

# College Catalog 2012-2013

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TO BE  
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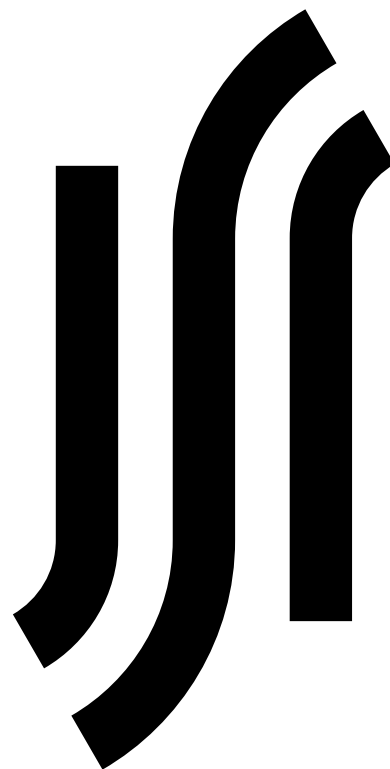
**REYNOLDS NOW...**

J. Sargeant Reynolds  
Community College

SINCE 1972



# J. Sargeant Reynolds Community College



## **College Catalog 2012-2013**

J. Sargeant Reynolds Community College  
Post Office Box 85622  
Richmond, Virginia 23285-5622

J. Sargeant Reynolds Community College is an equal opportunity, affirmative action institution providing access to educational and employment opportunities without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

The procedures, programs, courses, regulations, rules and policies listed in this catalog are subject to change by the college, the College Board, the Virginia Community College System, or the State Board for Community Colleges. For the most up to date catalog information visit the college website at [reynolds.edu](http://reynolds.edu).



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## A MESSAGE FROM THE PRESIDENT



**W**elcome to J. Sargeant Reynolds Community College—where your dreams are closer than you think. Each year thousands of students enroll at Reynolds for a wide variety of reasons. In some cases, many are successfully employed but seek a promotion or career change. Some decide not to go away to college right after high school and Reynolds is a convenient option for them. Still, others take advantage of a second chance to go back to college after a number of years away from campus to complete a certificate or degree program. Whatever the reason, Reynolds offers an opportunity to develop real skills and knowledge for the new economy.

Our mission is to offer you a quality education that is comprehensive, innovative, accessible, affordable, and responsive to the changing workforce needs of the community. Our promise is that we will provide exciting opportunities for quality learning and personal development that unlock doors to your success.

This catalog contains useful and important information about our academic programs, support services and workforce development initiatives that will help you make informed decisions about your education and your future.

I believe you will find that your time spent with us will have laid the foundation for a future with unlimited possibilities. Long after you leave us, you will often reflect upon the faculty and staff members who cared about you as a person and who ultimately made a real difference in your life.

We welcome you to the J. Sargeant Reynolds Community College family and we wish you much success as you work toward your educational and career goals.

Sincerely,

A handwritten signature in black ink that reads "Gary L. Rhodes". The signature is written in a cursive, flowing style.

Gary L. Rhodes, Ed.D.  
College President



# GENERAL INFORMATION

## COLLEGE HISTORY

Responding to the recommendation of a legislative study committee that “every citizen of the Commonwealth be given an opportunity to attend an institution of higher learning offering academic, occupational/technical, and community service programs at a nominal cost,” in 1966 the General Assembly of Virginia established a state-wide system of community colleges. A newly established State Board for Community Colleges, prepared a master plan for a system of 23 institutions.

The Lieutenant Governor, J. Sargeant Reynolds, heralded the creation of the community college system by the General Assembly as “one of its finest acts and finest hours in this century.”

J. Sargeant Reynolds Community College, the last of these colleges, is named in honor of the late Lieutenant Governor of the State, who championed legislation creating the state-supported community colleges. Opened in 1972 in temporary headquarters, the College is now a three-campus institution and the third largest in the Virginia Community College System.

The community college master plan called for J. Sargeant Reynolds Community College to consist of three permanent instructional centers, serving a geographic district comprising the Virginia counties of Goochland, Hanover, Henrico, and Powhatan, and the city of Richmond (north of the James River). Louisa County was subsequently added to the College’s service region on a shared basis with Piedmont Community College. With the opening of the Goochland Campus in Goochland County in the spring of 1978, the college completed its plan for three campuses, located at urban, suburban, and rural sites. Additionally, in the spring of 1996, the State Board for Community Colleges added Richmond south of the James to its service region.

The Downtown Campus is now housed in a modern, high-rise structure at Seventh and Jackson Streets, having moved in the fall of 1981 from leased facilities in the 100 block of East Grace Street. In the fall of 1995 a major addition to this facility was completed, adding 84,000

square feet to the existing structure. In September 1974, the Parham Road Campus opened in a newly constructed, contemporary building located on a 105-acre site in northern Henrico County. A second instructional building was completed on this suburban campus in time for the opening of classes in the fall of 1980. With the instructional facility at the Goochland Campus opening in the fall of 1981 and its subsequent addition, which opened in 2001, the college now operates with modern facilities at all its instructional sites. A three-story structure adjacent to the Parham Road Campus houses executive and central administrative offices.

J. Sargeant Reynolds Community College (JSRCC) and John Tyler Community College (JTCC) joined forces in 2003 to create a new workforce development entity that provides business, industry and government in the region with a single source for workforce development. The organization is named the Community College Workforce Alliance (CCWA). The alliance is a cooperative partnership dedicated to supporting economic development and providing world-class workforce training and services to both the public and private sectors. The vision behind the new organization is to maximize the talents and resources of both institutions’ current workforce development centers in an effort to provide Richmond, Tri-cities and surrounding counties with a world-class regional workforce development organization.

The College currently offers 20 two-year occupational/technical degree programs, 9 occupational/technical certificate programs, 5 two-year college transfer programs, 1 transfer certificate program, and 41 career studies certificate programs requiring less than one-year of full-time study. Having enrolled more than 308,423 persons in credit courses since its opening, J. Sargeant Reynolds Community College continues to strive to meet the aspirations of its namesake to provide “a practical and economic answer to the future educational needs of thousands of Virginians.”



# COLLEGE MISSION, VISION AND VALUES

## MISSION

J. Sargeant Reynolds Community College provides access to education that develops individuals for employment and career advancement, prepares students for successful transfer to colleges and universities, builds a skilled workforce that contributes to regional economic development, and promotes personal enrichment and lifelong learning.

## VISION

J. Sargeant Reynolds Community College will create a dynamic learning environment that will expand students' opportunities and enrich our community.

## VALUES

J. Sargeant Reynolds Community College will be guided by the following values in all actions and decisions:

### **Student Success**

We make decisions that are in the best interest of our students and their success.

### **Our Community**

We serve our community through involvement, partnerships, and volunteerism.

### **Teaching and Learning**

We provide diverse learning experiences for our students, employees, and the community in support of learning, scholarship, and personal growth.

### **Inclusiveness and Collaboration**

We embrace individual diversity and contributions of all people. We work together with respect, trust, and honesty within the College and with the communities we serve.

### **Excellence**

We uphold high academic and professional standards and consistently work to improve quality, effectiveness, and efficiency.

