduction to Painting (3 Cr)**

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 134 Three Dimensional Design (3 Cr)**

Explores the concepts of three dimensional design applicable to all fields of Visual Art. Covers tools and techniques. Uses computers as appropriate for research. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.
ART 153-154 Ceramics I-II (3-4 Cr)
Provides problems in the design and production of functional and non-functional ceramic works. Includes hand-building the potter’s wheel and clays and glazes. Lecture 0-2 hours. Studio instruction 4-6 hours. Total 5-8 hours per week.

ART 180 Introduction to Computer Graphics (3 Cr)
Provides a working introduction to computer-based electronic technology used by visual artists and designers. Presents problems in which students can explore creative potential of the new electronic media environment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

ART 241-242 Painting I-II (3-4 Cr)
Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite: ART 122 or divisional approval. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 283 Computer Graphics I (3-4 Cr)
Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. Part I of II. Lecture 1-2 hours. Studio instruction 3-4 hours. Total 5-6 hours per week.

AST 101 Keyboarding I (3-4 Cr)
Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. Lecture 3-4 hours per week. College reading or enrollment in developmental English required.

AST 102 Keyboarding II (3-4 Cr)
Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite AST 101. Lecture 3-4 hours per week. College reading or enrollment in developmental English is required.

AST 107 Editing/Proofreading Skills (3 Cr)
Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Lecture 3 hours per week. College reading and writing competence required.

AST 114 Keyboarding for Information Processing (1-2 Cr)
Teaches the alphabetic and numeric keys: develops correct techniques and competency in the use of computer keyboards. May include basic correspondence and report formats. Lecture 1-2 hours per week. College reading or enrollment in developmental English required.

AST 141 Word Processing I (3 Cr)
Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite AST 101 or equivalent. Lecture 3-4 hours per week. College reading and writing competence required.

AST 144 Word Processing I Laboratory (Specify Software) (1 Cr)
Provides supplemental instruction in AST 141. Should be taken concurrently with AST 141, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

AST 205 Business Communications (3 Cr)
Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Lecture 3 hours per week. College reading and writing competence required.

AST 234 Records and Database Management (3-4 Cr)
Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. Lecture 3-4 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

AST 236 Integrated Software Applications (Specify Software) (3 Cr)
Teaches specialized integrated software application on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. Lecture 2-4 hours per week. Competency in Microsoft Word required.
AST 242 Medical Insurance and Coding (3 Cr)
Teaches coding for medical services rendered within a
medical office setting utilizing current coding books for
maximum reimbursement. Lecture 3 hours per week.

AST 243 Office Administration I (3 Cr)
Develops an understanding of the administrative sup-
port role and the skills necessary to provide organiza-
tional and technical support in a contemporary office
setting. Emphasizes the development of critical-thinking,
problem-solving, and job performance skills in a
business office environment. Prerequisite AST 101. Lec-
ture 3 hours per week. College reading and Microsoft
Word competency required.

AST 244 Office Administration II (3 Cr)
Enhances skills necessary to provide organizational and
technical support in a contemporary office setting. Em-
phazises administrative and supervisory role of the of-
fice professional. Includes travel and meeting planning,
office budgeting and financial procedures, international
issues, and career development. Prerequisite AST 243 or
equivalent. Lecture 3 hours per week. College reading
competence required.

AST 245 Medical Machine Transcription (2-4 Cr)
Develops machine transcription skills, integrating oper-
ation of transcribing equipment with understanding of
medical terminology. Emphasizes dictation techniques
and accurate transcription of medical documents in
prescribed formats. Prerequisite AST 102 or equivalent.
A laboratory co-requisite (AST 246) may be required.
Lecture 2-4 hours per week. College reading and writ-
ing competency required.

AST 247 Legal Machine Transcription (3 cr.)
Develops machine transcription skills, integrating oper-
ation of transcribing equipment with understanding of
legal terminology. Emphasizes dictation techniques and
accurate transcription of legal documents in prescribed
formats. A laboratory co-requisite (AST 248) may be re-
quired. Prerequisite AST 102 or equivalent. Lecture 2-4
hours per week.

AST 271 Medical Office Procedures I (3 Cr)
Covers medical office procedures, records management,
preparation of medical reports, and other medical docu-
ments. Co-requisite AST 102 or equivalent. Lecture 3
hours per week. College reading and writing competency required.

AST 298 Seminar and Projects (3 Cr)
Requires completion of a project or research report
related to the student’s occupational objectives and
a study of approaches to the selections and pursuit of
career opportunities in the field. May be repeated for
credit. Variable hours.

AUTOMOTIVE

AUT 100 Introduction to Automotive Shop Practices (3 Cr)
Introduces shop practices for automotive laboratory and
shop safety, identification and use of hand tools, general
power equipment and maintenance of automotive shop.
Explains basic operation procedures of standard shop
equipment. Presents Occupational Safety and Health
Act standards pertaining to the automotive field. Lec-
ture 2-3 hours per week.

AUT 101 Introduction to Automotive Shop Practices (3-4 Cr)
Introduces fundamental systems of automobile, the
ingine fuel, exhaust, electric, ignition, lubrication,
cooling, transmission, steering, brake and suspension
systems. Teaches theory and function of each system.
Demonstrates operation. Lecture 2-3 hours. Laboratory
2-3 hours.

AUT 111 Automotive Engines I (3 Cr)
Presents analysis of power, cylinder condition, valves
and bearings in the automotive engine to establish the
present condition, repairs or adjustments. Part I of II.
Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6
hours per week.

AUT 112 Automotive Engines II (3 Cr)
Presents analysis of power, cylinder condition, valves
and bearings in the automotive engine to establish the
present condition, repairs or adjustments. Part II of
II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6
hours per week.

AUT 121 Automotive Fuel Systems I (3 Cr)
Analyzes major domestic and foreign automotive fuel
systems to include carburetors and fuel injection sys-
tems. Includes detailed inspection and discussion of
fuel tanks, connecting lines, instruments, filters, fuel
pumps, superchargers, and turbo charger. Also includes
complete diagnosis, troubleshooting, overhaul and fac-
tory adjustment procedures of all major carbureted and
fuel injection systems. Lecture 3 hours. Laboratory 0-3
hours. Total 3-6 hours per week.
AUT 125 Anti-Pollution Systems  (3 Cr)
Studies various anti-pollution systems used on modern automobiles, installation, inspection, repair, and service. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AUT 130 Introduction to Auto Mechanics  (3 Cr)
Introduces auto mechanics, covering auto shop safety, tool identification and use. Explains automobile system theory and function. Stresses quality work practices and job opportunities. Lecture 1-2 hours. Laboratory 3 hours. Total 4-5 hours per week.

AUT 136 Automotive Vehicle Inspection  (2 Cr)
Presents information on methods for performing automotive vehicle safety inspection. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

AUT 141 Auto Power Trains I  (3-4 Cr)
Presents operation, design, construction and repair of powertrain components, standard and automatic transmission. Includes clutches, propeller shaft, universal joints, rear axle assemblies, fluid couplings, torque converters as well as 2, 3, and 4 speed standard, overdrive and automatic transmissions. Part I of II. Lecture 2-3 hours. Laboratory 2-6 hours. Total 4-8 hours per week.

AUT 142 Auto Power Trains II  (3-4 Cr)
Presents operation, design, construction and repair of powertrain components, standard and automatic transmission. Includes clutches, propeller shaft, universal joints, rear axle assemblies, fluid couplings, torque converters as well as 2, 3, and 4 speed standard, overdrive and automatic transmissions. Part II of II. Lecture 2-3 hours. Laboratory 2-6 hours. Total 4-8 hours per week.

AUT 156 Small Gasoline Engines  (2 Cr)
Studies small gasoline engine operating principles, construction, design, variety, and their many purposes. Gives instruction on two-cycle and four-cycle small gas engines, their construction, design, fuel system, ignition system, and lubricating systems. Demonstrates dis-assembly, reconditioning, overhaul and reassembly in the lab. Lecture 1-2 hours. Laboratory 2-3 hours.

AUT 161 Automotive Diagnosis I  (3 Cr)
Introduces principles of automotive maintenance using modern diagnostic methods. Uses theory and laboratory experiments designed to explain and illustrate scientific basis of modern electronic and mechanical diagnostic procedures. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AUT 178 Automotive Final Drive and Manual Transmission Systems  (4 Cr)
Presents the operation, design, construction and repair of manual transmissions and final drive systems, for both front and rear drive vehicles, including clutches, synchronizers, torque multiplication/gear reduction, along with differentials, transmission/transaxles, drive axles, U-joints, CV joints, 4-wheel drive and all-wheel drive systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 195 Topics In Microcomputers for Automotive Technicians  (3 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

AUT 217 Computerized Fuel Systems  (3 Cr)
Introduces devices which sense the engine condition and control fuel mixture to introduce economical fuel consumption. Teaches theory of operation, testing adjustment and repair or replacement of these devices. Lecture 1-2 hours, Laboratory 3-6 hours. Total 5-7 hours per week.

AUT 230 Introduction to Alternative Fuels and Hybrid Vehicles  (3 Cr)
Introduces current trends in alternative fueled vehicles including current alternative fueled vehicles and the implication and safety precautions necessary for working on hybrid vehicles systems. Lecture 3 hours per week.

AUT 235 Automotive Heating and Air Conditioning  (3 Cr)
Studies separate and combined automotive heaters and air conditioners, including direct and vacuum-operated controls, basic principles of refrigeration, adjustment, general servicing, and charging of air conditioning systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AUT 241 Automotive Electricity I  (3 Cr)
Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AUT 242 Automotive Electricity II  (3 Cr)
Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and acces-
AUT 245 Automotive Electronics (3-4 Cr)
Introduces field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis and repair of digital indicator and warning systems. Lecture 3 hours. Laboratory 0-3 hours. Total 3-6 hours per week.

AUT 251 Automatic Transmissions I (3-4 Cr)
Studies several types of automatic transmissions, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding. Lecture 2-3 hours. Laboratory 2-6 hours. Total 4-8 hours per week.

AUT 265 Automotive Braking Systems (3 Cr)
Presents operation, design, construction, repair, and servicing of braking system, including Anti-Lock Brake Systems (ABS). Explains uses of tools and test equipment, evaluation of test results, estimation of repair cost for power, standard and disc brakes. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

AUT 266 Auto Alignment, Suspension and Steering (3 Cr)
Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems. Lecture 1-2 hours. Laboratory 6 hours. Total 7-8 hours per week.

AUT 267 Automotive Suspension and Braking Systems (3 Cr)
Presents the operation, design, construction, repair, and servicing of braking and suspension systems. Explains use of tools and test equipment, evaluation of test results, estimation of repair cost, front and rear suspension alignment, power and standard steering, and power, standard and disc brakes. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AUT 268 Automotive Alignment (2 Cr)
Studies use of alignment equipment in diagnosing, adjusting, and repairing suspension problems. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

AUT 273 Automotive Driveability and Tune-Up I (3 Cr)
Presents diagnostic and service procedures for automatic electrical and mechanical systems. Teaches use of tools and test equipment, evaluation of test results, estimation of repair cost. Emphasizes performance of required service. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

BIOLOGY

BIO 1 Foundations of Biology (3 Cr)
Develops a basic understanding of plant and animal form, function, and relationships. Prepares students who have a deficiency in high school biology. May be repeated for credit. Lecture 3 hours per week.

BIO 100 Basic Human Biology (3 Cr)
Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BIO 101-102 General Biology I-II (4 Cr)
Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2. BIO 1 is prerequisite for BIO 101 and BIO 101 is a prerequisite for BIO 102.

BIO 145 Human Anatomy and Physiology for the Health Sciences (5 Cr)
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 4 hours. Laboratory 3 hours. Total 7 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3. Additionally, BIO 100 and CHM 5 are required.

BIO 150 Introductory Microbiology (4 Cr)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2. Additionally BIO 231 and 232 are prerequisites.
BIO 231 Human Anatomy and Physiology I  (4 Cr)
Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Prerequisites one year of college biology and one year of college chemistry or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Part I of II. Basic Arithmetic, Algebra I, Developmental Chemistry, Foundations of Biology and college reading and writing competence required. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3. Additionally, BIO 100 and CHM 5 are required or departmental consent.

BIO 232 Human Anatomy and Physiology II  (4 Cr)
Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Prerequisites one year of college biology and one year of college chemistry or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Part II of II. Basic Arithmetic, Algebra I, Developmental Chemistry, Foundations of Biology and college reading and writing competence required. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3. Additionally, BIO 100 and CHM 5 are required or departmental consent.

BUILDING

BLD 105 Shop Practices and Procedures  (2-3 Cr)
Introduces basic hand and power tools with emphasis on proper care and safety practices. Introduces materials used in building trades including metals, plastics, and woods with stress placed on the processing techniques of each. Emphasizes fasteners such as screws, rivets, and glues as well as brazed, soldered, and welded joints. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

BLD 110 Introduction to Construction  (3 Cr)
Covers basic knowledge and requirements needed in the construction trades. Introduces use of tools and equipment, with emphasis on construction safety, including personal and tool safety. Provides a working introduction to basic blueprint reading and fundamentals of construction mathematics. Lecture 3 hours per week.

BLD 125 Introduction to Carpentry Trades  (3 Cr)
Introduces entry-level students to the carpentry trade(s), the Wheels of Learning apprenticeship programs, various types of fasteners, and the wide variety of building materials. Prerequisite: BLD 110. Lecture 3 hours per week.

BLD 126 Basic Carpentry Principles  (3 Cr)
Introduces students to basic floor and wall construction. Prerequisite: BLD 125. Lecture 3 hours per week.

BLD 140 Principles of Plumbing Trade I  (3 Cr)
Studies the plumbing trade, the structure of the plumbing trade, apprenticeship standards, job safety, tools of the trade, the approved installation of plumbing materials, types of sanitary drainage pipe and piping layout of sanitary piping. Lecture 3 hours per week.

BLD 141 Principles of Plumbing Trade II  (3 Cr)
Studies the sizing of sanitary drainage and vent piping for single family dwelling, two-story, single-family dwellings, duplex residence, apartment building, and multi-story building. Lecture 3 hours per week.

BLD 142 Principles of Plumbing Trade III  (3 Cr)
Studies sizing of water piping and control valves, piping materials, piping layout, and the proper installation of water piping. Explains how to identify cross control and the critical levels of contamination, means of protection against back flow, installing back flow preventers, and back flow preventive testing. Lecture 3 hours per week.

BLD 143 Plumbing Blueprint Reading  (3 Cr)
Focuses on blueprint reading, plan reviews, schematic drawing, isometric view drawing and architectural blueprint reading on single-, two-family and multi-story dwelling for drainage, vents and water piping design. Lecture 3 hours per week.

BLD 144 Plumbing Code and Certification - Preparation  (3 Cr)
Teaches the use of the plumbing code standard book (BOCA), references standards, the reading and use of charts and tables, and preparation for the journeyman’s certification and the cross-connection control certification test. Lecture 3 hours per week.

BLD 215 OSHA 30 Construction Safety  (2 Cr)
Covers all topics included in the OSHA 30-hour course, Prerequisite: OSHA 10 Certification. Lecture 2 hours per week.
BUSINESS MANAGEMENT
AND ADMINISTRATION

BUS 100 Introduction to Business (3 Cr)
Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 111 Principles of Supervision I (3 Cr)
Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 116 Entrepreneurship (3 Cr)
Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 117 Leadership Development (3 Cr)
Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 125 Applied Business Mathematics (3 Cr)
Applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest annuities, sinking funds, and amortization. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of MTE 1,2,3,4,5.

BUS 165 Small Business Management (3 Cr)
Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

BUS 195 Topics in (1 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit.

BUS 200 Principles of Management (3 Cr)
Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 201 Organizational Behavior (3 Cr)
Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of the human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 205 Human Resource Management (3 Cr)
Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.
BUS 236 Communication in Management (3 Cr)  
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 written communication. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 241 Business Law I (3 Cr)  
Develops a basic understanding of the US business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 242 Business Law II (3 Cr)  
Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and the emerging fields of E-Commerce and Internet Law. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 265 Ethical Issues in Management (3 Cr)  
Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 280 Introduction to International Business (3 Cr)  
Studies the problems, challenges, and opportunities which arise when business operations or organizations transcend national boundaries. Examines the functions of international business in the economy, international and transnational marketing, production, and financial operations. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

BUS 285 Current Issues in Management (3 Cr)  
Designed as a capstone course for management majors, the course is designed to provide an integrated perspective of the current issues and trends in business management. Contemporary issues will be explored in a highly participatory class environment. Lecture 3 hours per week.

BUS 296 On-Site Training (3 Cr)  
Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit.

BUS 298 Seminar and Project (3 Cr)  
Requires completion of a project or research report related to the student’s occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Lecture 3 hours per week. May be repeated for credit.

COMPUTER AIDED DRAFTING AND DESIGN (CAD)  

CAD 140 Technical Drawing (3 Cr)  
Enhances the principles learned that are related directly to the field of drafting and design. Gives a more in-depth exposure to detail and working drawings, dimensioning, tolerancing and conventional drafting practices. Teaches CAD modeling, may include parametric modeling. (Credit will not be awarded for both CAD 140 and DRF 140.) Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CAD 200 Survey of Computer Aided Drafting (3 Cr)  
Surveys computer-aided drafting equipment and concepts. Develops general understanding of components, operations and use of a typical CAD system. (Credit will not be awarded for both CAD 200 and DRF 200.) Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CAD 201 Computer Aided Drafting and Design I (3-4 Cr)  
Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. (Credit will not be awarded for both CAD 201 and DRF 201.) Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

CAD 202 Computer Aided Drafting and Design II (3-4 Cr)  
Teaches production drawings and advanced operations in computer aided drafting. (Credit will not be awarded for both CAD 202 and DRF 202.) Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.
CAD 233 Computer Aided Drafting III  (3 Cr)
Exposes students to 3-D and modeling. Focuses on proficiency in Production drawing using a CAD system. (Credit will not be awarded for both CAD 233 and DRF 233.) Lecture 2 hours. Laboratory 2 hours. Total 3-5 hours per week.

CAD 250 3D Game Level Design  (3 Cr)
Introduces 3D game level design and provides students with the knowledge and skills needed to take a design from concept to implementation in a professional game engine. Focuses on multiple modeling and level design techniques currently used in industry. Exposes students to the most current and popular software for Game Level Design. (Credit will not be awarded for both CAD 250 and DRF 250.) Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHILDHOOD DEVELOPMENT

CHD 117 Introduction to Reading Methods  (3 Cr)
Introduces current practices of teaching reading in the elementary school. Familiarizes students with materials currently in use, emphasizes observation of various reading techniques and trends in the classroom. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

CHD 118 Language Arts for Young Children  (3 Cr)
Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

CHD 120 Introduction to Early Childhood Education  (3 Cr)
Introduces early childhood development through activities and experiences in early childhood, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

CHD 125 Creative Activities for Children  (3 Cr)
Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

CHD 126 Science & Math Concepts for Children  (3 Cr)
Covers the selection of appropriate developmental learning materials for developing activities to stimulate the logical thinking skills in children. Lecture 2-3 hours. Laboratory 1-3 hours. Total 3-4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

CHD 167 CDA Theories and Applications: Resource File  (3 Cr)
Supports the student/CDA candidate in completing the Professional Resource File and all documentation required for the national CDA credential. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2. This course is designed for students pursuing the CDA (Child Development Associate) credential.

CHD 190 Coordinated Internship  (3 Cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

CHD 205 Guiding the Behavior of Children  (3 Cr)
Explores the role of the early childhood educator in supporting emotional and social development of children, 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. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.
CHEMISTRY

CHM 5 Developmental Chemistry for Health Sciences (3 Cr)
Introduces basic principles of inorganic, organic, and biological chemistry. Emphasizes applications to the health sciences. Laboratory is optional. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

CHM 101 General Chemistry I (4 Cr)
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 the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Part I of II. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

CHM 102 General Chemistry II (4 Cr)
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 the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Part II of II. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

CHM 111 College Chemistry I (4 Cr)
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Part I of II Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

CHM 112 College Chemistry II (4 Cr)
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Part II of II Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

COMMUNICATION STUDIES AND THEATRE

CST 100 Principles of Public Speaking (3 Cr)
Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

CST 110 Introduction to Communication (2-3 Cr)
Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 2-3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

CST 131 Acting I (3 Cr)
Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units, and performance of scenes. Part I of II. Lecture 2 hours. Laboratory 3 hour. Total 5 hours per week.

CST 151 Film Appreciation I (3 Cr)
Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural and historical influences of films and their contexts. Part I of II. Lecture 3 hours per week.

COSMETOLOGY

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

COS 82 Cosmetology Theory II (5 Cr)
Covers hair coloring, theory of massage, the salon business, chemical hair relaxing and soft curl permanent, facial and facial make-up, hair pressing, skin and its disorders, artistry and artificial nails, cells, anatomy and physiology, manicuring and pedicure, electricity and light therapy, nail and its disorders, chemistry and the State Board Review. Prerequisite: COS 81 or permission of the instructor. Lecture 5 hours per week.

COS 195 Topics in (1-5 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for
special honors courses. May be repeated for credit. Variable hours.

**COS 198 Seminar and Project** (1-5 Cr)
Requires completion of a project or research report related to the student’s occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**COS 199 Supervised Study** (1-5 Cr)
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

**COS 295 Topics In** (1-5 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

**COS 298 Seminar and Project** (1-5 Cr)
Requires completion of a project or research report related to the student’s occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**COS 299 Supervised Study** (1-5 Cr)
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

**DIESEL**

**DSL 111 Introduction to Diesel Engine** (2 Cr)
Studies the modern diesel engine, including its fuel, cooling, induction, and exhaust systems. Covers construction, fabrication, maintenance, tune-up, and minor repair and adjustment. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**DSL 123 Diesel Engine Systems I** (2 Cr)
Studies basic operational theory of the two and four-stroke cycle diesel engine used in public transportation vehicles. Covers the construction and function of the diesel engine and the major components as they relate to air, exhaust, and fuel systems. Emphasizes diesel engine tune-up and troubleshooting theory. Lecture 2 hours per week.

**DSL 126 Diesel Engine Reconditioning** (6 Cr)
Provides basic knowledge of the construction, design, and application of selected modern diesel engines and their components. Covers induction and exhaust systems, cooling and lubricating systems, and fuel injection and governing systems. Provides opportunity to disassemble, inspect, recondition, reassemble, and test selected engines. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

**DSL 131 Diesel Fuel Systems and Tune-Up** (4-5 Cr)
Teaches maintenance, adjustment, testing, and general repair of the typical fuel injection components used on non-automotive diesel engines. Includes engine and fuel system tune-up procedures and troubleshooting using current diagnostic equipment. Lecture 2-3 hours. Laboratory 4-6 hours. Total 6-9 hours per week.

**DSL 143 Diesel Truck Electrical Systems** (4 Cr)
Studies the theory and operation of various truck and tractor electrical systems. Covers preheating, starting, generating, and lighting systems. Uses modern test equipment for measurement, adjustment, and troubleshooting. Lecture 2 hours per week. Laboratory 4 hours. Total 6 hours per week.

**DSL 152 Diesel Power Trains, Chassis, and Suspension** (4 Cr)
Studies the chassis, suspension, steering and brake systems found on medium and heavy-duty diesel trucks. Covers construction features, operating principles and service procedures for such power train components as clutches, multi-speed transmissions, propeller shafts, and rear axles. Teaches operations of modern equipment to correct and adjust abnormalities. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**DSL 160 Air Brake Systems** (3 Cr)
Studies the basic operational theory of pneumatic and air brake systems as used in heavy-duty and public transportation vehicles. Covers various air control valves, test system components, and advanced air system schematics. Teaches proper service and preventative maintenance of systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DSL 161 Air Brake Systems I** (2 Cr)
Studies the basic operational theory of pneumatic and air brake systems used in public transportation vehicles. Covers various air control valves, air and test system components, and advanced air system schematics. Lecture 2 hours per week.
DSL 181 Diesel Mechanics I (6 Cr)
Studies basic internal engines, including cylinder blocks, cylinder heads, crankshafts, and pistons. Studies fuel injection systems, fuel pumps, injectors and nozzles, preventive maintenance and troubleshooting. Part I of II. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

DSL 182 Diesel Mechanics I-II (6 Cr)
Studies basic internal engines, including cylinder blocks, cylinder heads, crankshafts, and pistons. Studies fuel injection systems, fuel pumps, injectors and nozzles, preventive maintenance and troubleshooting. Part II of II. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

DSL 195 Microcomputers for Diesel Technicians (1 Cr)
Examines concepts and terminology related to microcomputers. Includes demonstration of specific uses of microcomputers with extensive opportunities for hands-on experience in use of software diagnostic programs. Lecture and lab. 1 hour per week.

ECONOMICS

ECO 201 Principles of Economics I Macroeconomics (3 Cr)
Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5.

ECO 202 Principles of Economics II Microeconomics (3 Cr)
Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5.

EDUCATION

EDU 200 Introduction to Teaching as a Profession (3 Cr)
Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite: successful completion of 24 credits of transfer courses.

EDU 235 Health, Safety, and Nutrition Education (3 Cr)
Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical well being of children, as well as procedures for reporting child abuse. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

ENGINEERING

EGR 100 Engineering Technology Orientation (1 Cr)
Focuses on the roles and responsibilities of the engineering team, professional ethics, problem solving with hand calculator and computer applications. Laboratory 2 hours per week.

EGR 105 Introduction to Problem Solving in Technology (1 Cr)
Teaches engineering problem solving, using hand held calculator. Applies computers to solving problems. Laboratory 3 hours per week.

EGR 120 Introduction to Engineering (1-2 Cr)
Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. Lecture 0-2 hours. Laboratory 0-3 hours. Total 1-4 hours per week.
EGR 123 Introduction to Engineering Design (2 Cr)
Introduces the fundamental knowledge and experience needed to understand the engineering design process through the basics of electrical, computer, and mechanical systems. Includes the completion of a project in which a specific electromechanical robot kit will be analyzed, assembled, and operated. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ELECTRICITY

ELE 110 Home Electric Power (3 Cr)
Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, transformers. Includes study of the national electrical code, purpose and interpretation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 113-Electricity I (3 Cr)
Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part I of II. Lecture 3 hours per week.

114 Electricity II (3 Cr)
Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part II of II. Lecture 3 hours per week.

ELE 121 Electrical Circuits I (3 Cr)
Studies passive and active components with applications. Includes DC and AC analysis of networks and circuits as applied to fundamental electrical and electronic circuits and systems. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ELE 122 Electrical Circuits II (3 Cr)
Studies passive and active components with applications. Includes DC and AC analysis of networks and circuits as applied to fundamental electrical and electronic circuits and systems. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ELE 127 Residential Wiring Methods (2-3 Cr)
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 1 hour. Laboratory 3 hours. Total 4 hours per week.

ELE 131 National Electrical Code I (3-4 Cr)
Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Part I of II. Lecture 3-4 hours per week.

ELE 132 National Electrical Code II (3-4 Cr)
Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Part II of II. Lecture 3-4 hours per week.

ELE 133 Practical Electricity I (3 Cr)
Teaches the fundamentals of electricity, terminology, symbols, and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. Pre/Corequisite MTH 02 or equivalent. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 134 Practical Electricity II (3 Cr)
Teaches the fundamentals of electricity, terminology, symbols, and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. Pre/Corequisite MTH 02 or equivalent. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 138 National Electrical Code Review I (2-3 Cr)
Covers purpose and interpretation of the National Electrical Code as well as various charts, code rulings and wiring methods. Prepares the student to take the journeyman-level exam. Lecture 2-3 hours per week.

ELE 156 Electrical Control Systems (3 Cr)
Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 159 Electrical Motors (3 Cr)
Teaches practical applications and fundamentals of A.C. and D.C. machines. Includes the concepts of magnetism and generators used in electrical motor applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.
ELE 175 Industrial Solid State Devices and Circuits (2-3 Cr)
Covers theory, symbols, properties, and applications of solid state devices in industry. Lecture 1-2 hour. Laboratory 3 hours. Total 4-5 hours per week.

ELE 211 Electrical Machines I (1-5 Cr)
Studies the construction, theory of operations and applications of DC and AC machines. Prerequisite: ETR 114 or equivalent. Part I of II. Lecture 3-4 hours. Laboratory 3 hours. Total 6-7 hours per week.

ELE 212 Electrical Machines I-II (1-5 Cr)
Studies the construction, theory of operations and applications of DC and AC machines. Prerequisite: ETR 114 or equivalent. Part II of II. Lecture 3-4 hours. Laboratory 3 hours. Total 6-7 hours per week. 4-5 credits.

ELE 216 Industrial Electricity (3 Cr)
Studies rotating devices, single phase and polyphase distribution, magnetic devices, circuits and systems for industrial applications. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ELE 239 Programmable Controllers (2-3 Cr)
Deals with installation, programming, interfacing, and concepts of troubleshooting programmable controllers. Co/Prerequisite ELE 211 or equivalent, or permission of instructor. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week.

ELE 245 Industrial Wiring (3 Cr)
Teaches the practical applications of industrial and commercial wiring. Includes the principles essential to the understanding of conduit applications and other raceway installations. Includes conduit sizing, cutting, bending, and threading. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMERGENCY MEDICAL SERVICES
EMS 111 Emergency Medical Technician – Basic (7 Cr)
Prepares student for certification as a Virginia and National Registry EMT. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medical Technician. Prerequisite: EMS 100/equivalent Co-requisite: EMS 120. Lecture 5 hours. Laboratory 4 hours. Total 9 hours per week.

EMS 112 Emergency Medical Technician – Basic I (4 Cr)
Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia office of Emergency Medical Services curriculum for Emergency Medical Technician Basic. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

EMS 113 Emergency Medical Technician – Basic II (3 Cr)
Continues preparation of student for certification as a Virginia and/or 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 Medical Technician Basic. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 120 Emergency Medical Technology – Basic Clinical (1 Cr)
Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependent upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Laboratory 2 hour per week.

EMS 151 Introduction to Advanced Life Support (4 Cr)
Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. Co-requisite: EMS 170. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week.

EMS 153 Basic ECG Recognition (2 Cr)
Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Lecture 2 hours per week.
EMS 155 ALS Medical Care (4 Cr)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. Includes, but are not limited to conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Prerequisites: Current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

EMS 157 ALS Trauma Care (3 Cr)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT-B certification and EMS 151. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 159 ALS Special Populations (3 Cr)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric, and geriatrics. Prerequisites: EMS 151 and EMS 153. Pre or Co-requisite EMS 155. Lecture 2 hour per week. Laboratory 2 hours per week. Total 4 hours per week.

EMS 163 Pre-hospital Trauma Life Support (PHTLS) (1 Cr)
Prepares for certification as a Pre-hospital Trauma Life Support provider as defined by the American College of Surgeons. Prerequisites: EMS 111 or equivalent. Lecture 1 hour per week.

EMS 165 Advanced Cardiac Life Support (ACLS) (1 Cr)
Prepares for certification as an Advanced Cardiac Life provider. Follows course as defined by the American Heart Association. Prerequisites: EMS 100, 153 or equivalent. Lecture 1 hour per week.

EMS 169 Pediatric Advanced Life Support (PALS) (1 Cr)
Prepares the student for certification as a pediatric advanced life support provider as defined by the American Heart Association. Covers primary assessment and emergency care of infants and children. Lecture 1 hour per week.

EMS 170 ALS Internship I (1 Cr)
Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3 hours per week.

EMS 172 ALS Clinical Internship II (1 Cr)
Continues 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. Co-requisite: EMS 151. Laboratory 3 hours per week.

EMS 173 ALS Field Internship II (1 Cr)
Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

EMS 201 EMS Professional Development (3 Cr)
Prepares students for Paramedic certification at the National Registry Level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture 3 hours per week.

EMS 205 Advanced Pathophysiology (3 Cr)
Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Lecture 3 hours per week.

EMS 207 Advanced Patient Assessment (3 Cr)
Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.
EMS 209 Advanced Pharmacology (4 Cr)
Focuses on the principles of pharmacokinetics, pharmacodynamics and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte and endocrine disorders and includes classification, mechanism of action, indications, 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.

EMS 211 Operations (2 Cr)
Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics.) Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

EMS 213 ALS Skills Development (2 Cr)
Utilizes reinforcement and remediation of additional advanced life support skills, as needed. Laboratory 4 hours per week.

EMS 242 ALS Clinical Internship III (1 Cr)
Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3 hours per week.

EMS 243 ALS Field Internship III (1 Cr)
Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

EMS 244 ALS Clinical Internship IV (1 Cr)
The fourth in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. May be repeated as necessary. Laboratory 3 hours per week.

EMS 245 ALS Field Internship IV (1 Cr)
Continues with the fourth in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. May be repeated as necessary. Laboratory 3 hours per week.

ENGLISH

ENG 100 Basic Occupational Communication (3 Cr)
Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Lecture 3 hours per week.

ENG 105 Communication in Business and Industry (1-6 Cr)
Develops ability to communicate effectively in business and industry, emphasizing gathering, organizing, and transmitting information. Primarily for noncurricular, on-site use in business and industry. Variable hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

ENG 111 College Composition I (3 Cr)
Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

ENG 112 College Composition II (3 Cr)
Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Lecture 3 hours per week. Prerequisite: ENG 111 or its equivalent, and must be able to use word processing software.

ENG 115 Technical Writing (3 Cr)
Develops ability in technical writing through extensive
practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

ENG 137-138 Communication Processes I-II (3-4 Cr)
Covers content, form, and procedures for research writings, which may include reports, articles, summaries, essays and correspondence. Stresses editing, proofreading skills, sentence structure, and paragraph development. Offers instruction and practice in oral communication skills. May use reading selections for discussions and writing assignments. Lecture 3-4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

ENG 210 Advanced Composition (3 Cr)
Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 211-212 Creative Writing I-II (3 Cr)
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: ENG 112 or divisional approval.

ENG 236 Introduction to the Short Story (3 Cr)
Examines selected short stories emphasizing the history of the genre. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 241-242 Survey of American Literature I-II (3 Cr)
Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 243-244 Survey of English Literature I-II (3 Cr)
Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 250 Children’s Literature (3 Cr)
Surveys the history, development and genres of children’s literature, focusing on analysis of texts for literary qualities and in terms of audience. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 251-252 Survey of World Literature I-II (3 Cr)
Examines major works of world literature. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 253-254 Survey of Afro-American Literature I-II (3 Cr)
Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENG 279 Film and Literature (3 Cr)
Examines the translation of literature into film viewing and writing. Lecture 3 hours per week. Prerequisite: ENG 112 or divisional approval.

ENGLISH FUNDAMENTALS

ENF 1 Preparing for College English I (8 Cr)
Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week. Prerequisite: qualifying placement test score.

ENF 2 Preparing for College English II (4 Cr)
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. Prerequisite: qualifying placement test score.
ENF 3 Preparing for College English III (2 Cr)  
Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Lecture 2 hours per week. Prerequisite: qualifying placement test score. Co-requisite: a college-level English course.

ENGLISH AS A SECOND LANGUAGE

ESL 7 Oral Communication I (3-6 Cr)  
Helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Assesses students' oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Provides exercises, practices, small and large group activities, and oral presentations to help students overcome problems in oral communication. Variable hours per week.

ELECTRONICS

ETR 101 Electrical/Electronic Calculations (3 Cr)  
Deals with calculations and fundamental applications as they apply to electrical/electronic problem solving. Stresses basic calculations required in circuit analysis. Includes problem solving utilizing calculations and/or computers. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 106 Basic Programming Applied to Electrical/Electronic Calculations (1-5 Cr)  
Studies all purpose symbolic instruction code (BASIC). Focuses on applications of BASIC to electrical problem solving and circuit analysis. May require preparation of a report as an out-of-class activity. Lecture hours variable. Laboratory hours variable.

ETR 111 Electronic Mathematics (3 Cr)  
Studies electronic logic or computer technology. Includes a basic numbering system and Boolean algebra with applications to logic diagrams and circuits. May additionally cover mathematics by reviewing algebra and trigonometry fundamentals and applying those topics to practical electronics problems. Lecture 2-3 hours per week.

ETR 113 D.C. and A.C. Fundamentals I (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. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 114 D.C. and A.C. 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 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week. 3-4 credits.

ETR 115 D.C. and A.C. Circuits (3-4 Cr)  
Studies current flow in direct and alternating current circuits with emphasis upon practical problems. Reviews mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. Focuses on electronics/circuits application. Lecture 3-4 hours per week.

ETR 116 D.C. and A.C. Circuit Analysis (4 Cr)  
Covers background information required by the Electronics Engineering Technology program but not covered in military electronic schools. Includes D.C. and A.C. circuit analysis techniques such as Thevenin, Norton, Mesh, Nodal, Branch current, three phase power, two port parameters, etc. Co-requisite: MTH 166. Lecture 4 hours per week.