### **Ethics**

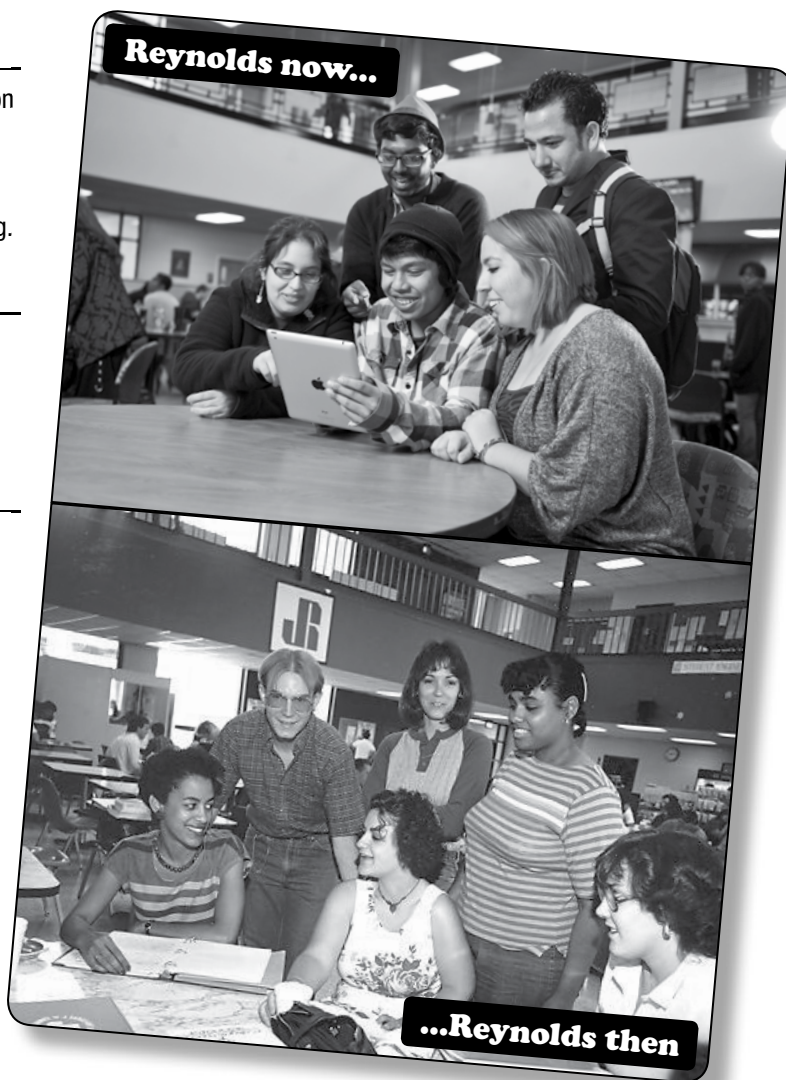
We act ethically in all aspects of our work and abide by our *Code of Ethics*.

### **Environment**

We act as responsible stewards of our environment by creating and sustaining safe, healthy, and attractive places for learning, teaching, and working.

### **Our People**

We value our students, faculty, and staff and are committed to their professional and personal growth.



### **Disclaimer Notice**

J. Sargeant Reynolds Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of [www.reynolds.edu](http://www.reynolds.edu) (and/or) [www.jsr.vccs.edu](http://www.jsr.vccs.edu) is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

# Academic Calendar 2012–13

## 2012 FALL SEMESTER

### IMPORTANT DATES

Advising	July 9–20, 2012
Early-Bird Registration	July 9–22, 2012
Registration (on-site)	July 23–August 17, 2012
Adjunct Faculty Convocation	August 16, 2012
Labor Day (college closed)	September 3, 2012
College-wide Convocation Day (no classes/no services)	October 2, 2012
Faculty Research Day (no classes)	November 21, 2012
Fall Break (college closed)	November 22–25, 2012
Grades Due by Noon	December 18, 2012

### REGULAR SESSION (SIXTEEN-WEEKS)

Classes Begin	August 20, 2012
Late Registration and Add/Drop	August 20–24, 2012
Last Day to Add Class	August 24, 2012
Last Day to Drop with Refund	September 5, 2012
Last Day to Withdraw from Class with a Grade of W	October 26, 2012
Classes End	December 8, 2012
Examination Period	December 10–15, 2012

### TWELVE-WEEK SESSION

Classes Begin	September 18, 2012
Late Registration and Add/Drop	September 18–21, 2012
Last Day to Add Class	September 21, 2012
Last Day to Drop with a Refund	September 28, 2012
Last Day to Withdraw from Class with a Grade of W	November 7, 2012
Classes End	December 15, 2012

### FIRST EIGHT-WEEK SESSION

Classes Begin	August 20, 2012
Late Registration and Add/Drop	August 20–22, 2012
Last Day to Add Class	August 22, 2012
Last Day to Drop with Refund	August 27, 2012
Last Day to Withdraw from Class with a Grade of W	September 21, 2012
Classes End	October 16, 2012

### SECOND EIGHT-WEEK SESSION

Classes Begin	October 17, 2012
Late Registration and Add/Drop	October 17–19, 2012
Last Day to Add Class	October 19, 2012
Last Day to Drop with Refund	October 24, 2012
Last Day to Withdraw from Class with a Grade of W	November 19, 2012
Classes End	December 15, 2012

### FIRST FOUR-WEEK SESSION

Classes Begin	August 20, 2012
Late Registration and Add/Drop	August 20, 2012
Last Day to Add Class	August 20, 2012
Last Day to Drop with a Refund	August 22, 2012
Last Day to Withdraw from Class with a Grade of W	September 5, 2012
Classes End	September 17, 2012

## SECOND FOUR-WEEK SESSION

Classes Begin	September 18, 2012
Late Registration and Add/Drop	September 18, 2012
Last Day to Add Class	September 18, 2012
Last Day to Drop with a Refund	September 20, 2012
Last Day to Withdraw from Class with a Grade of W	October 4, 2012
Classes End	October 16, 2012

## THIRD FOUR-WEEK SESSION

Classes Begin	October 17, 2012
Late Registration and Add/Drop	October 17, 2012
Last Day to Add Class	October 17, 2012
Last Day to Drop with a Refund	October 19, 2012
Last Day to Withdraw from Class with a Grade of W	November 1, 2012
Classes End	November 13, 2012

## FOURTH FOUR-WEEK SESSION

Classes Begin	November 14, 2012
Late Registration and Add/Drop	November 14, 2012
Last Day to Add Class	November 14, 2012
Last Day to Drop with a Refund	November 16, 2012
Last Day to Withdraw from Class with a Grade of W	December 4, 2012
Classes End	December 15, 2012

## 2013 SPRING SEMESTER

### IMPORTANT DATES

Advising	November 5–16, 2012
Early-Bird Registration	November 5–25, 2012
Registration (on-site)	November 26–December 14, 2012; January 2–4, 2013
Adjunct Faculty Convocation	January 3, 2013
MLK Day (college closed)	January 21, 2013
Spring Break (no classes)	March 11–17, 2013
Professional Development Day (no services)	March 11, 2013
Grades Due by Noon	May 7, 2013
Professional Development Day	May 8, 2013
Graduation	Saturday, May 11, 2013

### REGULAR SESSION (SIXTEEN-WEEKS)

Classes Begin	January 7, 2013
Late Registration and Add/Drop	January 7–11, 2013
Last Day to Add Class	January 11, 2013
Last Day to Drop with Refund	January 23, 2013
Last Day to Withdraw from Class with a Grade of W	March 21, 2013
Classes End	April 29, 2013
Examination Period	April 30–May 6, 2013

### TWELVE-WEEK SESSION

Classes Begin	February 5, 2013
Late Registration and Add/Drop	February 5–8, 2013
Last Day to Add Class	February 8, 2013
Last Day to Drop with a Refund	February 15, 2013
Last Day to Withdraw from Class with a Grade of W	April 2, 2013
Classes End	May 6, 2013



# Academic Calendar 2012–2013 Continued...

## 2013 SPRING SEMESTER CONTINUED

### FIRST EIGHT-WEEK SESSION

Classes Begin	January 7, 2013
Late Registration and Add/Drop	January 7–9, 2013
Last Day to Add Class	January 9, 2013
Last Day to Drop with Refund	January 14, 2013
Last Day to Withdraw from Class with a Grade of W	February 8, 2013
Classes End	March 4, 2013

### SECOND EIGHT-WEEK SESSION

Classes Begin	March 5, 2013
Late Registration and Add/Drop	March 5–7, 2013
Last Day to Add Class	March 7, 2013
Last Day to Drop with Refund	March 19, 2013
Last Day to Withdraw from Class with a Grade of W	April 12, 2013
Classes End	May 6, 2013

### FIRST FOUR-WEEK SESSION

Classes Begin	January 7, 2013
Late Registration and Add/Drop	January 7, 2013
Last Day to Add Class	January 7, 2013
Last Day to Drop with a Refund	January 9, 2013
Last Day to Withdraw from Class with a Grade of W	January 23, 2013
Classes End	February 4, 2013

### SECOND FOUR-WEEK SESSION

Classes Begin	February 5, 2013
Late Registration and Add/Drop	February 5, 2013
Last Day to Add Class	February 5, 2013
Last Day to Drop with a Refund	February 7, 2013
Last Day to Withdraw from Class with a Grade of W	February 20, 2013
Classes End	March 4, 2013