ETR 141 Electronics I (3 Cr)  
Introduces electronic devices as applied to basic electronic circuits and systems. Part I of II. Lecture 3 hours per week.

ETR 142 Electronics I-II (3 Cr)  
Introduces electronic devices as applied to basic electronic circuits and systems. Part II of II. Lecture 3 hours per week.

ETR 143 Devices and Applications I (3 Cr)  
Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJTS), amplifiers and their parameters, fets, and op amps. May include UJTS, oscillators, RF amplifiers, thermionic devices, and others. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 144 Devices and Applications II (4 Cr)  
Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJTS), amplifiers and their parameters, fets, and op amps. May include UJTS,
oscillators, RF amplifiers, thermionic devices, and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 168 Digital Circuit Fundamentals** (3 Cr)
Covers the fundamentals of digital logic and the study of digital circuits and their applications. Lecture 3 hours per week.

**ETR 214 Advanced Circuits and New Devices** (2 Cr)
Includes lectures and demonstrations on the latest developments in electronics. Lecture 2 hours per week.

**ETR 215 Network Analysis** (3 Cr)
Teaches basic concepts, theories and laws, power and energy, resistive networks, resistive two port networks, first order networks, second order networks, sinusoidal sources and phasor. Prerequisites: ETR 214 or equivalent. Lecture 3 hours per week.

**ETR 228 Computer Troubleshooting and Repair** (3-4 Cr)
Teaches procedures for isolating and correcting problems in computers and computer-related hardware. Emphasizes operational concepts, use of diagnostic software and troubleshooting equipment. Lecture 1-3 hours. Laboratory 3-6 hours. Total 6-7 hours per week.

**ETR 239 Semiconductor Manufacturing and Process Technology** (3-4 Cr)
Studies process and technology used in the manufacturing of semiconductor integrated circuits. Includes materials physics and crystal growth, clean room processes, layering, deposition, thin film epitaxy, doping ion implantation, metallization, e-beam and photolithography, packaging, safety and mask design. Includes quality control in device manufacturing; simulation and laboratory work for materials, device measurements and testing. Prerequisites: ETR 144 or equivalent. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

**ETR 241 Electronic Communications I** (3-4 Cr)
Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part I of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

**ETR 242 Electronic Communications I-II** (3-4 Cr)
Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part II of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

**ETR 266 Microprocessor Applications** (4 Cr)
Teaches fundamentals of microprocessors including architecture, internal operations, memory, I/O devices, machine level programming and interfacing. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 279 Digital Principles, Terminology and Applications** (4 Cr)
Studies digital principles, terminology and applications covering number systems, arithmetic, Boolean algebra, karnaugh maps and advanced logic circuits such as A/D, D/A displays and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 286 Principles and Applications of Robotics** (3 Cr)
Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week.

**ETR 298 Seminar and Project** (3 Cr)
Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**FINANCE**

**FIN 107 Personal Finance** (3 Cr)
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. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

**FIN 215 Financial Management** (3 Cr)
Introduces basic financial management topics including statement analysis, working capital, capital budgeting,
and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision making. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1, 2, 3.

FRENCH

FRE 101-102 Beginning French I-II (4-5 Cr)
Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Lecture 4-5 hours per week. May include one additional hour of oral practice per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

FIRE SCIENCE

FST 100 Principles of Emergency Services (3 Cr)
This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Lecture 3 hours per week.

FST 105 Fire Suppression Operations (3 Cr)
Introduces the fundamentals of fire suppression. Explores fire behavior and basic physical and chemical laws of fire dynamics. Prepares student to understand the need for quick operational decisions made on the fire ground including emergency incident management. Lecture 3 hours per week.

FST 110 Fire Behavior and Combustion (3 Cr)
Explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. Lecture 3 hours per week.

FST 111 Hazardous Materials Response (3 Cr)
Studies hazardous materials storage, standards, and applicable laws designed to protect the public and emergency personnel. Discusses specific methods and techniques used by the emergency worker in the abatement of hazardous materials incidents. Lecture 3 hours per week.

FST 112 Hazardous Materials Chemistry (3 Cr)
Provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters. Lecture 3 hours per week.

FST 115 Fire Prevention (3 Cr)
This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. Lecture 3 hours per week.

FST 120 Occupational Safety & Health for the Fire Service (3 Cr)
Introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Includes risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. (Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization. Lecture 3 hours per week.

FST 121 Principles of Fire and Emergency Services Safety and Survival (3 Cr)
Introduces basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Lecture 3 hours per week.

FST 135 Fire Instructor I (3 Cr)
Emphasizes development of teaching methods and aids, including role-playing, small group discussion and development of individual learning methods and materials. Requires students to develop lesson plans and make presentations on appropriate topics. Based on current requirements of NFPA 1041, Standards for Fire Instructor Professional Qualifications, and prepares student for certification as Fire Instructor I. Lecture 3 hours per week.

FST 195 – Firefighter Level I – Part I (3 Cr)
This is part one of a two part class that offers students the opportunity to obtain certification as Virginia certified Firefighter Level I. Students will still have to successfully complete certification in the co-requisite
Virginia Hazardous Materials Operations before their Firefighter Level I certification will be granted. Total 68 contact hours.

FST 196 – Firefighter Level I – Part II (3 Cr)
This is part one of a two part class that offers students the opportunity to obtain certification as Virginia certified Firefighter Level I. Students will still have to successfully complete certification in the co-requisite Virginia Hazardous Materials Operations before their Firefighter Level I certification will be granted. Total 68 contact hours.

FST 205 Fire Hydraulics and Distribution System (3 Cr)
Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Lecture 3 hours per week.

FST 210 Legal Aspects of Fire Science (3 Cr)
Introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. Lecture 3 hours per week.

FST 215 Fire Protection Systems (3 Cr)
This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Lecture 3 hours per week.

FST 220 Building Construction for Fire Protection (3 Cr)
This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Lecture 3 hours per week.

FST 235 Strategy and Tactics (3 Cr)
Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Lecture 3 hours per week.

FST 240 Fire Administration (3 Cr)
Introduces the student to the organization and management of a fire department and the relationship of government agencies to the first service. Emphasis on fire service leadership from the perspective of the company officer. Lecture 3 hours per week.

FST 245 Fire and Risk Analysis (3 Cr)
Presents a study of current urban fire problems with emphasis on solutions based upon current available technology. Includes master planning, as well as methods of identifying, analyzing and measuring accompanying risk and loss possibilities. Prerequisite: FST 240. Lecture 3 hours per week.

FST 295 – Firefighter Level II (3 Cr)
This course offers the opportunity to obtain certification as Virginia certified Firefighter Level II. Total 45 contact hours.

GEOGRAPHY

GEO 200 Introduction to Physical Geography (3 Cr)
Studies major elements of the natural environment including earth sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEO 210 People and the Land: An Introduction to Cultural Geography (3 Cr)
Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

GEO 220 World Regional Geography (3 Cr)
Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Lecture 3 hours per week.
GEOLOGY

GOL 105 Physical Geology (4 Cr)
Introduces the composition and structure of the earth and modifying agents and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes, and crustal deformation. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

GOL 106 Historical Geology (4 Cr)
Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. College reading and writing competence required.

HEALTH CARE TECHNOLOGY

HCT 101 - Health Care Technician I (4 Cr)
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. Lecture 4 hours per week.

HCT 102 - Health Care Technician II (4 Cr)
Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Corequisite: HCT 101. Lecture 1-2 hours. Laboratory 2-6 hours. Total 3-8 hours per week.

HISTORY

HIS 101-102 History of Western Civilization I-II (3 Cr)
Examines the development of western civilization from ancient times to the present. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 121-122 United States History I-II (3 Cr)
Surveys United States history from its beginning to the present. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 126 Women in World History (3 Cr)
Studies the role of women and attitudes toward women from ancient times to the present. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 141-142 African-American History I-II (3 Cr)
Surveys the history of Black Americans from their African origins to the present. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 155 Life in Colonial Virginia (3 Cr)
Studies life in Virginia before the American Revolution, including politics, economics, customs, culture, and the slave plantation system. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 180 Historical Archaeology (3 Cr)
Introduces both the methods and theories in historical archaeology as practiced in the United States and worldwide. Includes time and space, field survey, excavation, archival and laboratory research. Includes field trips to site excavations. Lecture 3 hours per week.

HIS 187 Interpreting Material Culture (3 Cr)
Surveys America's material culture and provides techniques to interpret artifacts. Lecture 3 hours per week.

HIS 188 Field Survey Techniques for Archaeology (3 Cr)
Provides an introduction to basic field techniques used in surveying archaeological and architectural sites. Emphasizes hands-on experience in both classroom and field work. Includes methods to identify and record archaeological sites and standing structures, to nominate sites to the National Register of Historic Places, to address relevant preservation laws, to preserve, mark, and catalogue artifacts in the laboratory. Lecture 3 hours per week.

HIS 266 Military History of the Civil War (3 Cr)
Analyzes military campaigns of the Civil War, including factors contributing to the defeat of the Confederacy and problems created by the war. May include field trips to Civil War sites in the region. Lecture 3 hours per week.
Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 268 The American Constitution (3 Cr)
Analyzes the origin and development of the United States Constitution. Includes the evolution of civil liberties, property rights, contracts, due process, judicial review, federal-state relationships, and corporate-government relations. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HIS 269 Civil War and Reconstruction (3 Cr)
Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HEALTH

HLT 100 First Aid and Cardiopulmonary Resuscitation (2 Cr)
Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2 hours per week.

HLT 105 Cardiopulmonary Resuscitation (1 Cr)
Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week.

HLT 110 Concepts of Personal and Community Health (3 Cr)
Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HLT 121 Introduction to Drug Use and Abuse (3 Cr)
Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HLT 143 Medical Terminology I (3 Cr)
Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HLT 204 Women's Health (3 Cr)
Explores current issues related to women's health and wellness with an emphasis upon prevention of disease and optimum well-being. Takes a multi-ethnic approach to exploring the most up-to-date findings, diagnostic tools, and treatments for breast cancer, reproductive tract illness, heart, and other common diseases faced by women from puberty through menopause. Lecture 3 hours per week.

HLT 215 Personal Stress and Stress Management (3 Cr)
Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 3 hours per week.

HLT 230 Principles of Nutrition and Human Development (3 Cr)
Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lectures 3 hours per week.

HEALTH INFORMATION MANAGEMENT

HIM 130 Healthcare Information Systems (3 Cr)
Teaches basic concepts of microcomputer software (to include operating systems, word processing, spreadsheets, and database applications. Focuses on microcomputer applications and information systems in the Healthcare environment. Provides a working introduction to electronic health information systems for allied health, teaching students how the adoption of electronic health records affects them as future healthcare professionals. Lecture 3 hours per week.

HIM 141 Fundamentals of Health Information Systems I (3 Cr)
Focuses on health data collection, storage, retrieval and reporting systems, with emphasis on the role of the
computer in accomplishing these functions. Part I of II. Lecture 3 hours per week.

HIM 196 On-Site Training (3 Cr)
Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours per week.

HIM 229 Performance Improvement in Health Care Settings (2 Cr)
Focuses on concepts of facility wide performance improvement, resource management and risk management. Applies tools for data collection and analysis. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

HIM 230 Information Systems and Technology in Health Care (3 Cr)
Explores computer technology and system application in health care. Introduces the information systems life cycle. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HIM 233 Electronic Health Records Management (3 Cr)
Studies new trends in management and processing of health information with emphasis on the electronic health record (EHR). Covers the definition, benefits, standards, functionality, confidentiality and security, and impact of the EHR in the healthcare environment. Explores implementation of the EHR including infrastructure required, project management techniques, information technology systems, workflow processes and redesign in various health care settings. Discusses legal issues created by implementation of the EHR. Prerequisites: HIM 130 and HIM 230. Lecture 3 hours per week.

HIM 253 Health Records Coding (4 Cr)
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 3-4 hours per week. Suggested Prerequisites: BIO 100 and HLT 143. College reading and writing competency required.

HIM 254 Advanced Coding and Reimbursement (3 Cr)
Stresses advanced coding skills through practical exercises using actual medical records. Introduces CPT-4 coding system and guidelines for out-patient/ambulatory surgery coding. Introduces prospective payment system and its integration with ICD-CM-9 coding. Lecture 3-4 hours per week. College reading and writing competence required. Prerequisite: HIM 253.

HIM 296 On-Site Training (3 Cr)
Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours per week.

HUMAN SERVICES

HMS 100 Introduction to Human Services (3 Cr)
Introduces human service agencies, roles and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week.

HMS 121 Basic Counseling Skills I (3 Cr)
Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening and responding. Clarifies personal skill strengths, deficits and goals for skill improvement. Lecture 3 hours per week.

HMS 139 Community Resources and Services (3 Cr)
Studies federal, state, and local agencies, their functions, limitations and interrelationships. Emphasizes purposes of agencies as related to delivery of human services and procedures for referral, team building, and regional cooperation. Lecture 3 hours per week.

HMS 141 Group Dynamics I (3 Cr)
Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics. Lecture 3 hours per week.

HMS 142 Group Dynamics II (3 Cr)
Examines group dynamics, group leadership, group cohesion, transference and group helping through experiential involvement in group facilitation and leadership. Increases group skills through active classroom participation in group experiences. Lecture 3 hours per week.

HMS 190 Coordinated Internship (3 Cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.
Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

HMS 220 Addiction and Prevention (3 Cr)
Examines the impact of drugs and addiction on individuals and their families. Explores the myths about various drugs and their benefit or lack of benefit. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 225 Functional Family Intervention (3 Cr)
Provides an understanding of functions and dysfunctions within the family. Emphasizes the development of effective skills through an interpersonal/interactional approach to family intervention. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 226 Helping Across Cultures (3 Cr)
Provides a historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 227 The Helper as a Change Agent (3 Cr)
Teaches the following skills for implementing alternative models of change and influence: action research, problem-solving, consultation, workshop development, and outreach and advocacy for diverse client populations. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 231-232 Gerontology I-II (3 Cr)
Examines characteristics of the aging process and problems for the elderly. Considers both theoretical and applied perspectives on the following issues: biological, psychological, sociological, economic and political. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 234 Managing Senior Adult Activity Programs (3-4 Cr)
Prepares the activity professional to develop and implement an activity program for clients in a long term care facility. Includes management techniques, policy and procedure development, and procedures for the evaluation of an activity program in a long term care. Lecture 3-4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 236 Gerontology (3 Cr)
Examines the process of aging; its implications in relation to health, recreation, education, transportation, meaningful work or activity, and to community resources. Emphasizes experiencing the aging process, facilitating retirement, and application of the helping relationship to work with older adults. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 255 Adolescent Alcohol Use and Abuse (3 Cr)
Examines adaptive and injurious effects of alcohol on the adolescent. Teaches adolescent developmental tasks, behavior concepts and principles. Explores specific treatment modalities. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 258 Case Management and Substance Abuse (3 Cr)
Focuses on the process for interviewing substance abuse clients. Includes intake, assessment, handling denial, and ending the interview. Teaches skills for writing short-term goals and treatment plans with emphasis on accountability. Examines various reporting devices. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 260 Substance Abuse Counseling (3 Cr)
Provides an understanding of the skills of guidance of clients and those associated with being an advocate. Examines the dynamics of the client/counselor relationship in developing treatment plans and empowerment skills. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 261-262 Human Behavior I-II (3 Cr)
Develops skills in working with individuals, families, groups, organizations and communities within the social-cultural context. Emphasizes historical development of various social systems and how these systems affect the whole person. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.
HMS 265 Personality Theory (3 Cr)
Studies the theories of personality and their relationship to counseling. Emphasis is on the historical perspective, view of human nature, contributions and limitations of each theory. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 266 Counseling Psychology (3 Cr)
Studies major counseling theories, their contributions and limitations, and the application of each to a counseling interaction. Students develop their own personal counseling theory. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 270 Treatment Systems (3 Cr)
Examines the services and facilities established for the purpose of treating addictions. Focuses on treatment therapy models and ethical standards related to addiction-disease theory. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 275 Adult Home Administration (3 Cr)
Provides opportunities to develop an adequate and precise knowledge base of the aging population from an administrative perspective. Focuses on health care and prevention, nutrition, financial planning, management and family intervention. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HMS 290 Coordinated Internship (1-5 Cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

HRI 101 Hotel-Restaurant Organization & Management I (3 Cr)
Introduces the history, opportunities, problems and trends of the hospitality industry. Covers the organization of the various sectors of the hospitality industry including human resources, general business considerations, and management theory. Part I of II. Lecture 3 hours per week.

HRI 102 Hotel-Restaurant Organization & Management II (3 Cr)
Introduces the history, opportunities, problems and trends of the hospitality industry. Covers the organization of the various sectors of the hospitality industry including human resources, general business considerations, and management theory. Part II of II. Lecture 3 hours per week.

HRI 105 Introduction to Culinary Arts (1 Cr)
Covers the historical perspective of the cooking and hospitality industry. Includes career paths and opportunities for culinarians, culinary professionalism, people skills, motivational and organizational skills. Lecture 1 hour per week.

HRI 106 Principles of Culinary Arts I (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 1-3 hours. Total 3-5 hours per week.

HRI 107 Principles of Culinary Arts 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 II of II. Lecture 2-3 hours. Laboratory 1-3 hours. Total 3-5 hours per week.

HRI 115 Food Service Managers Sanitation - Certification (1 Cr)
Presents an accelerated survey of principles and applications of sanitary food service, designed to promote the skills of managers in food service establishments licensed by the Commonwealth of Virginia. (Upon successful completion of the course, a certificate of achievement is awarded by the Educational Foundation of the National Restaurant Association and the student’s name is entered in the Foundation Registry.) Lecture 1 hour per week.

HRI 120 Principles of Food Preparation (4 Cr)
Applies scientific principles and techniques to the preparation of food, including carbohydrates, such as fruits, vegetables, sugars and starches; fats, including both animal and vegetable, as well as natural and manufactured; and proteins, such as milk, cheese, eggs, meats, legumes, fish and shellfish. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
HRI 126 The Art of Garnishing (1 Cr)
Focuses on the relationship between colors and shapes and how they pertain to garnishes. Provides student with knowledge to create impressive presentations. Lecture 1 hour per week.

HRI 128 Principles of Baking (3 Cr)
Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections, and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries and confections. 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 140 Fundamentals of Quality for the Hospitality Industry (3 Cr)
Teaches quality in the hospitality industry, including material on the total quality management movement. Emphasizes quality from the customer’s perspective. Lecture 3 hours per week.

HRI 158 Sanitation and Safety (3 Cr)
Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of 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 160 Executive Housekeeping (3 Cr)
Studies the housekeeping department with emphasis on organization, staffing and scheduling, staff development, work methods improvements, equipment, cleaning materials and cleaning procedures; maintenance and refinishing; room design and safety engineering. Lecture 3 hours per week.

HRI 180 Convention Management and Service (3 Cr)
Examines the scope and different segments that make up the convention market; explains what is required to meet individual needs; and explores methods and techniques for better service. Lecture 3 hours per week. 3 credits

HRI 195 Topics In Introduction to Food Processing (3 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

HRI 265 Hotel Front Office Operations (3 Cr)
Analyzes hotel front office positions and the procedures involved in reservation registration, accounting for and checking out guests, and principles and practices of night auditing. Covers the complete guest operation in both traditional and computerized operations. Lecture 3 hours per week.

HORTICULTURE

HRT 106 Practical Horticulture (1 Cr)
Provides practical experience in landscape construction equipment operations and maintenance. Laboratory 2 hours per week.

HRT 110 Principles of Horticulture (3 Cr)
Introduces concepts of plant growth and development. Covers horticultural practices, crops and environmental factors affecting plant growth. Lecture 3 hours per week.

HRT 127 Horticultural Botany (3 Cr)
Studies taxonomy, anatomy, morphology, physiology, and genetics of plants as applied to identification, propagation and culture. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HUMANITIES

HUM 100 Survey of the Humanities (3 Cr)
Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 111 Great Books I (3 Cr)
Introduces selected great works of philosophy and literature, with emphasis on close analysis of the text. Part I of II. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.
HUM 112 Great Books II (3 Cr)
Introduces selected great works of philosophy and literature, with emphasis on close analysis of the text. Part II of II. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 165 Controversial Issues in Contemporary American Culture (3 Cr)
Introduces students to selected issues in contemporary American culture. Includes topic areas ranging from welfare reform, economic development, privacy, environmental protection and conservation, evolution vs. creation, to family values, and special interest lobbying in our state and national governments. Focuses on the development of the student's critical thinking skills by analyzing, evaluating, and reflecting on opposing sides of the same issue as expressed by public leaders, special interest groups and academicians. Lecture 3 hours per week.

HUM 201 Survey of Western Culture I (3 Cr)
Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 202 Survey of Western Culture II (3 Cr)
Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic, and Modern. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 210 Introduction to Women's Studies (3 Cr)
Introduces interdisciplinary, cross-cultural, and historical perspectives on the influence of women as evidenced in art, literature, religion, philosophy and music. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 211 Survey of American Culture I (3 Cr)
Examines elements of our national culture as they evolved from the first European explorations through colonization and independence to the present day. Part I of II. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 212 Survey of American Culture II (3 Cr)
Examines elements of our national culture as they evolved from the first European explorations through colonization and independence to the present day. Part II of II. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

HUM 220 Introduction to African American Studies (3 Cr)
Presents an interdisciplinary approach to the study of African-American life, history, and culture. Examines specific events, ideologies, and individuals that have shaped the contours of African-American life. Studies the history, sociology, economics, religion, politics, psychology, creative productions, and culture of African-Americans. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

INDUSTRIAL ENGINEERING

IND 75 Industrial Measurement and Conversions (1 Cr)
Covers a review of basic arithmetic principles with an intensive application of measurement and calibration devices such as dial calipers, rulers and various micrometers. Develops a proficiency for entrance into skilled trades or industrial practices. Lecture 1 hour per week.

IND 108 Technical Computer Applications (3 Cr)
Develops data entry proficiency for technical application and word processing as applied to technology. Presents an introduction to computer operating systems as related to technical applications. Includes demonstrations of selected technical topics such as CAD, CNC, Graphic illustration I/O’s involving PLC’s, telecommunications (modems), and process control. Lecture 2 hours. Laboratory 2 hours. Total 4 hours 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. Part I of II. Lecture 2-3 hours per week.
IND 115 Materials and Process of Industry (4 Cr)
Studies industrial/engineering materials and contemporary processes for the manufacture of products. Investigates the processes for the manufacture of products. Examines the material’s nature, structure, and properties. Lecture 4 hours per week.

IND 116 Applied Technology (3 Cr)
Introduces basic information and problem solving techniques in liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound and nuclear energy as applied in industrial engineering technologies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 137 Team Concepts & Problem Solving (3 Cr)
Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week.

IND 140 Quality Control (2 Cr)
Studies history, structure, and organization of the quality control unit. May include incoming material control, product and process control, and cost control Lecture 2 hours per week.

IND 149 Workplace Ethics (1 Cr)
Provides a broad overview of ethics in the modern day business world including workforce skill building and self-awareness through group discussions. Discusses workplace topics such as diversity, substance abuse, hiring and firing and workplace practices, appropriate dress, communication, business ethics, and interviewing. Lecture 1 hour per week.

IND 160 Introduction to Robotics (3 Cr)
Studies evolution and history of robotics with an emphasis on automated and flexible manufacturing. Presents advantages and limitations of present robot systems. Lecture 2-3 hours. Laboratory 0-2 hours. Total 2-4 hours per week.

IND 161 Product Design and Development I (5 Cr)
Introduces the student to foundational concepts and tools in the design and development of products utilizing wood as a primary design medium. Lecture 1 hour. Laboratory 8 hours. Total 9 hours per week.

IND 162 Product Design and Development II (3 Cr)
Advancement of the foundational concepts and tools in the design and development of products utilizing wood as a primary design medium. Lecture 1 hour. Laboratory 8 hours. Total 9 hours per week.

IND 193 Studies in Forklift Operation (3 Cr)
Covers operations of how to operate a forklift. Studies in warehouse and distribution operation. Variable hours per week.

IND 195 Topics in Industrial Measurement and Conversions (1 Cr)
Covers a review of basic arithmetic principles with an intensive application of measurement and calibration devices such as dial calipers, rulers and various micrometers. Develops a proficiency for entrance into skilled trades or industrial practices. Lecture 1 hour per week.

IND 216 Plant Layout and Materials Handling (3 Cr)
Examines arrangement and layout of physical facilities. Explains material handling and modern techniques for efficient utilization of space. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 243 Principles and Applications of Mechatronics (3 Cr)
Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes. Prerequisite: Divisional Approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 250 Introduction to Basic Computer Integrated Manufacturing (2-3 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, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software. Lecture 0-2 hours. Laboratory 3-9 hours. Total 4-9 hours per week.
INFORMATION SYSTEMS TECHNOLOGY

Information Technology Database and Design (ITD)

ITD 110 Web Page Design I  (3-4 Cr)
Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. Lecture 3-4 hours per week.

ITD 112 Designing Web Page Graphics  (3-4 Cr)
Explores the creation of digital graphics for web design. Includes basic design elements such as color and layout will be explored utilizing a computer graphics program(s). Lecture 3-4 hours per week.

ITD 210 Web Page Design II  (3-4 Cr)
Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3-4 hours per week.

INFORMATION TECHNOLOGY ESSENTIALS (ITE)

ITE 101 Introduction to Microcomputers  (1-2 Cr)
Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers. Lecture 1-2 hours per week.

ITE 102 Computers and Information Systems  (1 Cr)
Introduces terminology, concepts, and methods of using computers in information systems. This course teaches computer literacy, not intended for Information Technology majors. Lecture 1-2 hours per week.

ITE 115 Introduction to Computer Applications and Concepts  (3-4 Cr)
Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 3-4 hours per week.

ITE 119 Information Literacy  (3 Cr)
Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week.

ITE 130 Introduction to Internet Services  (3-4 Cr)
Provides students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engines, ftp, file compression, and other services using a variety of software packages. Provides instruction for basic web page construction. Lecture 3-4 hours per week.

ITE 140 Spreadsheet Software  (3-4 Cr)
Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. Lecture 3-4 hours per week.

ITE 150 Desktop Database Software  (3-4 Cr)
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, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. Lecture 3-4 hours per week.

ITE 160 Introduction to E-Commerce  (3-4 Cr)
Studies the culture and demographics of the Internet, online 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 3-4 hours per week.

ITE 170 Multimedia Software  (3-4 Cr)
Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Lecture 3-4 hours per week.

ITE 195 Topics in  (1-5 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.
ITE 200 Technology for Teachers (3-4 Cr)
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, now to access information on 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 3-4 hours per week.

ITE 298 Seminar and Project (1-5 Cr)
Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

INFORMATION TECHNOLOGY NETWORKING (ITN)

ITN 101 Introduction to Network Concepts (3 Cr)
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. Lecture 3-4 hours per week.

ITN 106 Microcomputer Operating Systems (3 Cr)
Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Lecture 3-4 hours per week.

ITN 107 Personal Computer Hardware and Troubleshooting (3 Cr)
Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components. Lecture 3-4 hours per week.

ITN 111 Server Administration (Specify Version) (3 Cr)
Covers installation, configuration, administration, management, maintenance, and troubleshooting of a server in a networked environment. Lecture 3-4 hours per week.

ITN 124 Wireless Networking Administration (3 Cr)
Incorporates instruction in the fundamentals of ratio of frequency and spread spectrum technology and wireless networking systems implementation and design. Includes radio frequency and spectrum concepts, 802.11 standards and regulations, wireless network architecture, topology, software, equipment, OSI Model, site surveys, security features, and the design and implementation of wireless network solutions. Lecture 3-4 hours per week.

ITN 154 Networking Fundamentals – Cisco (3-4 Cr)
Provides introduction to networking using the OSI reference model. Includes data encapsulation, TCP/IP suite, routing, IP addressing, and structured cabling design and implementation. Lecture 3-4 hours per week.

ITN 156 Basic Switching and Routing – Cisco (3-4 Cr)
Centers instruction in LAN segmentation using bridges, routers, and switches. Includes fast Ethernet, access lists, routing protocols, spanning tree protocol, virtual LANS and network management. Lecture 3-4 hours per week.

ITN 260 Network Security Basics (3 Cr)
Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and audibility. Lecture 3-4 hours per week.

ITN 261 Network Attacks, Computer Crime and Hacking (3-4 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 3-4 hours per week.

ITN 267 Legal Topics in Network Security (3-4 Cr)
Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age. Lecture 3-4 hours per week.
ITN 295 Topics In (3 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

INFORMATION TECHNOLOGY PROGRAMMING (ITP)

ITP 110 Visual Basic Programming I (3-4 Cr)
Involves instruction in fundamentals of event-driven programming using Visual Basic. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications. Lecture 3-4 hours per week.

ITP 120 Java Programming I (3-4 Cr)
Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 3-4 hours per week.

ITP 132 C++ Programming I (3-4 Cr)
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 3-4 hours per week.

ITP 154 Basic Programming I (3-4 Cr)
Involves instruction in development of structured programs using BASIC from problems or specifications. Lecture 3-4 hours per week.

ITP 158 Micro Assembler I (3-4 Cr)
Provides instruction in writing and debugging of programs in a manufacturer's assembly language for microcomputers. Focuses on the principles of debugging and core-dump reading and uses a micro-assembly language in a total programming system. Lecture 3-4 hours per week.

ITP 160 Introduction to Game Design & Development (3-4 Cr)
Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical contest, content creation strategies, game careers, and future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrates 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds. Lecture 3-4 hours per week.

ITP 175 Concepts of Programming Languages (3-4 Cr)
Presents instruction in the fundamental concepts of computer programming languages. Emphasis on architectural reasons behind programming language constructs. Provides a better understanding of how and why programming languages work the way they do. Lecture 3-4 hours per week.

ITP 198 Seminar and Project (1-5 Cr)
Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

ITP 232 C++ Programming II (3-4 Cr)
Presents in-depth instruction of advanced object-oriented techniques for data structures using C++. Lecture 3-4 hours per week.

LEGAL ADMINISTRATION

LGL 110 Introduction to Law and the Legal Assistant (3 Cr)
Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant and other areas of interest. Lecture 3 hours per week.

LGL 115 Real Estate Law for Legal Assistants (3 Cr)
Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Lecture 3 hours per week.

LGL 115 Legal Research and Writing (3 Cr)
Provides a basic understanding of legal research and the proper preparation of legal documents, including brief writing. Prerequisite: ENG 111 or permission of division. Lecture 3 hours per week.
LGL 225 Estate Planning and Probate (3 Cr)
Introduces various devices used to plan an estate, including wills, trust, joint ownership and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate including taxes and preparation of forms. Lecture 3 hours per week.

LGL 235 Legal Aspects of Business Organization (3 Cr)
Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorships, partnerships, corporation, limited liability companies, and other business entities. Reviews preparation of the documents necessary for the organization and operation of businesses. Lecture 3 hours per week.

MAC 121 Computer Numerical Control I (3 Cr)
Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Part I of II. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week. 2-3 credits

MAC 122 Computer Numerical Control II (3 Cr)
Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Part II of II. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week. 2-3 credits.

MAC 123 Computer Numerical Control III (3 Cr)
Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week. 2-3 credits.

MAC 126 Introductory CNC Programming (3 Cr)
Introduces programming of computerized numerical control machines with hands-on programming and operation of CNC machines. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 128 CNC Programming (1-2 Cr)
Teaches programming of computerized numerical control machines. Focus on CNC machining process. Lecture 1-2 hours per week.

MAC 131 Machine Lab I (2 Cr)
Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Part I of II. Lecture 0-2 hours. Laboratory 0-3 hours. Total 1-5 hours per week.

MAC 150 Introduction to Computer Aided Manufacturing (3 Cr)
Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedures using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2D and 3D CAD-CAM integration, and code-to-machine transfer. Lecture 1-2 hours. Laboratory 2-4 hours. Total 3-6 hours per week.

MAC 151 Machine Tool Maintenance (2 Cr)
Introduces tool design from a maintenance and repair standpoint. Emphasizes proper care, repair, and preventative maintenance of machine tools. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MAC 161 Machine Shop Practices I (3 Cr)
Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 162 Machine Shop Practices II (3 Cr)
Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 163 Machine Shop Practices III (3 Cr)
Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits.

MAC 164 Machine Shop Practices IV (3 Cr)
Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat
treatment of directly hardenable steels commonly used in machine shops. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits.

**MAC 171-172 Machine Tool Operations I-II (3 Cr)**
Uses basic fractional and decimal measuring tools and hand tools. Covers linear, angular, and radial layout, and precision measuring. Includes setup and operations of hand saws, drill presses, the engine lathe, and the vertical and horizontal milling machines. Requires solutions of related problems and preparation of weekly laboratory reports. Laboratory 6 hours per week.

**MAC 181 Machine Blueprint Reading I (3 Cr)**
Introduces reading and interpreting blueprints and working drawings. Applies visualization of objects, sketching, and machine terminology. Part I of II. Lecture 3 hours per week.

**MECHANICAL ENGINEERING TECHNOLOGY**

**MEC 103 Electronic Circuits and Instrumentation (4 Cr)**
Designed for non-majors. Covers electronic circuits, devices, instrumentation and basic communications, DC and AC theory, introduction to power supplies, amplifiers, and measurement devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**MEC 140 Introduction to Mechatronics (3 Cr)**
Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electromechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits. Prerequisite: divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MEC 148 Industrial Pipefitting (3 Cr)**
Covers the fundamentals of industrial piping installation, components, and layout. Considers the types of pipe and fabrication of piping systems, as well as the methods used to connect them. Lecture 3 hours per week.

**MEC 161 Basic Fluid Mechanics Hydraulics/ Pneumatics (3-4 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.

**MEC 162 Applied Hydraulics and Pneumatics (3 Cr)**
Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles, and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems. Lecture 1-3 hours. Laboratory 1-3 hours. Total 2-5 hours per week.

**MEC 175 Fundamental Shop Procedures and Internal Combustion Eng (4 Cr)**
Introduces the practical use and care of tools, shop equipment and pullers, use of service manuals and parts catalogs, and safety. Includes introduction to the design, operation, testing, and service procedures of the internal combustion engines. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**MEC 176 Transportation Electrical Systems (3 Cr)**
Introduces electrical systems found on transportation vehicles and heavy-duty equipment. Stresses function, construction, operation, troubleshooting procedures and servicing of the charging, cranking, and ignition. Provides experience in disassembly, testing, and assembly of the various units comprising the electrical system. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MEC 215 Advanced Jig and Fixture Design (2 Cr)**
Applies the principles, practices, tools, and commercial standards of jig and fixture designs. Employs lectures, visual aids, individual projects and design work, with emphasis on problem-solving and independent design. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week. College reading competence required.

**MARKETING**

**MKT 100 Principles of Marketing (3 Cr)**
Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**MKT 110 Principles of Selling (3 Cr)**
Presents a fundamental, skills-based approach to selling and relationship building. Emphasizes learning ef-
effective interpersonal communication skills in all areas of the sales process through skill-building activities. Examines entry-level sales careers in retailing, wholesaling, services and industrial selling. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**MKT 170 Customer Service** (1-2 Cr)
Introduces students to the concepts of marketing as they relate to customer service. Teaches development of customer service training and implementation of strategies to improve customer relations and service. Includes lecture, role-playing, and case studies. Lecture 1-2 hours per week.

**MKT 195 Topics In** (3 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

**MKT 282 Principles of E-Commerce** (3 Cr)
Studies online 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 and execution of marketing strategies. Lecture 3 hours per week.

**MKT 295 Topics In** (3 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

**MKT 298 Seminar and Project** (3 Cr)
Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**MATHEMATICS**

**MTE 1 Operations with Positive Fractions** (1 Cr)
Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: qualifying placement score.

**MTE 2 Operations with Positive Decimals and Percents** (1 Cr)
Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. Prerequisite: Lecture 1 hour per week. MTE 1 or qualifying placement score.

**MTE 3 Algebra Basics** (1 Cr)
Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 2 or qualifying placement score.

**MTE 4 First Degree Equations and Inequalities in One Variable** (1 Cr)
Includes solving first degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 3 or qualifying placement score.

**MTE 5 Linear Equations, Inequalities and Systems of Linear Equations in Two Variables** (1 Cr)
Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 4 or qualifying placement score.

**MTE 6 Exponents, Factoring and Polynomial Equations** (1 Cr)
The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 5 or qualifying placement score.

**MTE 7 Rational Expressions and Equations** (1 Cr)
Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 6 or qualifying placement score.
MTE 8 Rational Exponents and Radicals (1 Cr)
Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 7 or qualifying placement score.