### THIRD FOUR-WEEK SESSION

Classes Begin	March 5, 2013
Late Registration and Add/Drop	March 5, 2013
Last Day to Add Class	March 5, 2013
Last Day to Drop with a Refund	March 7, 2013
Last Day to Withdraw from Class with a Grade of W	March 27, 2013
Classes End	April 8, 2013

### FOURTH FOUR-WEEK SESSION

Classes Begin	April 9, 2013
Late Registration and Add/Drop	April 9, 2013
Last Day to Add Class	April 9, 2013
Last Day to Drop with a Refund	April 11, 2013
Last Day to Withdraw from Class with a Grade of W	April 24, 2013
Classes End	May 6, 2013

## 2013 SUMMER TERM

### IMPORTANT DATES

Advising	April 8–19, 2013
Early-Bird Registration	April 8–21, 2013
Registration (on-site)	April 22–May 17, 2013
Memorial Day (college closed)	May 27, 2013
Independence Day (college closed)	July 4, 2013
Grades Due by Noon	August 1, 2013

### TEN-WEEK SESSION

Classes Begin	May 20, 2013
Late Registration and Add/Drop	May 20–23, 2013
Last Day to Add Class	May 23, 2013
Last Day to Drop with Refund	May 30, 2013
Last Day to Withdraw from Class with a Grade of W	July 1, 2013
Classes End	July 29, 2013
Make-up Day for July 4	July 30, 2013

### FIRST FIVE-WEEK SESSION

Classes Begin	May 20, 2013
Late Registration and Add/Drop	May 20–21, 2013
Last Day to Add Class	May 21, 2013
Last Day to Drop with Refund	May 23, 2013
Last Day to Withdraw from Class with a Grade of W	June 10, 2013
Classes End	June 24, 2013

### SECOND FIVE-WEEK SESSION

Classes Begin	June 25, 2013
Late Registration and Add/Drop	June 25–26, 2013
Last Day to Add Class	June 26, 2013
Last Day to Drop with Refund	June 28, 2013
Last Day to Withdraw from Class with a Grade of W	July 16, 2013
Classes End	July 29, 2013
Make-up Day for July 4	July 30, 2013

### FIRST FOUR-WEEK SESSION

Classes Begin	May 20, 2013
Late Registration and Add/Drop	May 20, 2013
Last Day to Add Class	May 20, 2013
Last Day to Drop with a Refund	May 22, 2013
Last Day to Withdraw from Class with a Grade of W	June 5, 2013
Classes End	June 17, 2013

### SECOND FOUR-WEEK SESSION

Classes Begin	June 25, 2013
Late Registration and Add/Drop	June 25, 2013
Last Day to Add Class	June 25, 2013
Last Day to Drop with a Refund	June 27, 2013
Last Day to Withdraw from Class with a Grade of W	July 11, 2013
Classes End	July 22, 2013

## Accreditation Statement

J. Sargeant Reynolds Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied arts, and associate of applied science degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of J. Sargeant Reynolds Community College.

*Note: The Commission on Colleges of the Southern Association of Colleges and Schools is to be contacted only if there is evidence that appears to support significant non-compliance with a requirement or standard.*

## College Directory (Visit reynolds.edu for most recent telephone numbers.)

**Area Code 804 for all phone numbers**

### REYNOLDS INFORMATION CENTER

**371-3000**

### GINTER PARK CENTER

**523-5643**

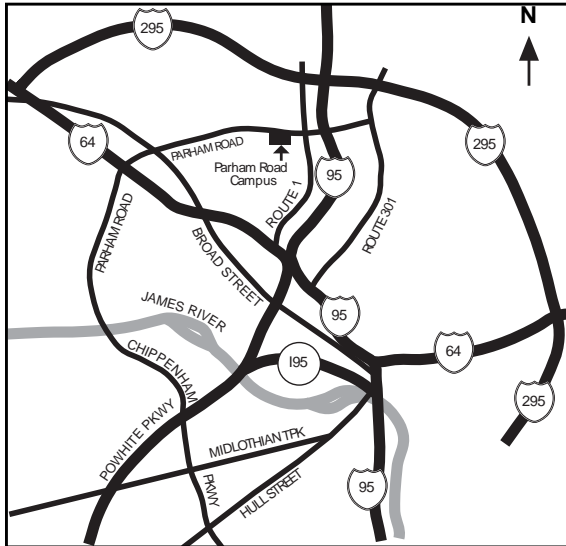
	Downtown	Parham	Goochland	Central
<b>Academic Schools</b>				
Humanities and Social Sciences	523-5178	523-5263		
Business	523-5177	523-5301	523-5432	
Nursing and Allied Health	523-5375			
Math, Science and Engineering	523-5374	523-5225		
<b>Academic Support Center (Tutoring)</b>				
Bookstores	523-5687	523-5927	523-5927	
Business Office	786-8580	371-3266		
Career, Employment, and Transfer Center	523-5285	523-5212	523-5404	523-5186
Community College Workforce Alliance (Non-credit Courses)	523-5970	523-5061	523-5061	
Computer Labs	523-5158	523-5377	523-5419	
Distance Learning	523-5612			
*Toll free for VA only	or 1-800-711-1628*			
Domicile Officer (in-state tuition appeals)	523-5029			
Dual Enrollment	523-5789			
English as a Second Language (ESL) Program	523-5020			
International Admissions/Services	523-5029			
Libraries	523-5211	523-5220	523-5419	
PAVE Program	523-5572	523-5572		
Placement Testing/Testing Centers	523-5470	523-5411	523-5421	
<b>Department of Police</b>				
Emergencies	523-5911			
Non-Emergencies	523-5219			
<b>Student Affairs</b>				
Services for Students with Disabilities	523-5628	523-5290	523-5400	
Student Affairs	523-5296			
Student Activities	523-5082	523-5983	523-5400	
Student Success Centers (Admissions, Financial Aid, Advising)	523-5455	523-5368	523-5400	
Telecommunications Devices for the Deaf (TDD)	786-8800			
Veteran Affairs	523-5455	523-5368	523-5400	

# CAMPUS LOCATIONS

## PARHAM ROAD CAMPUS

1651 East Parham Road

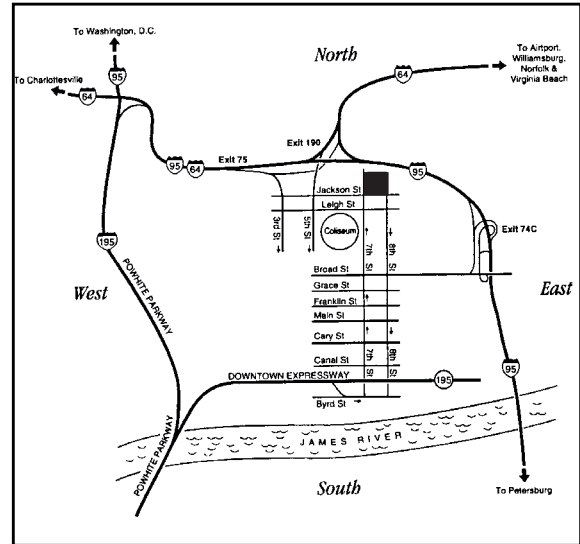
The Parham Road Campus, located one mile west of I-95 in Henrico County, offers college-transfer programs in liberal arts, education, engineering, science, and computer science, as well as a broad range of occupational/technical programs in the areas of business, engineering, and public service.



## DOWNTOWN CAMPUS

700 East Jackson Street

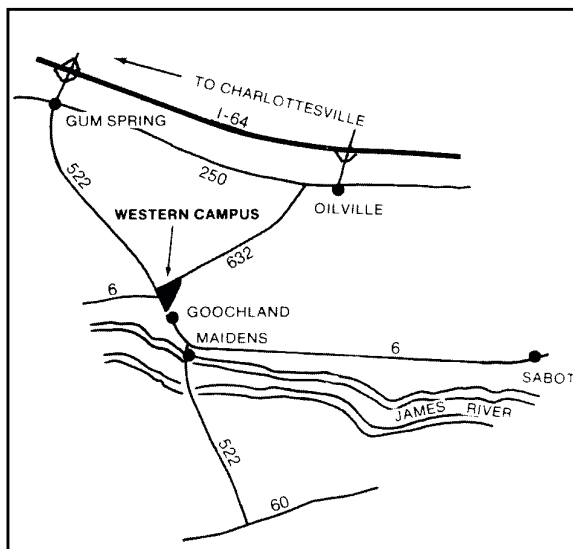
The Downtown Campus, located at 700 East Jackson Street near the Richmond Coliseum, provides one- and two-year occupational/technical programs in a number of allied health, business, and community service areas, as well as college transfer programs in liberal arts, business, science, and computer science.