MTE 9 Functions, Quadratic Equations and Parabolas (1 Cr)
Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 8 or qualifying placement score.

MTH 103 Applied Technical Mathematics I (3 Cr)
Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of MTE 1,2,3.

MTH 120 Introduction to Mathematics (3 Cr)
Introduces number systems, logic, basic algebra, and descriptive statistics. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

MTH 141 Business Mathematics I (3 Cr)
Provides instruction, review, and drill in percentage, cash and trade discounts, mark-up, payroll, sales, property and other taxes, simple and compound interest, bank discounts, loans, investments, and annuities. Part I of II. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3.

MTH 142 Business Mathematics II (3 Cr)
Provides instruction, review, and drill in percentages, cash and trade discounts, mark-up, payroll, sales, property and other taxes, simple and compound interest, bank discounts, loans, investments, and annuities. Part II of II. Lecture 3 hours per week. Prerequisite: MTH 141.

MTH 150 Topics in Geometry (3 Cr)
Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5.

MTH 151 Mathematics for the Liberal Arts I (3 Cr)
Presents topics in sets, logic, numeration systems, geometric, and elementary computer concepts. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5.

MTH 152 Mathematics for the Liberal Arts II (3 Cr)
Presents topics in functions, combinations, probability, statistics and algebraic systems. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5.

MTH 163 Precalculus I (3 Cr)
Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5,6,7,8,9.

MTH 164 Precalculus II (3 Cr)
Presents trigonometry, analytic geometry, and sequences and series. Lecture 3 hours per week. Prerequisite: MTH 163.

MTH 166 Precalculus with Trigonometry (4-5 Cr)
Presents college algebra, analytic geometry, trigonometry, and algebraic exponential and logarithmic functions. Lecture 4-5 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5,6,7,8,9. (Credit will not be awarded for both MTH 163 and MTH 166.)

MTH 168 Precalculus II with Introductory Calculus (3 Cr)
Presents trigonometric functions, analytic geometry, limits, continuity, and an introduction to the derivative. Lecture 3 hours per week. Prerequisite: MTH 163 or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.)

MTH 175 Calculus of One Variable I (3 Cr)
Presents differential calculus of one variable including the theory of limits, derivatives, differentials, antiderivatives and applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Lecture 3 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTE 1,2,3,4,5,6,7,8,9. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.)
MTH 176 Calculus of One Variable II (3 Cr)
Continues the study of integral calculus of one variable including indefinite integral, definite integral and methods of integration with applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Lecture 3 hours per week. Prerequisite: MTH 175. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.)

MTH 177 Introductory Linear Algebra (2 Cr)
Covers matrices, vector spaces, determinants, solutions of systems of linear equations, and Eigen values. Designed for mathematical, physical, and engineering science programs. Lecture 2 hours per week. Co-requisite: MTH 175.

MTH 178 Topics in Analytic Geometry (2 Cr)
Covers conic sections, polar and parametric equations, polar and parametric graphing, and calculus with vector valued functions. Designed for mathematical, physical, and engineering science programs. Lecture 2 hours per week. Prerequisite: MTH 175. Corequisite: MTH 176.

MTH 241 Statistics I (3 Cr)
Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. Lecture 3 hours per week. Prerequisites: a placement recommendation for MTH 241, and successful completion of MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.)

MTH 242 Statistics II (3 Cr)
Continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square tests, and non-parametric methods. Lecture 3 hours per week. Prerequisite: MTH 241 or equivalent.

MTH 270 Applied Calculus (3 Cr)
Introduces limits, continuity, differentiation and integration of algebraic and transcendental functions, techniques of integration, and partial differentiation. Lecture 3 hours per week. Prerequisite: MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 270 and MTH 271.)

MTH 273 Calculus I (4 Cr)
Presents topics in differential calculus of one variable including the theory of limits, derivatives, differentials, definite and indefinite integrals and applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Lecture 4 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2, MTH 1,2,3,4,5,6,7,8,9. (Credit will not be awarded for more than one of MTH 173, MTH 175 or MTH 273.)

MTH 274 Calculus II (4 Cr)
Covers vectors in three dimensions, definite integrals, methods of integration, indeterminate forms, partial differentiation, and multiple integrals. Designed for mathematical, physical, and engineering science programs. Lecture 4 hours per week. Prerequisite: MTH 273 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.)

MTH 275 Multivariable Calculus and Linear Algebra (4 Cr)
Presents vector valued functions, partial derivatives, multiple integrals, matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, Eigen values, and Eigen vectors. Designed for mathematical, physical and engineering science programs. Lecture 4 hours per week. Prerequisite: MTH 273 or equivalent.

MUSIC

MUS 121-122 Music Appreciation I-II (3 Cr)
Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

MUS 149 Band Ensemble (1-2 Cr)
Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. Divisional approval required. May be repeated for credit. Laboratory 3-6 hours per week.

NATURAL SCIENCE

NAS 131 - Astronomy I
Studies the major and minor bodies of the solar system, stars and nebulae of the Milky Way, and extragalactic
objects. Examines life and death of stars, origin of the universe, history of astronomy, and instruments and techniques of observation. Part 1 of II. This course is cross-listed with PHY 141. Credit will not be awarded for both. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week. 4 credits.

**NURSING**

**NUR 111 Nursing I**
(9 Cr)
Introduces nursing principles, concepts and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals. May include math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture hours 5 per week and Laboratory hours 12 per week. Total hours per week 17. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-5. See prerequisites on program sheet.

**NUR 115 LPN Transition**
(6 Cr)
Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 6 hours. Total 6 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-5. See program of study for a full listing of prerequisites.

**NUR 120 Nursing Terminology and Charting**
(2 Cr)
Focuses on basic terminology used in nursing. Emphasizes combining word forms and applications to nursing situations and the patient’s record. Lecture 1-2 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2

**NUR 135 Drug Dosage Calculations**
(2 Cr)
Teaches apothecary, metric, household conversion; reading of drug orders and labels. Provides a practical approach to learning to prepare dosages and solutions, including calculating intravenous flow rates and pediatric drugs. Lecture 1-2 hours per week. Basic math and Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

**NUR 136 Principles of Pharmacology I**
(1 Cr)
Focuses on principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Lecture 1 hours per week.

**NUR 221-222 Second level Nursing Principles and Concepts I, II**
(9 Cr)
Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-5. See program of study for a full listing of prerequisites.

**NUR 223 Second level Nursing Principles and Concepts III**
(9 Cr)
Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-5. See program of study for a full listing of prerequisites.

**NUR 226 Health Assessment**
(3 Cr)
Teaches the systematic approach to obtaining a health history and performing a physical assessment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-5. See program of study for a full listing of prerequisites.
PHYSICAL EDUCATION

PED 100 Pilates (2 Cr)
Provides a method of mind-body exercise and physical movement designed to stretch, strengthen, balance the body, and improve posture and core stabilization while increasing body awareness. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 101 - Fundamentals of Physical Activity I (2 Cr)
Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Lecture 0 hours. Laboratory 4 hours. Total 4 hours per week. 2 credits.

PED 103 Aerobic Fitness I (1-2 Cr)
Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part I of II. Variable hours per week.

PED 104 Aerobic Fitness II (1-2 Cr)
Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part II of II. Variable hours per week.

PED 105 Aerobic Dance I (1-2 Cr)
Focuses on physical fitness through dance exercises. Emphasizes the development of cardiovascular endurance, muscular endurance, and flexibility. Part I of II. Variable hours per week.

PED 106 Aerobic Dance II (1-2 Cr)
Focuses on physical fitness through dance exercises. Emphasizes the development of cardiovascular endurance, muscular endurance, and flexibility. Part II of II Variable hours per week.

PED 109 Yoga (1-2 Cr)
Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 110 - Zumba (1 Cr)
Focuses on Latin rhythms, dance moves and techniques in Zumba. Utilizes physical activity, cardiovascular endurance, balance, coordination and flexibility as related to dance. Lecture 0 hours. Laboratory 2 hours. 2 hours per week. 1 credit.

PED 111-112 Weight Training I-II (1-2 Cr)
Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 129 - Self-Defense (2 Cr)
Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 0 hours. Laboratory-4 hours. Total 4 hours per week. 2 credits.

PED 152 Basketball (2 Cr)
Introduces basketball skills, techniques, rules, and strategies. Lecture 0 hours. Laboratory 4 hours. Total 4 hours per week.

PED 171-172 Ballroom Dance I-II (1-2 Cr)
Presents the basic step patterns, rhythmic patterns, and positions in ballroom dance. Includes techniques based upon traditional steps with basic choreographic patterns. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 174 - Shooting and Firearm Safety (2 Cr)
Teaches the basic techniques of shooting and firearm safety for both hunting and sport shooting. Emphasizes the selection and care of equipment, proper shooting forms, personal safety. Lecture 0. Laboratory 4 hours. Total 4 hours per week. 2 credits.

PED 206 - Sports Appreciation (2 Cr)
Focuses on the history, trends, rules, methods, strategy, and terminology of selected sports activities. Provides student awareness as a spectator and/or participant. Lecture 2 hours per week. 2 credits.

PHILOSOPHY

PHI 100 Introduction to Philosophy (3 Cr)
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. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PHI 101-102 Introduction to Philosophy I-II (3 Cr)
Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning,
knowledge, reality, and values. Lecture 3 hours per week.

**PHI 111 Logic I** (3 Cr)
Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. Lecture 3 hours per week.

**PHI 115 Practical Reasoning** (3 Cr)
Studies informal logic and language techniques as they relate to reasoning and argument. Provides practice in analyzing arguments and constructing sound arguments. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**PHI 220 Ethics** (3 Cr)
Provides a systematic study of representative ethical systems. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**PHI 260 Studies in Eastern Thinking** (3 Cr)
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.

**PHYSICS**

**PHY 101 Introduction to Physics I** (4 Cr)
Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Part I of II. Algebra I, algebra II and Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-9.

**PHY 102 Introduction to Physics II** (4 Cr)
Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Part II of II. Algebra I, algebra II and Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-9.

**PHY 111 Technical Physics I** (4 Cr)
Emphasizes technical applications. Includes precision measurement, statics, dynamics, energy and momentum, heat, sound, optics, DC and AC electricity, and modern physics. Prerequisites one year of high school algebra or equivalent. A concurrent course in college algebra or and trigonometry is recommended. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 112 Technical Physics II** (4 Cr)
Emphasizes technical applications. Includes precision measurement, statics, dynamics, energy and momentum, heat, sound, optics, DC and AC electricity, and modern physics. Prerequisites one year of high school algebra or equivalent. A concurrent course in college algebra or and trigonometry is recommended. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**POLITICAL SCIENCE**

**PLS 130 Basics of American Politics** (2-3 Cr)
Teaches basics of the operations of Congress, the presidency, and the federal court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Lecture 2-3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**PLS 135 American National Politics** (3 Cr)
Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their interrelationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**PLS 211-212 U.S. Government I-II** (3 Cr)
Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

**PRACTICAL NURSING**

**PNE 161 Nursing in Health Changes I** (7 Cr)
Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to
human functions. Lecture 4 hours. Laboratory 9 hours. Total 13 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

PNE 162 Nursing in Health Changes II (11 Cr)
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Prerequisite: PNE 161 or equivalent. Lecture 6 hours. Laboratory 15 hours. Total 21 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

PNE 163 Nursing in Health Changes III (8 Cr)
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Prerequisite: PNE 162 or equivalent. Lecture 4-5 hours. Laboratory 9 hours. Total 14 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

PNE 173 Pharmacology for Practical Nurses (2 Cr)
Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 2 hours per week. Prerequisites: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and MTE 1-3.

PSYCHOLOGY

PSY 116 Psychology of Death and Dying (3 Cr)
Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 120 Human Relations (3 Cr)
Introduces the theory and practice of effective human relations. Increases understanding of self and others and interpersonal skills needed to be a competent and cooperative communicator. Lecture 3 hours per week.

PSY 126 Psychology for Business and Industry (3 Cr)
Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employer-employee relationship, interpersonal communications. May include techniques for selection and supervision of personnel. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 200 Principles of Psychology (3 Cr)
Surveys the basic concept of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 201-202 Introduction to Psychology I-II (3 Cr)
Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 205 Personal Conflict and Crisis Management (2-3 Cr)
Studies the effective recognition and handling of personal and interpersonal conflicts. Discusses cooperative roles of public and private agencies, management of family disturbances, child abuse, rape, suicide, and related cases. Lecture 2-3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 215 Abnormal Psychology (3 Cr)
Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Lecture 3 hours per week. Prerequisite: PSY 200, 201, or 202.

PSY 216 Social Psychology (3 Cr)
Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Lecture 3 hours per week. Prerequisite: PSY 200, 201, or 202.
PSY 225 Theories of Personality (3 Cr)
Studies the major personality theories and their applications. Includes psychodynamic, behavioral, cognitive, and humanistic perspectives. Lecture 3 hours per week. Prerequisite: PSY 200, 201, or 202.

PSY 226 Introduction to Counseling Relationships (3 Cr)
Introduces counseling theories and provides opportunity for their application through role-playing and supervised paraprofessional counseling experiences. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2 and divisional approval.

PSY 230 Developmental Psychology (3 Cr)
Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 231-232 Life Span Human Development I-II (3 Cr)
Investigates human behavior through the life cycle. Describes physical, cognitive and psycho-social aspects of human development from conception to death. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

PSY 255 Psychological Aspects of Criminal Behavior (3 Cr)
Studies psychology of criminal behavior. Includes topics such as violent and non-violent crime, sexual offenses, insanity, addiction, white collar crime, and other deviant behaviors. Provides a background for law enforcement occupations. Lecture 3 hours per week. Prerequisites: PSY 125, 200, 201, 202 or divisional approval.

REAL ESTATE

REA 100 Principles of Real Estate (4 Cr)
Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate. Lecture 4 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REA 215 Real Estate Brokerage (3 Cr)
Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

REA 216 Real Estate Appraisal (3 Cr)
Explores fundamentals of real estate valuation. Introduces the Uniform Standards of Professional Appraisal Practice and the Uniform Residential Appraisal Report formulations, working problems and reviewing actual appraisals. Includes the opportunities available in the appraisal field. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REA 217 Real Estate Finance (3 Cr)
Presents principles and practices of financing real estate. Analyzes various types of note contracts and mortgage and deed of trust instruments. Covers underwriting of conventional and government insured and guaranteed loans. Lecture 3 hours per week.

REA 245 Real Estate Law (3 Cr)
Focuses on real estate law, including rights pertaining to property ownership and management, agency, contracts, transfers of real property ownership, fair housing, and tax implications. Lecture 3 hours per week.

RELIGION

REL 100 Introduction to the Study of Religion (3 Cr)
Explores various religious perspectives and ways of thinking about religious themes and religious experience. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REL 200 Survey of the Old Testament (3 Cr)
Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical
and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REL 210 Survey of the New Testament (3 Cr)
Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week.

REL 216 Life and Teachings of Jesus (3 Cr)
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. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REL 217 Life and Letters of Paul (3 Cr)
Studies the journeys and religious thought of the apostle Paul. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REL 225 Selected Topics in Biblical Studies (3 Cr)
Examines a selected body of literature, a specific book of the Bible, or a pervasive theme. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REL 230 Religions of the World (3 Cr)
Introduces the religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

REL 255 Selected Problems and Issues in Religion (3 Cr)
Examines selected problems and issues of current interest in religion. May be repeated for credit. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

RECREATIONAL VEHICLE

RVH 130 Motorcycle Rider Safety Beginner (1-2 Cr)
Studies principles and basic skills of motorcycle riding with an emphasis on safety. Includes street strategies, protective gear, and selection and care/maintenance of motorcycles. Lecture 1-2 hours. Laboratory 0-2 hours. Total 2-3 hours per week.

INDUSTRIAL SAFETY

SAF 126 Principles Industrial Safety (3 Cr)
Teaches principles and practices of accident prevention analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 3 hours per week.

SAF 130 Industrial Safety OSHA 10 (1 Cr)
Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA 10). Lecture 1 hour per week.

SOCIAL SCIENCE

SSC 101 Contemporary Social Problems I (3 Cr)
Surveys contemporary American social problems from the perspective of the social sciences. Provides an interdisciplinary approach as a basis for forming individual judgments on major domestic issues. Part I of II. Lecture 3 hours per week.

SOCIOLOGY

SOC 200 Principles of Sociology (3 Cr)
Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SOC 211-212 Principles of Anthropology (3 Cr)
Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.
SOC 215 Sociology of the Family (3 Cr)
Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SOC 218 Family Violence (3 Cr)
Examines occasions and reasons family relationships do not work. Includes types of family violence, and its prevention. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SOC 235 Juvenile Delinquency (3 Cr)
Studies demographic trends, causal theories, and control of juvenile delinquency. Presents juveniles’ interaction with family, schools, police, courts, treatment programs, and facilities. Also approved for ADJ Juvenile curriculum. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SOC 236 Criminology (3 Cr)
Studies research and causal theories of criminal behavior. Examines crime statistics, crime victims, and types of criminal offenses. Introduces role of police, judicial and correctional system in treatment and punishment of offenders. Also approved for ADJ Criminology. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SOC 250 Sociology of Sport (3 Cr)
Provides the student with a better understanding of the social processes involved in sports. Looks at how the media, community, tradition, and privilege play an integral role in the participation of sporting events. Covers why sports exist, who plays sports, and what will become of sports in the future. Lecture 3 hours per week.

SOC 268 Social Problems (3 Cr)
Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SPANISH

SPA 101-102 Beginning Spanish I-II (4-5 Cr)
Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Lecture 4-5 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SPA 103-104 Basic Spoken Spanish I-II (3 Cr)
Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Lecture 3 hours per week. Prerequisite: demonstrated proficiency on the placement examination or successful completion of ENF 1 or ENF 2.

SPA 111-112 Conversation in Spanish I-II (3 Cr)
Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Prerequisite: SPA 102. Lecture 3 hours per week.

SPA 163-164 Spanish for Health Professionals I-II (3 Cr)
Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Lecture 3 hours per week.

SPA 195 Topics In (1-5 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

SPA 201-202 Intermediate Spanish I-II (3-4 Cr)
Continues to develop understanding, speaking, reading, and writing skills. May include oral drill and practice. Lecture 3-4 hours per week. Prerequisite: SPA 102 or equivalent.

SPA 233-234 Introduction to Spanish Civilization and Literature I-II (3 Cr)
Introduces the student to Spanish culture and literature. Readings and discussions conducted in Spanish. Lecture 3 hours per week. Prerequisite: SPA 202 or equivalent.