## GOOCHLAND CAMPUS

1851 Dickinson Road

Located near routes 6 and 632 in the community of the Goochland Courthouse, this campus offers a range of programs in horticulture, automotive and diesel mechanics, and welding.



## GINTER PARK CENTER

3406 Brook Road

The JSRCC Ginter Park Center consists of three buildings on the grounds of Union Presbyterian Seminary in Richmond's Ginter Park neighborhood. The College leased the buildings for use while Downtown Campus renovations are completed. A variety of humanities and business classes will be offered at the Center and shuttle service will run from the Downtown Campus.





# ADMISSION AND ENROLLMENT

## ADMISSION REQUIREMENTS

---

It is the policy of the VCCS and JSRCC to prohibit educational and employment discrimination on the basis of race, sex, color, national origin, religion, age, political affiliation, or against otherwise qualified persons with disabilities. Inquiries concerning the affirmative action policy should be addressed to the College's Affirmative Action Officer.

Consistent with its mission of providing educational access and development in its region, the College admits as either a non-curricular or curricular student, anyone with a recognized high school diploma, a GED, or certificate of completion of home schooling, or who is 18 years of age and has demonstrated college readiness.

Non-curricular applicants are persons who plan to enroll in credit courses without earning a degree or certificate at the college.

Curricular applicants are persons who plan to enroll in credit courses in order to earn a degree or certificate. An applicant applying as a curricular student must have received a recognized high school diploma or GED. Admission into selected programs, as specified in the Program Information section of this catalog, may require applicants to satisfy additional program-level entrance requirements.

New students, students returning from an absence of at least three years, or students that submitted an application and did not attend within one year must complete a JSRCC Application for Admission. Official high school transcripts that include graduation date or official GED exam results are required of applicants who are in the process of completing secondary studies. Applicants to the Nursing or Practical Nursing programs must submit official high school transcripts that document graduation or a GED. For reinstatement from suspension or dismissal refer to the Classroom and Instructional Policies and Procedures section in this catalog.

Newly admitted curricular students should complete the College's placement tests and meet with an advising specialist either through the new student orientation program (Refer to the Student Affairs First Year Initiatives Section of this catalog), group advising session or individually during walk-in advising prior to registering. The specialist will evaluate the student's career and educational objectives, level of preparation, and developmental needs, and may recommend adjustment of the student's intended curriculum (program plan). Students whose primary language is not English must also complete the College's English Language Proficiency test battery before taking the Compass or other placement tests. For additional placement testing information, refer to the Student Affairs section of this catalog.

The Central Admissions and Records Office will evaluate requested advanced standing and transfer credit for curricular students, preferably prior to the student's first registration at the College (see Admissions and Enrollment Advanced Standing section of Classroom and Instructional Policies and Procedures in this catalog).

The College reserves the right to evaluate special cases and, when considered in the best interest of the College, refuse admission to applicants. Furthermore, when enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the College and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the

program prior to registration or by a deadline established by the College. In addition, residents of localities with which the College has a clinical-site or other agreements may receive equal consideration for admission.

Applications may be submitted through the College website ([reynolds.edu](http://reynolds.edu)), in person, by mail, or by fax. Send or mail to:

Office of Admissions and Records  
J. Sargeant Reynolds Community College  
P. O. Box 85622  
Richmond, Virginia 23285-5622  
Telephone: (804) 523-5029  
FAX: (804) 371-3650

## PLACEMENT TESTING/TEST WAIVER

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At J. Sargeant Reynolds Community College, the goal of the Placement Testing program is to enroll students in courses that maximize their opportunity for success. Before registering, all students entering as curricular students must take placement tests in reading, writing, and mathematics as well as the SmarterMeasure assessment. Testing times and the required testing fee can be found on the Testing Center website at [reynolds.edu/testing](http://reynolds.edu/testing) or by contacting any campus Testing Center (Downtown Campus, (804) 523-5470; Parham Road Campus, (804) 523-5411; Goochland Campus, (804) 523-5421). In general, students may not take a placement test in the same subject area more than one time in a four month period. Placement test scores for reading and writing placement tests are valid for a period of one year.

### Math Placement

Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis.

Non-curricular students registering for English, mathematics, biology, chemistry, and other courses requiring tests as listed in the college catalog and/or class schedule, must take the appropriate placement tests. Non-curricular students who have accumulated nine or more semester credits in college courses and are experiencing academic difficulty in one or more areas will also be required to take placement tests. (Academic difficulty is defined as having a cumulative GPA of less than 2.0 or receiving an "F" or "U" in a course.)

A placement test may be waived on the basis of one or more of the criteria listed below. Students must provide official documentation of college AP scores, SAT, PSAT or other scores used to waive the placement tests or provide documentation of college courses taken that would qualify the student for the waiver. Scores must be within one year of the date the student is requesting the waiver.

## PLACEMENT TEST WAIVERS

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### Reading

Students may be exempt from taking the reading portion of the placement test if they meet one of the following:

- Hold a degree from an accredited college
- Successfully completed an appropriate developmental reading course at another Virginia community college
- AP score of 3 or higher on the English Language test
- Received a reading placement recommendation above the developmental level from another college (Compass or Asset Placement Tests only)
- Transient students who submit an appropriately completed Transient Student Form
- GPA of 2.5 for 9 or more general education credits at this college
- Have completed at least 9 credits of college-level work with a grade of C or better
- Present a PSAT critical reading score of 52+
- Present an SAT verbal or reading score of 500+
- Present an ACT reading score of 20+

The SAT/PSAT or ACT tests must have been taken within one year prior to the requested test waiver.

### Writing

Students may be exempt from taking the writing portion of the placement test if they meet one of the following:

- Hold a degree from an accredited college
- Successfully completed an appropriate developmental writing course at another Virginia community college
- AP score of 3 or higher in English
- Received a writing placement recommendation above the developmental level from another college (Compass or Asset Placement Tests only)
- Transient students who submit an appropriately completed Transient Student Form
- Successfully completed a writing course equivalent to ENG 111 or higher
- Present a PSAT writing score of 52+
- Present an SAT writing score of 500+
- Present an ACT writing score of 19+

The SAT/PSAT or ACT tests must have been taken within one year prior to the requested test waiver.

### Mathematics

Students may be exempt from taking the mathematics portion of the placement test if they meet one of the following:

- Completed an appropriate developmental course at another Virginia community college
- Successfully completed a college level math course at another college equivalent to a college-level math course at JSRCC
- Transient students who submit an appropriately completed Transient Student Form
- Present a score of 520 or higher on the math portion of the SAT  
Present a score of 22 or higher on the math portion of the ACT

The SAT/ACT tests must have been taken within two years prior to the requested course waiver. Students who waive the mathematics portion of the placement test may be placed into one of the following courses:

- MTH 115
- MTH 151
- MTH 163
- MTH 166
- MTH 170

Students who wish to take a math course higher than those courses listed above must take the mathematics portion of the placement test.

### High School Students Enrolled at the College

High school students may be permitted to enroll in college-level courses at JSRCC prior to graduating from high school. Students enrolled in local school systems may enroll as dual-enrollment students. The College has dual enrollment agreements with local school systems to offer college-level courses at the college or high school locations. Dual enrollment is initiated through the students' high school and is approved by the college's dual enrollment coordinator. Other students, including home school students, may enroll via concurrent enrollment. High school students approved to take courses at JSRCC may receive both high school and college credit.

High school juniors and seniors may be permitted to enroll in college-level courses as special admission students. As a requirement for special admission, high school students must demonstrate college readiness as determined by the College. Exceptions for enrolling freshman and sophomore students are considered by the College President. Requests for exceptions for high school freshman and sophomores are collected through the Central Admissions and Records office.

The College must receive written permission from the student's high school principal for each semester or term the student would like to enroll. The parent of home school students will be recognized as the high school principal. High school students cannot register for developmental, health, or physical education courses.

High school students are not eligible to apply for financial aid.