STUDENT DEVELOPMENT

SDV 1 Student Development (Insert Appropriate Disciplines) (1-5 Cr)
Reviews the basic concepts and skills necessary for
students to progress satisfactorily in regular college courses. Lecture 1-5 hours per week.

**SDV 80 Integrated Basic Academic/Life Skills (5 Cr)**
Provides an integrated approach to developing skills in grammar usage, vocabulary, writing, career exploration/planning, job-related computation skills, study skills and other functional academics. Required for first semester PAVE students. Lecture 5 hours per week.

**SDV 100 College Success Skills (1 Cr)**
Assists students in transition to colleges. Provides overviews of college policies, procedures, curricula offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

**SDV 101 Introduction to Health Sciences (1-3 Cr)**
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

**SDV 101 Introduction to Agribusiness (1-3 Cr)**
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

**SDV 104 Study Skills (1-3 Cr)**
Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 1-3 hours per week.

**SDV 106 Preparation for Employment (1 Cr)**
Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and attitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 1-2 hours per week.

**SDV 107 Career Education (1-3 Cr)**
Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision-making to career choice. Lecture 1-3 hours per week.

**SDV 108 College Survival Skills (1-3 Cr)**
Provides an orientation to the college. Introduces study skills, career and life planning. Offers an opportunity to engage in activities aimed at self-discovery. Emphasizes development of “coping skills” such as listening, interpersonal relations, competence, and improved self-concept. Recommended for students enrolled in developmental courses. Lecture 1-3 hours per week.

**SDV 109 Student Leadership Development (1 Cr)**
Provides opportunities for students to learn leadership theory and skills for application in campus organizations, committees and groups. Lecture 1 hour per week.

**TRUCKING**

**TRK 101 DOT Safety Rules and Regulations (2 Cr)**
Includes an intensive study of the Department of Transportation and state and local laws and regulations governing the motor carrier industry as applied to the professional operation of commercial vehicles. Corequisite TRK 102 and 103. Lecture 2 hours per week.

**TRK 102 Preventive Maintenance for Truck Drivers (1 Cr)**
Focuses on the fundamentals of preventive maintenance and inspection procedures for gasoline and diesel powered tractor-trailers. Includes drivelines, brake systems, electrical system and accessories encountered by the professional truck driver. Co-requisite TRK 101 and 103. Lecture 1 hour per week.

**TRK 195 Topics In (5 Cr)**
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

**TRK 198 Seminar and Project (5 Cr)**
Requires completion of a project or research report
related to the student’s occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**TRK 199 Supervised Study** (5 Cr)
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

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**WELDING**

**WEL 116 Welding I (Oxyacetylene) (2 Cr)**
Teaches oxygen/acetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and cutting procedures. Lecture 1 hour. Laboratory 3 hours. Total 4.

**WEL 120 Introduction to Welding (2-3 Cr)**
Introduces history of welding processes. Covers types of equipment, and assembly of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

**WEL 123 Shielded Metal Arc Welding (Basic) (3-4 Cr)**
Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

**WEL 124 Shielded Metal Arc Welding (Advanced) (3 Cr)**
Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

**WEL 126 Pipe Welding I (3-4 Cr)**
Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

**WEL 130 Inert Gas Welding** (3-4 Cr)
Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various positions, process applications, and manual and semi-automatic welding. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

**WEL 136 Welding III (Inert Gas)**
Studies Tungsten and metallic inert gas procedures and practices including principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding, equipment and safety. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 138 Pipe and Tube Welding** (2 Cr)
Develops entry level skills for the inert gas tungsten welding process (TIG) with emphasis upon thin and thick wall carbon and stainless piping and tubing. Prerequisites: WEL 136. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 150 Welding Drawing and Interpretation** (2-3 Cr)
Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 2-3 hours per week.

**WEL 160 Gas Metal Arc Welding** (3 Cr)
Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8.

**WEL 195 Topics In** (1-5 Cr)
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.
SVCC DEVELOPMENTAL PREREQUISITES

Curricular students should not enroll in the following courses until they have demonstrated proficiency on the placement examination or completed the appropriate developmental course.

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<td>Life and Teachings of Jesus (ENF 1 or ENF 2)</td>
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Student Handbook
INTRODUCTION

The Student Handbook is intended as a guide to assist students during their time at Southside Virginia Community College. The Student Handbook provides important information about the College's various services, procedures and policies.

BOOKSTORE

The College bookstores are operated by Follett. Books, supplies and miscellaneous items may be purchased in the campus bookstore. Hours of operation are 8:30 a.m. to 4:00 p.m. Monday through Friday. The bookstore is also open extended hours for evening classes during the Fall and Spring semesters and during the first week of summer classes for your convenience. Extended hours will be posted prior to the start of the semester. Books and other merchandise can be ordered from our web store at www.southsidevccsshop.com using financial aid and credit/debit card payments and mailed to you. Financial aid will only be available for a limited time at the beginning of each semester for books and approved supplies. Financial aid cannot be used to purchase clothing, electronics or other restricted items. Contact your campus store for more details on restrictions.

The textbook return policy is as follows:

General Return Policy

STANDARD RETURN POLICY:
A valid receipt and/or packing slip are required for all refunds or exchanges. All items (except Course Materials and Hardware/Software) unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender.

Course Materials and Hardware/Software Details:
Course Materials (textbooks):
• A full refund will be given for textbooks (excluding Final Sale items) returned prior to your campus specific refund deadline. Materials purchased after the campus specific deadline (but before the final week of class) must be returned within two business days of purchase. Materials purchased during the last week of classes or final exams are not returnable/refundable.
• Final Sale items include the following: Inkling Digital Textbooks, Study Guides, Test Prep Books, Bar Charts, Cliff Notes, Professional Reference Study Aids, clearance items and magazines. All these items are not returnable/refundable.

Hardware & Software:
• Unopened (unless defective) computer hardware and software may be refunded or exchanged within 14 days of purchase.

TWO EASY WAYS TO RETURN:
1. Return to original bookstore.
2. Return by mail. Note: we do not refund shipping and handling fees.

LIBRARY–LEARNING RESOURCE SERVICES (LRS)

Mission Statement
To collect, preserve, and provide access to information resources which support the instructional, educational, outreach programs, and mission of Southside Virginia Community College, as well as enhancing the student’s skills in locating, evaluating and using all types of information including print, audiovisual, online databases and the Internet. With these skills students will be successful in the programs of their choice: academic, technical, and vocational and workforce development, as well as becoming lifelong learners.

Description
The SVCC LRS supports college instruction and the learning community with a skilled and professional staff that:
• provides materials (books, ebooks, videos, digital information, computers, etc.) which enhance and enrich coursework and help students gain core competencies;
• promotes effective use of information resources and instructional technology;
• cooperates and collaborates with groups inside and outside of SVCC to maximize access to instructional resources for students, staff and community patrons.

General Information
The Julian M. Howell Library on the Christanna Campus and The John H. Daniel Library on the Keysville Campus are open from 8 a.m. to 8 p.m. Monday through Thursday. On Fridays, and when classes are not in session (between the fall and spring semesters), the libraries are open 8:00 a.m. to 4:30 p.m. Both libraries are closed on weekends. For more information about our services, go the Library website at www.southside.edu/learning-resource-center.

Circulation Policies
All patrons must have a SVCC library card or student ID with barcode attached. Library cards are free. All LRS
Student Handbook

materials must be checked out before removal from the library. Patrons must have their library card to check out or renew items. Patrons may have up to 25 items checked out at any time. Patrons are responsible for all items checked out on their card. Patrons with overdue items or fines cannot check out items until their account is cleared. In-library-use reserves, periodicals, and newspapers cannot be checked out.

Borrowing Privileges
SVCC students, ODU students, Governor’s School students, and community patrons have the following loan periods:

- Circulating books: 4 weeks
- Audios/Videos: 1 week
- One renewal is allowed.

SVCC faculty/staff have the following loan periods:

- Circulating books: 8 weeks
- Bestseller books: 4 weeks
- Audios/Videos: 10 days

SVCC faculty/staff may renew items with no limit. Exceptions to the above loan periods can be made for special circumstances.

Fines
The libraries at Southside Virginia Community College no longer charge fines for overdue materials; however, after two overdue notices, you will be charged $50 for each overdue book, DVD, videotape, audiotape, CD, kit or map. If you lost part of a set of books or part of a set of audiovisual materials, you are responsible for the replacement cost of the entire set. InterLibrary Loan materials borrowed from other institutions are subject to the fine policies of that institution. SVCC students may have their academic records encumbered until items are returned or fines are paid in full. In addition, the Virginia Tax Loss Act requires the LRS to report replacement fees not paid to the state. Patrons put on the tax loss list will have the amount owed taken out of their state taxes or lottery winnings until all fines are paid.

Interlibrary Loan
Interlibrary Loan (ILL) is a service that enables a library to borrow and lend materials to other libraries. The LRS provides ILL services to patrons who have a valid library card and are in good standing with the library. ILL materials can be requested by completing the ILL request form available at the circulation desk. The LRS’ ILL policies are based on the American Library Association’s National ILL Code for the United States.

Borrowing Policies
Materials requested through ILL must not be available at either campus library or through any of the LRS electronic databases. ILL requests for textbooks or for faculty reserve materials will not be honored. ILL materials usually arrive within a week to four weeks, depending on many uncontrollable circumstances. The loan period and fees for lost or damaged items are set by the lending library. The cost to obtain ILL materials is usually free. In some cases the lending institution may charge a fee. It is the responsibility of the patron to indicate the amount that they are willing to pay (if any) for the item on the ILL request form. When the requested material arrives, the patron will be notified and must pay any fees at that time. Borrowed ILL materials must be returned on time to the circulation desk. The LRS charges $1.00 per day for overdue ILL materials.

Electronic Resources Policies
The LRS provides full access to the Internet for academic and research purposes. Children under sixteen are not permitted to access the Internet without parental supervision. The LRS does not monitor or control information accessible through the Internet and is not responsible for its content. Patrons are encouraged to critically evaluate information found on the Internet. At times when Internet usage is heavy, the LRS reserves the right to limit the time a patron may take for a single session. The LRS may also close the computer labs for bibliographic instruction, equipment failure, or other reasons without notice.

Patrons must comply with SVCC’s Computer Ethics Guidelines as found in the College Catalog. In addition, the LRS prohibits:

- Downloading of software including instant messenger services
- Distributing unsolicited advertising
- Damaging hardware or software including propagating viruses
- Violating another person’s privacy including slandering or harassing
- Violating copyright
- Any illegal activity

Patron Behavior
The LRS is open to all with the understanding that an atmosphere conducive to research and study is maintained. Therefore:

- Food and drinks are allowed in the study areas of the libraries but not near the computer workstations.
- All cell phone must be on mute or vibrate; cell phone use is not encouraged in the Library.
• Activity or behavior that is considered distracting or disturbing to other patrons is not permitted. Threatening or dangerous behavior will immediately be reported to security.
• The College does not permit smoking of any kind in any campus building (this includes e-cigarettes and vaporizers.)
• Damaging any Library material or resource in any way is not allowed.
• Violations of LRS policies may result in the suspension of library privileges and expulsion from the College.

Checks
The college accepts checks for registration, fees, books, and supplies in the exact amount of purchase. Personal checks will need to be cashed off campus. College policy does not allow either the bookstore or the business office to make change. There is a $35 charge for returned checks.

Learning Resource Center Laptop Policy
• Laptops may not be removed from the library
• Only current faculty, staff, and students may check out a laptop
• Patron must have a valid library account in good standing
• The laptop will be checked out at the circulation desk
• The working condition of the laptop will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the laptop during their borrowing period.
• The replacement cost for a lost or stolen laptop is up to $2,000. A charge of $40 will be assessed for a lost power cord. Damage charges will be assessed based on the actual repair costs. Patrons who lose or damage laptops must pay either the replacement fee or the repair cost whichever is deemed to be less costly. If these fees are not paid in a timely manner, Southside Virginia Community College will garnish any state issued payments made to the patron.
• Patrons with a laptop not returned will have a hold placed on their record. This will prevent students from receiving transcripts and registering for classes in subsequent semesters.

Emergency Information
The College is not equipped to provide medical services on campus, but persons with minor injuries may find first aid supplies at Student Development and Buildings and Grounds offices on each campus. For emergencies on the Christanna Campus, call the Brunswick Rescue Squad at 911; on the John H. Daniel Campus call the Charlotte County Rescue Squad at 911.

Security/Police
Each main campus has a part-time security officer who can be identified by uniform. Should the security officer not be available, notify the Buildings and Grounds office on each campus or ask for assistance from any SVCC employee. The telephone number for requesting police assistance on the Christanna Campus is (434) 949-7541 (Alberta Police) or 911 and on the Daniel Campus (434) 542-5141 (Charlotte County Sheriff’s Office) or 911.

Facsimile Machine Use
The fax machine in each library is available for student or patron use. Patrons may use the fax machine by signing in on the fax log and paying $1.00 per page for fax use.

Lost and Found
Personal articles found should be turned in at the receptionist’s desk. The college does not assume responsibility for lost personal property.

Dress
Dress is a matter of individual taste until the choice of clothing infringes upon others or causes a disruption in the learning environment of the college. Profanity or sexually suggestive words on clothing is an example of such infringement. Shirt and shoes are required at all times. All students and staff are asked to dress in a non-offensive manner.

Commencement
Southside Virginia Community College shall have at least one formal commencement ceremony rotating between campuses each spring. Attendance at this formal commencement is encouraged.

Encumbrances
Students who have an outstanding financial commitment to the business office, bookstore, or library at the end of a semester will not be permitted to complete registration, and their records will be encumbered, which means that recommendations, transcripts, certificates, diplomas, or degrees will not be issued.

If any debts are referred for collection to an attorney or to a collection agency, the debtor will be liable for additional collection fees of the unpaid balance. Requesting goods or services will be deemed to be acceptance of these terms.
Emergency Alert System
Southside Virginia Community College uses Southside Alert to immediately contact students, faculty and staff during a major crisis or emergency. Southside Alert delivers important emergency alerts, notifications and updates to you on your devices such as: email-accounts, cell phone, pager, smartphone/PDA.

When an incident or emergency occurs, authorized senders will instantly notify you using Southside Alert. Southside Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

New users may register by sending a text message to 411911 keyword: SSVCC or going to http://alert.southside.edu and clicking ‘log in’.

Southside Alert is free service offered by Southside Virginia Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device.

School Closings
In the event it is judged necessary to cancel classes or open the college or a campus late, that decision will be announced over television and the SVCC website, and radio stations serving the college region. The announcement will be called in to the following television and radio stations as soon as a decision is made:

**Television Stations:**
- WTVR Channel 6: CBS Richmond
- WRIC Channel 8: ABC Richmond
- WWBT Channel 12: NBC Richmond
- WSET Channel 13: ABC Lynchburg

**Radio Stations:**
- AM: WKLV (Blackstone) 1440, WEVA (Emporia) 860, WFLO (Farmville) 870, WLES (Lawrenceville) 580, WRVA (Richmond) 1140, WHLF (South Boston) 1400, WSHV (South Hill) 1370
- FM: 93.5 (WBBG), 95.7, 95.3 (WJLC), 101.9 (WJLC)

The recorded message on the main telephone lines (434) 949-1000 in Alberta and (434) 736-2000 in Keysville will also carry the pertinent information. When in doubt, please call this number. The college will be open unless an official closing is announced.

When classes are canceled, the Library and other college offices are also closed, unless it is announced otherwise. College staff do not report. When night or evening classes are canceled, “night” refers to those classes that begin at 4 p.m. or later. When classes are delayed or opening late, the classes scheduled for that hour are the classes that will meet then, and not any earlier classes.

**Academic Honesty Statement**
Southside Virginia Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity.

Observing academic integrity involves:
- Maintaining the standards of the college’s degrees, certificates, and awards to preserve the academic credibility and reputation of the college;
- Communicating expectations, best practices, and procedures in order to promote the principles of academic integrity and ensure compliance;
- Providing environments, instruction, and access to resources necessary for maintaining integrity in learning;
- Taking responsibility and personal accountability for the merit and authenticity of one’s work;
- Giving proper acknowledgement and attribution to those who directly contribute to a project, or whose work is used in the completion of a project;
- Recognizing what compromises academic honesty and integrity, whether intentional or unintentional (plagiarism, cheating, uncivil behavior, etc.).

It is the shared duty of faculty, students and staff of the college to understand, abide by and endorse academic integrity.

**CLUB AND STUDENT ORGANIZATIONS**
Southside Virginia Community College (SVCC) encourages the development of a student activities program designed to promote educational and cultural experiences and complies with all policies set forth by the State Board of the Virginia Community College System (VCCS). These policies may be found in Section 6 of the VCCS Policy Manual at www.vccs.edu.

Student activities are out-of-classroom activities that support the mission of the colleges and provide students avenues for personal growth and enrichment.
Through participation in clubs and organizations, or other planned activities, students develop a wide range of abilities, including intellectual, communication, athletic, and leadership skills. Students develop self-confidence, interpersonal skills, and an appreciation for other cultures and lifestyles. Finally, students develop a sense of integrity, purpose, and social responsibility that empowers them to be productive within and beyond the college community.

SVCC shall recognize and encourage honorary, scholastic, service organizations, and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other non-merit factors. Private clubs, private associations, social fraternities, and social sororities shall not be recognized by the Virginia Community College System. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

a. The entire program of student activities shall be under college supervision. b. There shall be a faculty or staff sponsor for each student organization.

c. All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.

d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.

e. All student activity programs and recognized organizations must comply with the VCCS’s nondiscrimination policy, except as follows: Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

Admission to Student Activities Functions
Admission to student activities is limited to students, faculty, staff, and their guests. Student ID may be required.

Phi Theta Kappa Honor Society
Membership is extended by invitation. To be considered for membership a student must: (1) be enrolled in a two-year college, (2) have accumulated 12 semester credit hours, (3) have achieved a cumulative grade-point average of not less than 3.2, (4) have established academic excellence as judged by faculty, and (5) be of good moral character and possess recognized qualities of citizenship. (College wide)

Phi Beta Lambda
The primary goals of the organization are to develop competent, aggressive business leadership; encourage scholarship and promote school loyalty; assist students in the establishment of occupational goals; facilitate the transition from school to work; and develop character, prepare for useful citizenship, and foster patriotism.