### Transient Students

Students indicating that they are enrolling at the College in order to satisfy program requirements at their home institution (college or university) will be admitted as non-curricular transient students. Such students should submit a completed JSRCC Transient Student Approval Form signed by the student's home institution advisor for each semester of enrollment at JSRCC. This form ensures transfer of the courses to the home institution program. Based on the certification of readiness by the home institution, JSRCC may waive certain placement tests, as well as not require college transcripts or proof of the completion of certain course prerequisites.

## INTERNATIONAL STUDENT ADMISSIONS

J. Sargeant Reynolds Community College is authorized under Federal law to enroll nonimmigrant students. The deadline for submission of international student applications with accompanying documentation is:

June 1 for the fall semester

October 1 for the spring semester

Contact the international student advisor for more information and to request an International Student packet for admission. F-1 applicants will be considered for admission to an Associate degree program or to the ESL program depending on TOEFL test scores. Admission is not guaranteed and is particularly selective for A.A. and A.S. (university transfer) degree programs. The College does not admit F-1 applicants to any health technology programs with a mandatory Career Studies Certificate pre-requisite. Also, applicants will not be considered for admission to the Hospitality Management program or any college program offered through distance education only.

Contact the international student advisor in the Central Admissions and Records Office at (804) 523-5029, for the International Student packet which explains the admission process and the eligibility requirements for a student visa.

## STUDENT IDENTIFICATION

### Social Security Number and Date of Birth

It is highly recommended that individuals provide their social security number at the time of application (per Section 6050S of the Restructuring and Reform Act of 1998). An individual's social security number will be used in accordance with federal/state reporting requirements and/or identification and research purposes within the VCCS.

Applicants for financial aid are required to submit their Social Security numbers. Pell Grant program applicants are advised the U. S. Department of Education requires Social Security numbers when processing applications. The Internal Revenue Service also requires valid Social Security numbers.

### Student Identification Number (EMPIID)

The College assigns a student identification number at the time of application. Students must use this number to access services on campus Reynolds Online or MyJSRCC. When requested through the college application, students new to J. Sargeant Reynolds that have attended another VCCS college should supply the EmplId assigned by the other college. Students that have records that exist at J. Sargeant Reynolds and another VCCS college should contact the Admissions & Records office, or a campus Student Success Center for guidance on the student identification number to select.





# EXPENSES AND FINANCIAL AID

## DOMICILE DETERMINATION FOR IN-STATE TUITION ELIGIBILITY

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The College makes an initial determination of a student's eligibility for in-state tuition rates (domiciliary status) based on the information the applicant and/or the applicant's parent, legal guardian, or spouse supplies on the Application for Admission. Web applicants certify that they have provided accurate information on behalf of parents, legal guardians, and spouses. The determination is made under the provisions of section 23-7.4 of the Code of Virginia (on file in Central Admissions and Records). Non-U.S. citizens seeking eligibility for in-state tuition rates must provide immigration and other required documents. Occasionally the College may require clarification or additional information from the applicant before making the determination.

Students requesting to appeal out-of-state status must submit a completed "Student Supplemental Application" for Virginia In-state Tuition Rates. This form is available at any campus Student Success Center or the Central Admissions and Records Office. The completed form, with needed supporting documentation, must be submitted at least two weeks prior to the first day of classes of the semester the student is attempting to enroll. The determination will be issued in writing prior to the first official day of classes. Requests for review of domicile and domicile appeals that are received after the first day of classes will be considered for subsequent semesters only. Residency status must be determined prior to the start of the term. Appeals and domicile status changes are not retroactive.

## FINANCIAL AID

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Financial aid is money provided to students to help pay college expenses, including direct educational expenses such as tuition, fees, books, and supplies, as well as cost of living expenses like food, housing, and transportation. JSRCC processes over 15,000 financial aid applications each year. Each year more than 8,000 degree- and certificate-seeking students receive over \$25 million in loans, grants, and work-study.

This section contains a brief overview of selected financial aid information and is subject to revision without notice. Current details on aid programs, policies, and procedures are available on the JSRCC site at [reynolds.edu/studentaffairs/faid.htm](http://reynolds.edu/studentaffairs/faid.htm). Students wishing assistance should contact a campus Student Success Center. The staff within the Student Success Centers can assist students with completing applications, reviewing verification documents and worksheets, obtaining financial aid information, understanding financial aid policies, and will work with students to collect requested documents to ensure timely processing of their financial aid. To receive printed information about financial aid programs and regulations, submit a written request to the Office of Financial Aid at P.O. Box 85622, Richmond, VA 23285-5622.

## ELIGIBILITY CRITERIA

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### Program Eligibility

Students may be eligible for financial aid assistance in the form of a loan, grant, or work-study award.

To be eligible for most federal and state aid programs, a student must:

- Be a U.S. citizen or an eligible non-citizen;
- Be admitted to, and pursuing, an eligible degree or certificate program;
- Have a high school diploma or a General Education Development (GED) certificate;
- Have a valid Social Security number;
- Make satisfactory academic progress;
- Certify on the Free Application for Federal Student Aid (FAFSA) that federal student aid will be used only for educational purposes;
- Certify on the FAFSA that they are not in default on a federal student loan and do not owe money on a federal grant;
- Register with the Selective Service if required (males only); and
- Be enrolled in credit courses. No financial aid is available for non-credit or audited courses.

*Note: To be considered for Virginia state financial aid programs, applicants must qualify for the in-state tuition rate.*

### GENERAL ELIGIBILITY CRITERIA

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A student's eligibility for financial aid is determined using the following formula:

(Estimated Cost of Attendance) – (Expected Family Contribution) = (Demonstrated Financial Need).

The federal government, using information reported on the Free Application for Federal Student Aid (FAFSA), computes the Expected Family Contribution (EFC).

The Office of Financial Aid at JSRCC develops a financial aid package that attempts to meet students' demonstrated financial need. However, because the various funding sources are limited, the amount of financial aid funds awarded may not meet full need. Students should contact a Student Success Center if they believe that there are changes in their financial circumstances, not covered by information provided on the FAFSA that could have an impact on their financial aid eligibility.

Students admitted as non-curricular, transient, dual-enrolled or concurrent are ineligible to receive financial aid. Students enrolled in career studies certificate programs that require less than 16 credits to complete are ineligible to receive financial aid. Certain other career studies certificate programs are also ineligible for financial aid. If you have any questions regarding a specific program's eligibility for financial aid, contact a Student Success Center.

## APPLICATION PROCESS

1. If new to JSRCC, apply for admission to the College as a degree/certificate candidate. Students must be admitted into an approved curricular program in order to be eligible for financial aid.
2. Complete a Free Application for Federal Student Aid (FAFSA) at the US Department of Education's free website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA on the Web is the best way to apply for aid. Students do not need to receive an admissions decision before applying for financial aid. Students must complete a new or renewal FAFSA that coincides with the new academic year to reapply for financial aid. For more information on the process, please visit our website at: [reynolds.edu/studentaffairs/faid.htm](http://reynolds.edu/studentaffairs/faid.htm) and select "Applying for Financial Aid." It is important that students list JSRCC (federal code #003759) as an institution that will receive their completed FAFSA information.
3. Renewal applicants may access their renewal FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by selecting "Fill out a Renewal FAFSA" and requesting a PIN.

*Note: The College encourages applicants to apply electronically using FAFSA on the Web. The web application will automatically prompt the student to enter all required fields and will question any erroneous data. In addition the results of a FAFSA completed electronically are received in approximately 7 to 14 days, whereby a paper FAFSA takes approximately 4 to 6 weeks.*

4. After completing the 2012 – 2013 FAFSA, applicants will be mailed a Student Aid Report (SAR) from the US Department of Education. If any corrections are necessary, students should correct the information on the web, or on the signed SAR and mail it back to the Central Processor at the address listed on the SAR. Students are randomly selected by the federal government to verify the financial information that is listed on the FAFSA. Students that are selected for verification will receive a request for additional information from the JSRCC Office of Financial Aid. This information should be returned to a Student Success Center; students will not be awarded financial aid until all requested information has been submitted.
5. Students should promptly respond to any financial aid or admissions inquiries sent by JSRCC. The student should be sure to complete and return other financial aid materials, such as loan applications, if applying for an educational loan. Students must have applied and have ALL requested documents on file, to include Verification materials and SAR corrections, in the Office of Financial Aid on or before the posted deadline for each semester. FAFSAs and incoming documents received on or before the posted deadline will receive priority processing. FAFSAs and incoming documents received after the posted deadline will be processed after the priority applications are completed. (Refer to the Financial Aid Deadlines section.)

6. After a completed FAFSA is received by the federal processor, the results will be sent to the student (SAR) and to JSRCC. The Office of Financial Aid will use the information from the FAFSA to determine a student's eligibility, develop an award package and notify the student of the award by mail. It is anticipated that award letters or response letters will be mailed out beginning in July. All financial aid is awarded assuming full-time enrollment (i.e. 12 or more credit hours) for each of two semesters (fall and spring). If a student enrolls less than full-time, the award amount will be prorated accordingly. A chart is sent with the award letter that may be used to determine a student's financial aid awards at less than full-time enrollment levels.

## DEADLINES

To ensure the timely processing of financial aid applications (FAFSA), students should complete and submit the FAFSA to the federal processor by no later than April 15 for the fall semester; September 15 for the spring semester; and February 15 for the summer semester. The chart below lists deadlines for the FAFSA and for other information related to the financial aid application process.

Document	Fall 12 Deadline	Spring 13 Deadline	Summer 13 Deadline
FAFSA	April 15, 2012	Sept 15, 2012	March 15, 2013
Loan Request	July 1, 2012	Oct 15, 2012	April 1, 2013
Admission & Program Placed	June 15, 2012	Nov 15, 2012	April 15, 2013
Verification & SAR Corrections	June 15, 2012	Nov 15, 2012	April 15, 2013
Other Missing Information	June 15, 2012	Nov 15, 2012	April 15, 2013

## LOAN APPLICATIONS

Students interested in applying for federal student loans must complete the FAFSA and a separate loan application. Students interested in this type of assistance must submit their loan request form, in addition to having a valid SAR reflecting correct data on file, to a Student Success Center by July 1 if applying for a loan for the fall, October 15 for the spring and April 1 for the summer. The last day a loan packet may be submitted for processing is October 15 for the fall semester; April 1 for the spring semester; and July 1 for the summer semester. Students must also complete an entrance counseling before their loan can be disbursed. In addition, students must maintain enrollment in at least six (6) semester hours in order to remain eligible for a loan.

**FEDERAL AND STATE FINANCIAL AID PROGRAMS OFFERED AT J. SARGEANT REYNOLDS COMMUNITY COLLEGE**

<b>Program</b>	<b>Who is Eligible</b>	<b>Value</b>	<b>Application Procedure</b>
Children of Law Enforcement Officers	Children, ages 16 to 25, of Virginia law enforcement officers, fire fighters, or rescue squad members who have been killed in the line of duty.	May be eligible for full tuition and fees.	Contact the Central Admissions and Records Office.
College Scholarship Assistance Program (CSAP)	Undergraduates, enrolled at least half-time, who prove financial need. Virginia domicile required.	The amount of tuition and fees, or proven need, whichever is less.	Complete the FAFSA.
Commonwealth Award (COMA)	Undergraduates, enrolled at least half-time, who prove financial need. Virginia domicile required.	The amount of tuition and fees, or proven need, whichever is less.	Complete the FAFSA.
Federal Pell Grant	Undergraduate students, who prove exceptional financial need.	\$400 to \$5,550 per year (Subject to yearly change)	Complete the FAFSA.
Federal Direct Stafford Loan Subsidized	Students enrolled at least half-time, who prove financial need.	Up to \$3,500 for the 1st year of undergraduate education. Up to \$4,500 for each subsequent year of undergraduate education. (Subject to change)	Complete the FAFSA. Obtain a Federal Stafford Loan Request from a Student Success Center or the JSRCC Financial Aid Office website.
Federal Direct Stafford Loan Unsubsidized	Students enrolled at least half-time. Financial need is not a factor.	Up to \$6,000 for each year of Undergraduate Education. (Subject to change)	
Federal Supplemental Educational Opportunity Grant Program (FSEOG)	Undergraduate students who prove exceptional financial need, and who qualify for a Federal Pell Grant.	\$100 to \$4,000 per year. (Subject to change)	Complete the FAFSA.
Federal Work-Study Program (FWS)	Undergraduate student who prove financial need.	Varies with the hourly wage and hours worked. Students awarded FWS are not guaranteed employment.	Complete the FAFSA. Interview and be selected for a job.
Part-Time Tuition Assistance Program Grant (PTAP)	Undergraduate students, enrolled for 1-5 credit hours, who prove financial need. Virginia domicile required.	The amount of tuition and fees, or proven need, whichever is less.	Complete the FAFSA.
Senior Citizen Program	Senior citizens, age 60 or older, who have been legally domiciled in Virginia for a year. For credit courses, senior citizens must meet Virginia taxable income guidelines.	May take advantage of tuition-free courses, on a space available basis, after paying students have been enrolled.	Contact the Central Admissions and Records Office.
Veteran's Administration Educational Assistance	Veterans; active duty, Reserve & National Guard personnel; & certain spouses & children of veterans.	Varies according to the program. Usually a monthly benefit check.	Contact a Student Success Center, or the VA Regional Office in Roanoke, Virginia.
Virginia Guaranteed Assistance Program Grant (VGAP)	Initial awards made to first-time students enrolled full-time, who graduated from a Virginia high school with a cumulative grade point average of 2.5 or higher. Must prove financial need, be a dependent student for federal financial aid purposes, and Virginia domicile required.	The amount of tuition and fees plus an allowance for books, or proven need, whichever is less.	Complete the FAFSA and submit a copy of high school transcript to the Financial Aid Office.
Virginia Military Survivors and Dependents Education Program (VMSDEP)	Children, ages 16 to 29, and Spouses of certain wounded, disabled, or deceased Virginia veterans or armed service personnel may be eligible for educational assistance.	The amount of the student's tuition and required fees.	Contact a Student Success Center.
Vocational Rehabilitation	Students with disabilities.	Determined by the Virginia Department Rehabilitative Services.	Contact your local Rehabilitative Service Office.



## DISBURSEMENT

Students who are receiving financial aid will have their aid applied directly to tuition and fees. Financial aid recipients may use a portion of their award to purchase books and supplies at a campus bookstore if the amount of their financial aid award exceeds the cost of tuition and fees. Typically, students may begin charging books to their financial aid at least one week prior to the first week of classes; the exact date is published in each semester's Schedule of Classes. The last day to drop a class with a refund for the regular session is also the last day students may charge books and supplies to their financial aid.

Financial aid funds will be disbursed to student accounting approximately four weeks into the semester and balance checks will be mailed to students beginning the sixth week of classes. The balance checks represent the amount of the student's semester award, minus any funds used to pay tuition and fees or to purchase books and supplies. Because balance checks are mailed to recipients, it is imperative that students maintain an accurate mailing address on the Student Information System (SIS).

Students who have obligations will not receive a financial aid balance check until the obligation is paid. In addition, all services will be withheld from a student who owes money to the College or who has books and materials outstanding from the College's libraries. This means no transcripts will be issued, the student will not be permitted to reregister, and no other college services will be provided.

Students must pay tuition and fees, or have sufficient anticipated aid by the published payment deadlines or they will be dropped from all or some courses for non-payment. Anticipated financial aid will hold a student's registered classes if that aid is greater than or equal to the total tuition and fees. Students who want to use financial aid to pay bookstore charges must first register for classes. Students who are not certain if their aid is sufficient to cover their tuition and fees can contact a Student Success Centers, a campus Business Office, or review the information on SIS.

## STUDENTS ATTENDING TWO COLLEGES AT THE SAME TIME

Students who are enrolled at two different colleges or universities are not able to receive financial aid at both institutions. A student who is enrolled concurrently at JSRCC and another college must decide which college financial aid will be received and communicate that decision to the financial aid office of that institution.

Students who receive financial aid from two different institutions as a result of concurrent enrollment will lose eligibility for further financial assistance and may be required to repay financial aid funds received at one of the institutions.

## IMPACT OF DROPS/ WITHDRAWALS FROM COURSE(S)

Students are eligible for a refund of tuition and fees paid for those credit hours dropped during the published drop period. After the published drop period has passed, there will be no refunds, except under the following conditions: major medical emergency, administrative error, extreme financial hardship, and certain situations where a financial aid recipient withdraws completely from the College. In all cases of dropped courses, any financial aid the student received based on those credits will be canceled, and the student will owe funds to the College and/or federal government.