Membership is extended to all business students. Joining the local chapter will provide membership in the state and national chapters. (Based on Christanna Campus)

The SVCC Automotive Club
The SVCC Automotive Club was started on the John H. Daniel campus of SVCC. Members of this club share the passion of automotives. Membership is open to all SVCC students. In addition, they sponsor car care clinics and various activities throughout the year. Interested students should talk to their Student Activities Coordinator. (Based on Daniel Campus)

Campus Activities Team
The Campus Activities Team was started in the spring semester of 2008. Formally known as the Student Forum a name change was proposed to express the team-centered purpose of C.A.T. Members of the C.A.T. give suggestions of preference for student events and express their opinion about other campus issues. Membership is open to all SVCC students. This club meets monthly and often provides assistance during student activities. (College Wide)

Criminal Justice Club
Provides a means for students to strengthen their knowledge of the mission and mandates of law enforcement agencies at the local, state and federal levels, and of the United States Constitution, the Commonwealth of Virginia Constitution, and the laws governing both. Open membership. (Based on Christanna Campus)

Crusade for Christ
Founded in 2007 at the J. H. Daniel Campus, this interdenominational, Christian organization seeks to provide a spiritual environment to students. Membership is open to all interested students. (Based on Daniel Campus)
The Heartbeats
This organization was originally founded in 2003 as The Nursing Club. It is open to students currently enrolled in the RN program. Members of this organization participate in campus awareness events, charitable fundraisers, and express opinions about current nursing practices/issues. Students who are interested in getting involved with the Heartbeats should contact an RN nursing instructor. (Based on Daniel Campus)

Empowered Women's Club
Goals of the Empowered Women's Organization is to increase female retention and completion rates; grow the leadership capacity of female students; increase partnerships with campus community; and connect with the community. Open membership. (Based on Christanna Campus)

Environmental Club
The main goal of the Environmental Club is to encourage activities which lead to a more sustainable campus environment. Special attention is given to Arbor Day in the fall term and Earth Day in the spring term. The Club meets monthly during the academic year and is open to all students, faculty and staff on both campuses. A major focus of the organization is protecting our natural resources through activities that can make a difference on the campuses and college centers, such as recycling. (Based on Christanna Campus)

Human Services Club
The Human Services Club has been established for but not limited to Human Services majors. Annual dues allow students to take field trips, attend professional conventions, and to purchase gifts for the needy. Special concerns of the organization are centered on the elderly, preschool and school age children, and mentally ill and mentally challenged people. (College Wide)

Minority Awareness Programming
The M.A.P. club on the Daniel Campus focuses on the issues within a minority race/population. Established in 2006, M.A.P. sponsors an annual African-American History month program. In addition, M.A.P. raises funds annually for charitable organizations across the globe. M.A.P. membership is open to all students at SVCC. Please visit your Student Activities Coordinator for more information about this organization. (Based on Daniel Campus)

RN Nursing Club
The purpose of the Nursing Club is to assume responsibility for contributing to nursing education in order to provide for the highest quality healthcare; to provide programs representative of fundamental and current professional interest and concerns, and to aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life. The Nursing Club also sponsors different programs including health fairs that are open to the local communities in a spirit of ”giving back” to all who are supportive of the college. (Based on Christanna Campus)

Southside Student Veterans
Veterans share a bond of service that is very strong and with a student veteran club that bond can be fostered in educational pursuits. Southside Student Veterans club will foster a veteran friendly environment at SVCC where veterans, spouses and dependents of veterans will feel welcomed and valued. This organization will bring student veterans together to bond and share a common purpose, and that purpose is to excel at and complete their higher education program. (College Wide)

Student Ambassadors
The Student Ambassadors Organization will empower our students to realize the value of giving back to the community through outreach and volunteer projects. The members of the organization will also represent SVCC in a positive light at various community events. Members will also foster positive team building and leadership development experiences. (College Wide)

Teen C.N.A. Club
The Teen C.N.A. club was founded in 2008. Membership is open to all dual enrollment students taking certified nurse aide classes. Members of this club participate in one fundraiser a year to benefit a charitable organization and take a field trip to the Board of Nursing. (Based on Daniel Campus)

Transfer Club
To provide a means for students to broaden their knowledge of transfer procedures by attending various events, encouraging participation in activities, on and off campus, and extending their knowledge of transfer procedures. Open membership. (College Wide)

Women of Wisdom
Women of Wisdom (W.O.W.) is a mentoring program geared toward minority females, but females of all races are encouraged to actively participate. The program’s vision is to reflect on the changing needs of minority females and nurture their educational, cultural, and social experiences. The program provides opportuni-
ties for personal growth through mentoring, fellowship, and social/educational experiences. (Based on Daniel Campus)

CODE FOR STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT BILL OF RIGHTS

1. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
   A. Free inquiry, expression and assembly are guaranteed to all students.
   B. Students are free to pursue their educational goals, and the institution shall provide appropriate opportunities for learning in the classroom and on the campus.
   C. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges.

Definitions
2. When used in this Code—
   A. The term “institution” means Southside Virginia Community College and, collectively, those responsible for its control and operation.
   B. The term “student” includes all persons taking courses at this institution both full-time and part-time, credit or non-credit.
   C. The term “instructor” means any person hired by the institution to conduct classroom activities.
   D. The term “legal” compulsion means a judicial or legislative order which requires some action by the person to whom it is directed.
   E. The term “organization” means a number of persons who have complied with the formal requirements of institution recognition as provided in section 10, below.
   F. The term “group” means a number of persons who have not yet complied with the formal requirements for becoming an organization.
   G. The term “shall” is used in the imperative sense.
   H. The term “may” is used in the permissive sense.
   I. All other terms have their natural meaning unless the context indicates otherwise.
   J. Intellectual honesty—In order to maintain an atmosphere in which students can grow and learn, the College places a high priority on intellectual honesty. Therefore, the College does not tolerate either cheating or plagiarism.

Access to Higher Education
3. Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements.
   A. The institution shall make clear the characteristics and expectations of students which it considers relevant to its programs.
   B. Under no circumstances may an applicant be denied admission because of race, sex, religion, age, national origin or handicap.

Classroom Expression
4. Discussion and expression of all views relevant to the subject matter are permitted in the classroom subject only to the responsibility of the instructor to maintain order.
   A. Students are responsible for learning the content of any course for which they are enrolled.
   B. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
5. Academic evaluation of student performances shall be neither prejudicial nor capricious.
6. Information about student views, beliefs and political associations acquired by professors in the course of their work as instructors, advisors and counselors is confidential and is not to be disclosed to others except under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section except that disclosure must be accompanied by notice to the student.
7. Discussion and expression of all views are permitted within the institution subject only to reasonable restrictions to ensure that the mission of the institution is not disrupted and to maintain order.
8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities (see Section 13).

Campus Organizations
9. Organizations and groups may be established within the institution for any legal purpose.
   Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
10. A group shall become an organization when formally recognized by the institution. All groups that meet the following requirements shall be recognized:
   (1) Submission of a list of officers and copies of the constitution and by-laws to the Student Ac-
activities Coordinator and Campus Council. All changes and amendments shall be submitted within one week after they become effective.

(2) Where there is affiliation with an extramural organization, the organization’s constitution and by-laws shall be filed with the Student Activities Coordinator. All amendments shall be submitted within a reasonable time after they become effective.

(3) All sources of outside funds shall be disclosed.

B. Upon recognition of an organization, the institution shall make clear that said recognition implies neither approval nor disapproval of the aims, objectives and policies of the organization.

C. Groups of a continuing nature must institute proceedings for formal recognition if they are to receive the benefits of 13, 15, 16.

D. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.

11. Recognized religious or political student organizations may limit activities that relate to the core functions of the organization to only those students who support the organization’s mission. Core functions may include, but are not limited to:
1. ordering the organization’s internal affairs;
2. selecting the organization’s leaders;
3. defining the organization’s doctrines; and,
4. resolving the organization’s disputes that are in furtherance of the organization’s religious or political mission.

12. Membership lists of the organization are submitted for reference when applying for funds through the Student Activities.

13. Institutional facilities may, through the Student Activities Office, be assigned to organizations, groups and individuals within the institutional community for regular business meetings, for social programs and for programs open to the public.

14. The authority to request institutional funds for use by organizations shall be delegated to the organization’s advisor working in conjunction with the Student Activities Coordinator:
(1) Any organization seeking access to institutional funds shall choose an employee of the college as advisor.
(2) Approval of requests for funds is conditioned upon submission of budgets to and approval by the Vice President of Academic Affairs or designee.
(3) Financial accountability is required for all allocated funds, including a quarterly statement of income and expenses, which is presented to the SVCC Local Board.

B. Organizations may be allowed to raise money on- or off-campus to help support their activities.
(1) Food and beverage sales on campus are limited to a total of six per semester during day classes. Each organization must request in advance approval by the provost or designee.
(2) Other fund raising activities are not limited but advance approval by the Vice President of Academic Affairs or designee is required.
(3) All fundraisers must be appropriate, legal and reasonable as deemed by the Vice President of Academic Affairs or designee.

15. No individual, group or organization may use the institution’s name without the express authorization of the institution except to identify the institutional affiliation. Institutional approval or disapproval of any policy may not be stated or implied by any individual, group or organization.

Publications
16. A student, group or organization may not distribute written materials on campus without prior approval of the institution. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

17. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

Institutional Government
18. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body.

19. On questions of educational policy, students are entitled to a participatory function.
A. Faculty-student committees shall be created to consider questions of policy affecting student life.
B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions and allocation of student funds.

Protest
20. The right of peaceful demonstration for protest is granted within the institutional community. The
institution retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

21. Orderly picketing and other forms of peaceful protest are permitted on institution premises.
   A. Interference with ingress to and egress from institution facilities, interruption of classes or damage to property exceeds permissible limits.
   B. Even though remedies are available through local enforcement bodies, the institution may choose to impose its own disciplinary sanctions.

22. Orderly picketing and orderly demonstrations are permitted in public areas outside institution buildings subject to the requirements of Section 20, 21 and 23.

23. Every student has the right to be interviewed on campus by legal organizations desiring to recruit at the institution.
   A. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student’s right to have such an interview.
   B. Forms for college registration of demonstrations are available in the Student Services Office.

Violation of Law and Institution Discipline

24. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of disciplinary concern to the institution.
   A. The institution may impose sanctions for grave misconduct demonstrating flagrant disregard for the rights of others.
   B. Once a student is adjudged guilty in a court of law, the institution may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.

25. Under 24A, the institution shall reinstate the student if he/she is acquitted or the charges are withdrawn.

26. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation.

Student Conduct

28. Southside Virginia Community College holds certain expectations of students to share the responsibility of maintaining a safe, secure, and honest academic environment. By applying for admission to the College, each student agrees to abide by the policies and procedures governing student conduct. The statement below outlines the rights each student has as a member of the college community as well as the responsibilities each student has to continue within that community.

Each student has the privilege of exercising his or her rights without fear of prejudice provided he/she respects the laws of the Commonwealth, the policies of Southside Virginia Community College and the rights of others on campus. Such rights include the following:

- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on campus are provided through the curricula offered by the college.
- No disciplinary sanctions may be imposed without due process, except as provided in the Student Conduct Policy below.
- Students have the right to freedom of expression, inquiry, and assembly provided actions do not interfere with the rights of others or the effective operation of the college.
- Academic evaluation of student performance shall be fair, not arbitrary or inconsistent.
- Members of the college community, including students, have the right to expect safety, protection of property, and the continuity of the educational process.

Each student, as a responsible adult, shall maintain standards of conduct appropriate to membership in the college community. Such responsibilities include the following:

- Each student has the responsibility to demonstrate respect for him/herself as well as faculty, staff and other students.
- Each student has the responsibility to know, understand, and abide by the regulations and policies of the college.
- Each student has the responsibility to pay all fines and debts to the college.
- Each student has the responsibility to maintain academic integrity and abide by the academic honesty policy of the college.

Prohibited Student Conduct

29. Disorderly conduct threatens a productive academic
environment and will not be tolerated. Disciplinary action by the College shall be limited to conduct that adversely affects the college community’s pursuit of its educational objectives.

Misconduct
Violations of the following list of conduct violations, which is not all-inclusive, are subject to disciplinary action.

A. Threat to Health or Safety: When the student's continued presence at the college is deemed to constitute a threat to the health, safety or welfare of members of the campus community.
B. Bomb Threat, Fire Alarm, Hoax: When the student activates a fire or lockdown alarm without cause, or makes a threat to bomb or damage college property, students, faculty, staff, or visitors; or undertakes a hoax involving use of a supposedly destructive device or substance; or encourages, incites, or solicits any person to commit such a threat or such an act.
C. Weapons: When the student possesses, on his or her person, or uses weapons, to include guns, knives, or other dangerous objects. No weapons are permitted on campus.
D. Theft: When the student engages in theft, larceny, embezzlement, or the temporary taking of the property of another without consent.
E. Riot: When the student incites or engages in a riot or a disorderly assembly.
F. Drugs: When the student engages in the possession, use, sale or manufacture of illegal or controlled substances.
G. Forgery: When the student forges, alters, misuses, or falsifies college documents or records.
H. Computer Security: When the student makes unauthorized use of computer resources, or makes unauthorized efforts to penetrate or modify any computing hardware or software.
I. Disruption: Disruption of a classroom, laboratory, library, office, hallway, public student space, such as the student center, meeting or hearing.
J. Failure to Comply: Failure to comply with a college official appropriately acting in the performance of his or her duties.
K. Verbal Abuse: When the student utters obscene words or engages in verbal abuse that constitutes harassment of others.
L. Assault, Battery, Fighting: When the student engages in non-sexual assault, battery, or fighting.
M. Harassment: When the student engages in psychological abuse, racial, or other non-sexual harassment.
N. Property Destruction: When the student destroys, damages, defaces, or misuses public or private property.
O. Illegal Entry: When the student illegally enters or occupies state property.
P. Gambling: When the student engages in unlawful gambling or gaming.
Q. Alcoholic Beverages: When the student possesses or consumes alcoholic beverages or is legally intoxicated.
R. Criminal Charges: When the student is formally charged with the commission of a crime.
S. Misuse of Federal Funds: When the student uses federal funds for someone other than him/herself or uses funds in a way that does not support his/her own educational endeavors.
T. Electronic Bullying: When a student uses Facebook, or any other type of social media, to intimidate or bully a student, faculty or staff member.
U. Impersonation or Assuming a False Identity: When a student impersonates a college employee or falsely identifies him/herself.
V. Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sanctions
30. The following sanctions may be imposed upon students:
A. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
B. Academic Penalty: The assignment of grades is the responsibility of the instructor. Thus, if the instructor determines that a student's work has been intellectually dishonest, the instructor may require the work be repeated for a lower grade, award an F for the assignment, lower the grade for the course, or award an F for the course.
C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions, in the event of the finding of a violation of any institutional regulation within a stated period of time.
D. Disciplinary probation: Exclusion from privileges or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.
E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

31. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Student Grievance Process of Academic and/or Administrative Decisions

Southside Virginia Community College is dedicated to a policy which provides that all grievances relating to current and prospective students will be handled fairly and equally without regard to race, color, age, sex, religion, national origin, disability, marital status, veterans status, sexual orientation, political affiliation, or other non-merit factors.

The grievance process applies to academic and non-academic student grievances, including student complaints of unlawful discrimination or unfair treatment. The grievance process applies to complaints arising under any of the following:

Title VI of the Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1992
Family Educational Rights and Privacy Act of 1974
Age Discrimination Act of 1975
Southside Virginia Community College Catalog
Southside Virginia Community College Student Handbook
Virginia Community College System Policy Manual

Section 1. Procedures for Resolving Complaints

Level One

Recognizing that grievances should be raised and settled promptly, a grievance should be raised within thirty (30) business days following the event giving rise to the grievance. As the first step, the student is encouraged to meet and discuss the concern with the person with whom the student has the difference or dispute. At the meeting, the student must clearly present the facts regarding the grieved issue and the resolution that he or she seeks. The respondent may consult with his/her supervisor, dean or program head at this step in the process. Every reasonable effort should be made to resolve the matter informally at this level.

If the difference or dispute is not resolved, the student with a grievance shall complete a grievance form and submit to the Director of Counseling. Determination of grievability will be made by the Director of Counseling. A student who alleges harassment or sexual misconduct will not be required to make direct contact with the person alleged to have engaged in such conduct. In that situation, the student should contact the Director of Counseling, who will discuss with the student her/his right to proceed to Level Two of this procedure. If a student is alleging sexual misconduct, the student should be referred to Southside Virginia Community College’s policy on sexual violence, domestic violence, dating violence and stalking (Title IX).

Level Two

If the student is not satisfied with the outcome of the grievance at Level One or has been permitted to bypass Level One, the student may submit a written grievance to the appropriate college official within twenty (20) business days. The appropriate college officials are outlined as follows:

1. Academic matters—Academic Deans or Director of Workforce Development and Continuing Education for credit courses, Director of Workforce Development and Continuing Education for non-credit courses. Grading would not be grievable unless arbitrary and capricious treatment is shown.
2. Admissions matters (e.g., recruitment, registration, transfer of credits, academic suspension/dismissal, etc.) will be heard by the Dean of Enrollment Management.
3. Student employment (e.g., financial aid recipients) will be heard by the Director of Financial Aid.
4. Complaints in areas other than 1, 2, and 3 above will be heard by the Vice President of Academic and Student Affairs.
5. Affirmative Action and ADA complaints will be heard by the Vice President of Finance and Administration.

Within 10 business days of receiving the grievance, the dean, supervisor, or other college official will schedule a meeting with both parties in an effort to resolve the grievance. (The meeting may occur after 10 business days, but its date should be established within this time frame.) The role of the decision-maker is to chair the meeting, facilitate the discussion, conduct an adequate, reliable, and impartial investigation, determine whether or not college policies have been violated, and render a decision on the matter. Each party may present witnesses and other evidence. No attorneys or other advisors are allowed to be present to represent either party. No recording will be permitted during the meeting. The decision-maker may conduct follow-up inquiries after the meeting if necessary. He/she will prepare a written report of the outcome of the grievance within 10 busi-
ness days after the meeting, and will provide copies to
the student and the respondent.

Level Three
If the student is not satisfied with the outcome of the
satisfaction with the outcome of the grievance at Level Two, the student may file a written
appeal within 10 business days of the determination
at Level Two to the Administrative designee or Vice
President of Academic and Student Affairs with re-

The chair of the Grievance Panel is responsible for
carrying out the hearing in an orderly, efficient and eq-
uitable manner. The chair will arrange for the audio
recording of the hearing. Either party may have access
to the recording upon request. Both the student and the
respondent may have an adviser present at the hear-
ing; however each party must inform the chair of the
Grievance Panel 10 business days prior to the hearing.

At the Grievance Panel hearing, the student and the re-
spondent each have the opportunity to present any
information relevant to the grievance. The Panel may
also request information from other sources. Signed
written statements may be submitted by individuals
who are unable to attend the hearing. If either party
chooses not to attend the hearing, the Panel will con-
sider any written statements the person submits.

The Grievance Panel is responsible for reviewing the
grievance in light of College policies and procedures.
The Grievance Panel can neither change nor formulate
College policies and procedures, nor can it commit state
resources. The Grievance Panel will make its decision
by simple majority vote. The chair of the Grievance
Panel will prepare a written report of the outcome of the
hearing and provide it to the student and the respon-
dent within 10 business days after the conclusion of the
hearing. The decision of the Grievance Panel is final.

Retaliation Prohibited
Retaliation against a grievant or witness for filing an
appeal is prohibited. Retaliation is any overt or covert act of reprisal,
interference, restraint, penalty, discrimination, intimi-
dation, or harassment against one or more individuals
for exercising their rights (or supporting others for ex-
ercising their rights) under this policy. The College will
investigate any reports of retaliation and take appropri-
ate disciplinary action.

Confidentiality
All actions taken to resolve grievances through this pro-
cess will be conducted with as much privacy, discretion
and confidentiality as possible without compromising
the thoroughness and fairness of the process. All per-
sions involved are to treat the process with respect.
Grievance Procedure records should be maintained for a five-year period.

SEX OFFENDER ADMISSIONS POLICY
Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police. In the event that an applicant to Southside Virginia Community College is determined to be on the Sex Offender Registry, the following procedures apply:

A. The applicant will be sent a letter to his/her mailing address by the Dean of Enrollment Management that states, "Due to your status as a sex offender listed on the National Crime Information Center convicted Sexual Offender Registry you must meet with the SVCC Threat Assessment Team to review your continued admission status."

B. The applicant must respond to the request within seven working days to meet with the team. If the applicant does not respond within the seven day request, then he/she will be denied continuing admission status and administratively withdrawn from courses if necessary.

C. Via telephone, U.S. mail and electronic mail the applicant will be provided with a location, date and time to meet with the team. Failure of the applicant to appear will result in denied admission.

D. The applicant will be asked to provide the following information when meeting with the team:
   - Disclosure of the nature of the Offense for which he/she has been convicted,
   - Justification for consideration of admission or continuing admission.

E. Decisions by the Threat Assessment Team will be made on a case by case basis after a review of the totality of the circumstances. The information sought may be the same that will allow an offender to be removed from the registry. Those include nature and number of offense(s), date of last offense, length of time from the last offense, treatment and/or counseling sought, and restitution completed. The team will make a recommendation about continued admission by a majority vote within 12 working days of receiving the required information and submit their recommendation to the Vice President of Academic and Student Affairs.

F. The Vice President of Academic and Student Affairs will inform the applicant by letter of the decision.

G. The student may appeal the decision by letter directly to the Vice President of Academic and Student Affairs within seven working days of the date of the letter.

H. The Vice President of Academic and Student Affairs will review all documents provided by the Threat Assessment Team and may meet with the applicant to make a decision within seven working days from the date of the appeal letter. The decision of the Vice-President of Academic and Student Affairs shall be final.

Violence Policy
Southside Virginia Community College strives to offer students a quality education in a safe and caring environment. The college also strives to create a safe and secure place of work for its staff. Therefore, the college will not tolerate violence of any nature.

Prohibited conduct includes: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Section 18.2-60 of the Code of Virginia states that any person who makes a verbal threat to any employee of any public institution shall be guilty of a Class 1 misdemeanor punishable by up to a year in jail. The threat may consist of written, electronically transmitted, or verbal comments to kill or do bodily injury. If the threat is written or electronically transmitted, a person can be found guilty of a Class 6 felony punishable by one to five years in prison.

Any student or employee who acts in such a manner that threatens or jeopardizes another’s safety or acts in a manner that is considered intimidating or disruptive will be found in violation of this policy and will be subject to disciplinary action.
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Ms. Doris Buffett – 2011
The Honorable Cleo E. Powell – 2012
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ADMINISTRATION


Carter, Tara Y. (2015) Administrative – Associate Professor/Vice President for Academics and Student Affairs; B.A., Johnson C. Smith University; M.A., University of Northern Iowa; Ph.D., Walden University.


Daniel, Jacquelin S. (2012) Administrative – Professor/Coordinator of Associate Degree Nursing; B.S., M.S. and DNP, Old Dominion University.

Dunn, Matthew S. (1996) Professional – Instructor/Counselor; B.S., Auburn University; M.S., Longwood University.

Eanes-Walton, LaRoya C. (2016) Administrative – Lecturer/Coordinator for SNAP E&T Program; A.A.S., Southside Virginia Community College; B.A. Saint Paul’s College; M.B.A., Strayer University

Edmonds, Michelle K. (2009) Administrative – Associate Professor/Dean of Nursing, Allied Health and Natural Sciences; B.S.N., Virginia Commonwealth University; M.S.N. and DNP, Old Dominion University.


Feinman, Shannon V. (2005) Administrative – Instructor/Dean of Enrollment Management; B.S., James Madison University; M.B.A., Old Dominion University.


Hayes, Anne C. (2013) Administrative – Assistant Professor/Dean of Institutional Effectiveness and Special Projects; B.A., Emory University; M.A., University of Colorado; Ph.D., University of Virginia.

Hicks, John D. (1999) Professional – Associate Professor/Counselor; B.S., Hampton University; M.Ed., American Intercontinental University; Ed.D., Virginia State University.

Laben, Rebecca B. (2010) Professional – Instructor/Health Science Counselor; B.S., Old Dominion University; M.A., College of William and Mary.

McDaniel, Earl F. (1997) Administrative – Associate Professor/Director of Community College Programs SVHEC; B.A., University of Richmond; M.S., Longwood University.

Patton, Robert C. (2000) Administrative – Professor/Dean of Career and Occupational Technologies; A.A.S., Virginia Highlands Community College; B.S., Radford University; M.S., Longwood University; Ph.D., Old Dominion University.


Roberts, Alfred A. (1995) Administrative – Professor/President of Southside Virginia Community College; B.A., Michigan State University; M.Ed., Virginia State University; Ph.D., Old Dominion University.

Sizemore, Dorothea G. (2001) Administrative – Instructor/Director for Workforce Development & Continuing Education; B.S., Old Dominion University; M.A., City University

Smiley, Debra K. (1997) Administrative – Associate Professor/Director for Workforce Development & Continuing Education; B.S., Longwood College; M.S., Central Michigan University.


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Townsend, Rosa I. (2000) Professional – Assistant Professor/Librarian; A.A.S., Southside Virginia Community College; B.S., Saint Paul’s College; M.Ed., Virginia State University; M.S., North Carolina Central University.


Wilkinson, Billi Jo (2014) Administrative – Instructor/Coordinator for Nursing Sim Lab; Diploma, Bon Secours Memorial College of Nursing; B.S.N. and M.S.N., Western Governors University.


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Abbett, Karen L. (2003) Professor of Practical Nursing; B.S.N., Ball State University; M.Ed., University of Phoenix.

Anderson, Elizabeth R. (2014) Associate Instructor II of Associate Degree Nursing; M.S., Chamberlain College of Nursing; B.S., Chamberlain College of Nursing

Andrews, Hugh P. (1992) Associate Professor of Electronics; Diploma, Danville Community College; Certificate, Southside Virginia Community College; B.S., Virginia Tech.

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Arthur, Melissa P. (2005) Assistant Professor of Associate Degree Nursing; RN Diploma, Danville Memorial Hospital School of Nursing; B.S.N., Regents College University of New York; M.S.N. and F.N.P., Old Dominion University.

Back, Melissa D. (2000) Assistant Professor of Biological Sciences; B.S. and M.S., Longwood University; M.T., University of Virginia.

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Beekwilder, Kristen M. (2011) Instructor of Biology; B.A., University of Virginia; M.S., Virginia Tech.

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Clarke, Betty L. (1987) Associate Professor of Administrative Support Technology; B.S., Milligan College; M.A. Ed., East Carolina University; Ed.S., Georgia State University.
Clatterbuck, Katherine K. (2013) Instructor of Biology; B.S., University of Mary Washington; M.S., North Carolina State.

Cline, Leslie A. (2007) Associate Professor of Humanities; B.A., Converse College; M.F.A., University of South Carolina.

Cole, Ronnie B. (2006) Associate Professor of Industrial Technology; B.A. and M.Ed., Averett College; Master Electrician & Master HVAC.

Dorin, Shanley C. (2003) Instructor of English; B.A., High Point University; M.A., Longwood University.

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Freeman, Sharon P. (2001) Associate Professor of English; B.S., M.S.A., & Certification, Longwood University.

Gadiyaram, Pardha S. (1984) Associate Professor of Mathematics/Physics; B.S., SSN College; M.S., Andhra University; M.S., North Carolina State University.

Gayles, Arnold (2004) Assistant Professor of Automotive Technology; Diploma and A.A.S., Southside Virginia Community College; B.S., Bluefield College.

George, Rufus B. (1979) Associate Professor of Human Services; B.S. and M.A., University of Virginia.

George, Teresa G. (2011) Associate Professor of Psychology/Sociology; A.A.S., Southside Virginia Community College; B.S. and M.S. (2), Longwood University.

Hays, John A. (2006) Instructor of Psychology; B.A., Case Western Reserve University; M.S., Yorktown State University.


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Jones, Crystal (1999) Associate Professor of Administrative Support Technology/Information Systems Technology; A.A.S., Southside Virginia Community College; B.S., Longwood University; M.Ed., Virginia State University.

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Kemerer, Douglas E. (2009) Assistant Professor of Truck Driving Training; B.S., Embry-Riddle Aeronautical University.

LaPrade, Kelley B. (2004) Associate Professor of Information Technology; B.S., Old Dominion University; M.S., Old Dominion University.

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Moore, Leigh W. (2002) Associate Professor of Associate Degree Nursing; L.P.N., Greensville Memorial Hospital; A.A.S., Halifax Community College; B.S.N. and M.S.N., Old Dominion University.

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Noblin, Emily M. (2007) Assistant Professor of Psychology; B.S., University of Richmond; M.S., Longwood College; Ed.S., James Madison University.

Omick, Felicia V. (2001) Associate Professor of Associate Degree Nursing; B.S.N., Virginia Commonwealth University; M.S.N., Old Dominion University.

Quicke, Courtney D. (1996) Assistant Professor of Truck Driving Training.

Reed, Martha B. (1993) Assistant Professor of Biological Sciences; B.A., Randolph-Macon Woman's College; M.S., Virginia Tech.

Richardson, Percy W. (1995) Professor of Business Management; A.A.S., Danville Community College; B.S., Averett College; M.S.A., Central Michigan University; M.B.A., Pleiﬄer University; D.A., George Mason University.

Richey, Brent E. (1991) Associate Professor of Mathematics; B.S., Liberty University; M.S., Virginia Commonwealth University.

Robinson, Stephanie T. (2008) Associate Professor of Middle College; B.S. & M.S., Longwood University; C.A.G.S., Cambridge College.


Seward, Alfonzo R. (2015) Assistant Professor of Administration of Justice/Lead Instructor; B.S., Saint Paul’s College; M.S. University of Cincinnati.


Smith, David S. (2000) Associate Professor of Biological/Chemical Sciences; B.S., Roanoke College; M.S., Old Dominion University; Ph.D., Virginia Tech.

Smith, Gunay (2001) Professor of Biological/Chemical Sciences; B.S., Robert College; M.S., Bogazici University; Ph.D., Cerrahpasa Medical School.

Stinson, Charles M. (2000) Professor of Biology and Humanities; B.A., College of William and Mary; M.Div., Southern Baptist Theological Seminary; M.S., Ph.D., University of Louisville.

Talbott, Jonette I. (1993) Professor of Practical Nursing; R.N., Diploma, Danville Memorial Hospital School of Nursing; B.S.N., Virginia Commonwealth University Medical College of Virginia; M.S.N. Old Dominion University.

Tuck, Joan (1998) Professor of Information Systems Technology; B.S., Averett College; M.B.A., Lynchburg College.


Wells, Katrina C. (2006) Professor of Certified Nurse Aide; R.N., Richmond Memorial School of Nursing; B.S.N., Liberty University; M.S.N., Old Dominion University.

Whaley, Douglas E. (1996) Associate Professor of Administration of Justice; A.A.S., Southside Virginia Community College; B.A., Longwood University; M.S., Virginia Commonwealth University.

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Cando Smith
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Bryant Trihey
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Kristin Vaughan
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Frieda Whirley
Frieda Whirley
Kathryn Whitt
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Regina Williams
Sabrina Williams
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Debra Wilson
Megan Wilson
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Arietha Young
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Susan Zachensky-Walthall
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Alexander, Janett S., Admin and Office Spec III – Academic Administrative Support / Daniel
Allen, Linda G., Info Technology Specialist II – Network Services Manager / Christanna
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Allgood, Nicolas M., Info Technology Specialist I – Network Services / Daniel
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Bennett, Lura P., Housekeeping Worker I – Buildings and Grounds Worker / Christanna
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Blackwell, Robert J., Trades Technician III – Buildings and Grounds Worker / Daniel
Blackwell, Rodnita B., Housekeeping Worker I – Buildings and Grounds Worker / Daniel
Canning, David P., Housekeeping Worker I – Buildings and Grounds Worker / Daniel
Capon, Stephen, Trades Technician II – Buildings and Grounds Worker / Daniel
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Daniel, Robin C., Info Technology Specialist III – Applications Support Administrator / Christanna
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Dix, Shana K., Education Support Spec III – Assistant Registrar / Daniel
Duty, John W., Trades Technician III – Buildings and Grounds Worker / Daniel
Early, Susan W., Admin and Office Spec III – Occ/Tech Center Administrative Support / Occ Tech
Elder, Brenda W., Admin and Office Spec III – Financial Aid Support / Christanna
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Giles, Le’Tina A., Education Support Spec III – Student Activity Coordinator / Daniel
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Harris, Bethany W., Human Resource Manager I – Human Resource Manager / Christanna
Hicks, Lois L., Education Support Spec II – Middle College Support / Daniel
Jackson, Angela L., Admin and Office Spec III – Administrative Assistant to VP of Finance / Christanna
Jackson, Christin D., Program Administrator I – Coordinator of WIA Programs / Daniel
Jackson, Pamela S., Info Technology Specialist I – Network Services / Christanna
Jenkins, Timothy D., Trades Technician III – Buildings and Grounds Worker / Christanna
Jones, Rhina C., Education Support Spec II – Admissions Support / Christanna
King, David M., Education Support Spec III – One Stop Coordinator / Daniel
Koch, Claudia D., Education Support Spec II – Dream It Do It Coordinator / Daniel
Lambert, Bradley H., Procurement Officer I – Purchasing Officer/AP Spec / Christanna
Lambert, Tammie E., Computer Operations Techn I – Peoplesoft Support / Daniel
Lambert, Toni C., Finan Svcs Spec I – Accountant / Daniel
Lawson, Suzanne D., Education Support Spec II – OSY Case Manager / Daniel
Lenhart, Janet R., Admin and Office Spec III – Cashier / Daniel
Leslie, Ashley C., Trainer & Instructor III – Coordinator of Educational Technology / Christanna
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Malone, Makiko A., Admin and Office Spec III – LCAKC Administrative Support / LCAKC
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Mason, Cynthia P., Admin and Office Spec III – Administrative Assistant to VPASA / Daniel
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Pinnell, Diane L., Education Support Spec II – Financial Aid Support / Christanna
Randolph, Erica A., Education Support Spec II – Southern VA Education Center Support / SVEC
Roberts, Dawn S., Admin and Office Spec III – Southern VA Education Center Support / SVEC
Rodriguez, Mary E., Education Support Spec II – Student Development Support / Christanna
Rogers, Raymond C., Trades Technician III – Buildings and Grounds Worker / Christanna
Shelton, Jessica R., Admin and Office Spec III – Estes Center Support / Estes
Shook, Suzanne , Education Support Spec II – Admissions Support / Daniel
Smallwood, Florence A., Finan Svcs Spec I – Payroll Manager / Christanna
Smiley, Misty S., Admin and Office Spec III – Academic Administrative Support / Christanna
Smithers, Vondrenna N., Education Support Spec III – Student Activity Coordinator / Christanna
Stegall, Thomas A., Housekeeping Worker I – Buildings and Grounds Worker / Daniel
Taylor, Anthony M., Info Technology Specialist I – Network Services / Christanna
Taylor, Pamela N., Education Support Spec III – Coordinator of Business & Industry Services / Daniel
Tolbert, Robert L., Housekeeping Worker I – Buildings and Grounds Worker / Christanna
Turner, Nancy T., Gen Admin Supv I/Coord I – Executive Assistant to President / Christanna
Watkins, Patricia A., Admin and Office Spec III – Accounts Receivable Specialist / Daniel
Watson, Cathy M., Admin and Office Spec III – Cashier / Christanna
Whitaker, Michael F., Education Support Spec II – Regional Adult Ed. Program Specialist / Daniel
White, Anita C., Admin and Office Spec III – Workforce Development Support / Daniel
Whitt, Kathryn N., Admin and Office Spec III – SVHEC Support / SVHEC
Williams, Michael A., Housekeeping Worker I – Buildings and Grounds Worker / Christanna
Williams, Sabrina M., Admin and Office Spec III – Secretary to Dean / Christanna
Williams, Vitorria D., Education Support Spec II – Assistant Coordinator for DE / Christanna
Winfield, Mary A., Library Specialist II – Library Specialist / Christanna
Wollenberg, Chad W., Info Technology Specialist III – Chief Information Officer / Christanna
Worley, Donna W., Admin and Office Spec III – Foundation Support / Christanna
Wray, Roger H., Trades Manager I – Buildings and Grounds Superintendent / Christanna
Wright, Travis H., Education Support Specialist III – Student Success Retention Coordinator / Daniel
Yancey, Anne T., Info Technology Specialist II – Institutional Research Coordinator / Daniel