To obtain a refund during the published drop period, a student must complete an official Drop form and submit it to a Student Success Center. To request a refund after the published drop period, a student must complete a Tuition Refund/Late Drop Request Routing Slip. This form, along with documentation supporting the request, must be submitted to a Student Success Center coordinator.

Federal and state financial aid regulations state that a student's financial aid must be recalculated based on the number of calendar days they attended classes if he/she officially or unofficially withdraws from all classes on or before completing 60% of the semester or does not complete the entire semester. The calculated unearned portion of the total of Title IV funds awarded a student (PELL Grant, SEOG, ACG, Federal Direct Stafford Loan, Federal Direct PLUS Loan COMA, CSAP and VGAP) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds will likely result in the student owing a balance to JSRCC and/or the federal government.

## SATISFACTORY ACADEMIC PROGRESS

Federal and state guidelines require that institutions monitor students' academic progress towards the completion of a degree or certificate. Students must make satisfactory academic progress (SAP) from both qualitative and quantitative measures. SAP is measured by cumulative GPA, completion rate and maximum time frame. In order to be in compliance with SAP, a student must meet all three criteria. Failure to make satisfactory academic progress results in the loss of financial aid eligibility.

Cumulative grade point average (GPA): A student must achieve a minimum grade point average which is listed below. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are not included in this calculation.

Credit Hours Attempted	Minimum Expected GPA
1 - 15	1.5
16 - 30	1.75
-31+	2.0

- **Completion Rate:** (Number of credit hours earned in relation to the number of credit hours attempted, not including transfer credits) Students must successfully complete two thirds (67%) of the credit hours attempted at the time satisfactory progress is assessed. By law, the College must count developmental, ESL, and all credit courses. Successful completion is considered earned grades of A, B, C, D, P, or S. Courses are not considered successfully completed when grades of F, I, U, W, or R or missing grades are earned. Accepted transfer credits will be counted as both attempted and completed.
- **Maximum Time Frame:** (Number of credit hours attempted in relation to number of credit hours necessary to complete the degree or certification program, including transfer credits). Students must complete their program within 150% of the program's total credit requirements. Developmental credits are not included in this calculation. All non-developmental and transfer credits are included, regardless of whether or not financial aid was received.

## **VETERANS BENEFITS**

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Eligible veterans are entitled to receive certain educational benefits. The educational benefits for which an eligible veteran may qualify can only be used for courses taken towards the completion of a degree or certificate program.

To receive these benefits, eligible veterans must:

1. Apply to use their Montgomery GI Bill benefits via the GI Bill website ([www.gibill.va.gov](http://www.gibill.va.gov)).
2. Apply to JSRCC and be accepted into a degree or certificate program.
3. Register for classes and request certification each semester from the veterans certifying officer at a campus Student Success Center.
4. Notify the certifying officer if repeating a course or taking a course for no credits.
5. Ensure college transcripts from any institutions previously attended are submitted to the Central Admissions and Records office.
6. Notify the certifying officer if he/she drops or withdraws from classes, or stops attending JSRCC.

For more information on veterans benefits for educational assistance, contact the veterans certifying officer at any campus Student Success Center.

Downtown Campus – (804) 523-5455  
Parham Road Campus – (804) 523-5368  
Goochland Campus – (804) 523-5400

## **STATE EDUCATIONAL ASSISTANCE PROGRAMS**

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Information about benefits and eligibility for the programs listed below is available in the Central Admissions and Records Office:

### **Senior Citizens Program (Policy 1-33):**

Senior citizens 60 years of age or older and legally domiciled in Virginia for one year, as determined by the Application for In-state Tuition of the college application, may take advantage of tuition-free classes. For credit courses, senior citizens must also provide documentation indicating a taxable individual income not exceeding \$15,000 for the year preceding the year in which enrollment is sought. Under this provision senior citizens may also register for and audit courses offered for academic credit regardless of income level. In any one term, regardless of income, senior citizens may take up to three courses for audit or enroll in non-credit courses. Requests from senior citizens to register for tuition-free classes will be considered beginning the first day of scheduled classes for each course for which they wish to register. All classes, credit and non-credit, must achieve a minimum enrollment of tuition-paying students, who will be accommodated before senior citizens participating in this program are enrolled. Senior citizens interested in utilizing this benefit should visit any campus Student Success Center. Requests for tuition refunds will not be granted for senior citizens who enroll and pay for courses prior to the first day of class, in order to utilize the Senior Citizens Program. Additional information about this policy can be found at [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm)

### **Virginia Military Survivors and Dependents Education Program (VMSDEP):**

This program provides education to spouses and children of military members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. Children, ages 16 to 29, and no age restriction for spouses, may be eligible for educational assistance at a state-supported college and university in Virginia, including community colleges.

### **Children of Law Enforcement Officers:**

Through this program, children, ages 16 to 25, of Virginia law enforcement officers, firefighters, or rescue squad members killed in the line of duty, may be eligible to receive payment for full tuition and fees.

# SCHOLARSHIPS

Through the kind generosity of individuals, businesses, and organizations, J. Sargeant Reynolds Community College offers scholarships to full-time and part-time students. Specific application criteria apply to each scholarship; however, students may apply for any or all scholarships by completing a J. Sargeant Reynolds Community College Scholarship application. The deadline for submission of a scholarship application is March 31st of each year for the fall semester and October 1st for the spring semester. All scholarship awards are subject to availability of funds during the year of award. To apply for scholarships a student must:

1. Complete and submit an Application for Admission to JSRCC, if not currently attending
2. Complete and submit a JSRCC Scholarship Application online ([reynolds.edu/scholarship](http://reynolds.edu/scholarship))
3. Applications are also available in the Student Success Centers (all campuses) and the Scholarship Office (Workforce Development and Conference Center on the Parham Road Campus, Suite 202).
4. Be enrolled in a curricular/degree or certificate program
5. Submit one letter of recommendation
6. High School Students: An instructor, advisor or administrator
7. Current College Students: A faculty member or advisor
8. Other Prospective Students: An employer, mentor, manager, etc.
9. Have a minimum 2.0 cumulative grade point average
10. Incoming students and current students with less than 12 credit hours completed at JSRCC, should submit transcripts from their most recent school (college or high school)

## SCHOLARSHIP LIST

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(This list is subject to change each year. For the most current listing of available scholarships, visit [reynolds.edu/scholarship](http://reynolds.edu/scholarship))

## ENDOWED SCHOLARSHIPS

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Allison and James Aman Memorial  
George and Mae Bartek  
S. A. Burnette  
Burford Leimenstoll Foundation of Betty Sams Christian  
Dennis Foundation  
George H. Flowers, Jr. Memorial  
James Bauer Funkhouser  
Dimitri and Maggie Georgiadis  
Robert and Lucylle Gordon Memorial  
Nathaniel and Sophia Gumenick Family Foundation  
Dennis and Hanh Hellenguard  
Josephine Holcomb Memorial  
Robert Lane Memorial  
Rose Marie Liggan  
Eric and Jeanette Lipman  
Markel Business Scholars  
Stuart B. Medlin Liberal Arts  
Stuart and Bland Noel Memorial

Nursing Program  
Betty Green Parson Memorial  
Mary Morton Parsons Foundation  
Clyde, Dorothy & Randy Pittman Memorial  
Evelyn D. Reinhart Memorial Nursing  
The Reynolds Family Scholarships in Memory of  
J. Sargeant Reynolds  
Grace Crank Sargeant  
J. Franklin Sargeant  
Science Program  
VAMAC, Inc., Wholesale Distribution  
Alan Waters Memorial  
Margaret Whitesel  
John H. Wilton, Jr., Memorial/Home Builders Association  
of Richmond

## MEMORIAL SCHOLARSHIPS

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Lillian Amburgey Reentry/Hermitage Women's Club  
Nelson Beane  
John Augustine Boothe (PAVE)  
Becky Briggs  
Sara Bruehl  
Brian Cho  
Ida Chumakova  
Artie M. Church  
Jason C. Collins  
Michael David Dobbs  
Doenges Respiratory Therapy  
Thomas J. Fleischer  
Robert T. Greene, Sr.  
Robert A. Heinz  
Thomas F. Hughes  
Harry Johnson/Central Virginia Nursery and Landscape Association  
A.H. McCutcheon, Jr.  
Sterling H. Moore  
Susan Lynn Pahle  
Nina K. Peace  
Pat Perkinson  
Harry and Virginia Ritchie  
Kevin L. Rogers  
Paul Rooney  
Earl Smith  
Claude Stevens  
Clarence and Vivian Stitzer/Complete Interior Packaging  
Lorraine B. Stopkey Nursing  
William A. Sutton, Sr.

## NAMED SCHOLARSHIPS

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ALSTOM Power, Inc.  
Art Scholarship  
Association for Corporate Growth  
Barnes & Noble Bookstore  
Bay Diesel and Generators  
Berkeley Hotel Hospitality  
Carmax Automotive  
Covenant Woods Nursing  
Dominion Foundation  
Dual Enrollment Program  
Engineering and Applied Science  
Enterprise Rent-A-Car  
Ethyl Corporation Automotive  
EWI Adult Students in Scholastic Transition  
Firestone Automotive  
Flagler Foundation Nursing  
Ford Asset Program  
General Scholarship  
Gibb Family  
Goochland Campus  
Grace Hospital Alumnae Association Nursing  
L. Michael Gracik, Jr. Accounting  
Gwathmey Foundation Nursing  
HCA Health Systems Nursing  
Hutchens & Hutchens Legal Assisting  
JSRCC Classified Staff  
JSRCC College Board  
JSRCC Faculty  
Ladysmith Volunteer Fire Auxiliary  
Luck Stone Internship  
Fred McConnell Engineering  
Merrill Lynch, Inc.  
Metropolitan Health Foundation  
Roland E. Moore Mathematics  
Mary Jo Moton  
Moses D. Nunnally Foundation Middle College  
Odell Associates, Inc.  
Owens and Minor Nursing  
Protech Dental Studio, Inc.  
Richmond Academy of Medicine Alliance  
Rotary Club of Hanover  
Rotary Club of Henrico North  
Rotary Club of Innsbrook-GED  
Rotary Club of West Richmond  
School of Arts, Humanities and Social Sciences  
School of Information Systems, Business and Public Safety  
William H., John G., and Emma Scott  
Sheltering Arms Hospital Nursing  
Tri-Club Women's Club  
UPS  
VCU Health System Community College Nursing  
VCU Health System Community College Respiratory Therapy  
Virginia Commonwealth Legacy  
Virginia Hospitality and Travel Industry  
Virginia Nonprofit Housing Coalition  
Volkswagen/NOVACC Automotive  
Westminster Canterbury  
Lettie Pate Whitehead Foundation

## ACADEMIC SUPPORT SERVICES

### ACADEMIC ADVISING

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J. Sargeant Reynolds Community College is committed to providing a variety of services to help students experience success. Academic advising, as one of these services, is designed to assist students in developing and following an educational plan that is meaningful and compatible with their educational and career goals. Academic advisors assist students with: selecting the right program; developing a plan or timetable for completing the program; developing student and semester-specific course schedules; monitoring and following up on academic progress; identifying and making referrals to appropriate learning assistance opportunities as necessary; and re-evaluating career and educational goals in light of job market shifts and other considerations.

The College's advising services vary based on the individual student's needs. Academic advisors available in the Student Success Centers are specialists trained to engage students in an intentional advising process. All new students should meet with a Student Success Center advising specialist prior to their first enrollment in the College. During this initial session, the student's educational and career goals are discussed in relationship to their academic preparation. Although faculty advisors are assigned to students during the College application process, curricular students are encouraged to receive support through their relationship with a Success Center advisor until they have successfully completed 30 credit hours. Non-curricular students are encouraged to meet with Success Center advising specialists regardless of the number of credit hours they have completed.

Curricular students who have completed more than 30 credit hours are strongly encouraged to meet with their assigned faculty advisor each semester for assistance with course selection, developments relating to their educational and career objectives, and graduation requirements. All students, curricular and non-curricular that are not in good academic standing, are blocked from self advising, and may be required to meet with their faculty advisor or a retention services advisor regardless of the number of credit hours they have completed.

Students that are in good academic standing may choose to self-advise. Self-advising allows curricular students to select and schedule courses without their advisor's approval each semester. However, students who self-advise agree to accept full responsibility for their course selection decisions and for following their curriculum requirements for graduation.

### COLLEGE ADVISING DAYS

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In support of the College's academic advising initiatives, specific advising days are designated each semester. These days provide an opportunity for both faculty and students to focus on the advising function. Students approved to self-advise may make an appointment to consult their assigned advisor, if they wish to do so.



## **TRANSFER ADVISING**

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Students who plan to transfer to a four-year college or university should become acquainted with the senior institution's requirements in the intended major and be guided by those in selecting their curriculum and electives. The center for Career, Employment, and Transfer houses specialists that can assist students with the selection of an appropriate institution and with the interpretation of its requirements. Students are advised that courses with grades below "C" normally are not accepted at other institutions. For further information see the Transfer Opportunities section of this catalog.

## **STUDENT AFFAIRS**

### **CAREER, EMPLOYMENT AND TRANSFER CENTERS**

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*reynolds.edu/studentaffairs/career.htm*

The College provides services for students and alumni to assist with career development and exploration and employment preparation. Career staff members are available to assist students in deciding on career goals and how to plan and prepare for a chosen occupation. Specialists provide assistance in planning a job-seeking campaign, resume assistance and critiques, and interview preparation. Workshops and individual sessions are available for these purposes.

Employers contact the Career, Employment and Transfer Center (CETC) with job vacancies. These opportunities are posted on College Central Network, an online jobs database system. Students interested in full time, part time or summer positions, should visit [www.collegecentral.com/reynolds](http://www.collegecentral.com/reynolds) to view posted job announcements.

Students who plan to transfer to a four-year college or university should become acquainted with the senior institution's requirements in the intended major and be guided by those in selecting their programs and electives. The staff of the CETC on each campus can assist students with the selection of an appropriate institution and with the interpretation of its requirements.

Computers and published materials are available for student use in the CETC at each campus. Computers are available for resume development, job search, employment research, and college transfer preparation. Published materials provide students with helpful information for making career, educational, and personal decisions. These materials include directories of colleges, college catalogs, transfer guides, college applications, and job search materials. Other resources describe the entrance requirements, working conditions, employment outlook, and compensation for thousands of career and job opportunities.

## **COLLEGE SUCCESS SKILLS CLASSES**

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Student development courses (SDV 100,101, and 108) provide students with information and experiences which help them succeed in college. Career development, study skills, academic advising, and college policies and procedures are covered in this class. Instructors provide individual assistance and referrals to students as needed. Completion of an SDV course is required for all students enrolled in associate, applied associate and certificate programs, and is a general education requirement within the Virginia Community College System. It should be taken within the student's first 15 credit hours at JSRCC. Special topic SDV classes are offered for students participating in Learning Communities, Teacher Education, Leadership Development and specific majors.

### **STUDENT DEVELOPMENT WORKSHOPS**

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*reynolds.edu/workshops*

Each semester the Office of Retention Services offers a series of workshops for students interested in personal development. Topics are offered on a rotating basis and cover a variety of interests. Past topics have included test-taking, stress management, goal setting, money management, resume writing, navigating the academic environment, personal wellness and job interviewing skills. All workshops are free to students. Students should register for workshops at [reynolds.edu/workshops](http://reynolds.edu/workshops).

### **RESOURCES FOR STUDENTS IN ACADEMIC DIFFICULTY**

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Students whose academic standing is academic probation or suspension, or students who wish to be readmitted after dismissal from the College should meet with an academic advisor through the Office of Retention Services. Referral to a Retention Services can be made through the Student Success Center on any campus.

### **COUNSELING**

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Students experiencing non-academic difficulties should contact the Office of Student Affairs at (804) 523-5296. Staff is able to help students connect with appropriate community resources. The College does not provide personal or mental health counseling.

### **FIRST-YEAR INITIATIVES**

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*reynolds.edu/studentaffairs/firstyr.htm*

The Office of First Year Initiatives supports the College's efforts to provide a successful start for new students at JSRCC by offering on-campus and online orientation programs for new students.

- JSRCC offers two ways for new students to become oriented to the College:
- New first-time college students for the fall semester are invited to participate in on-campus orientation known as SOAR (Student Orientation, Advising & Registration).
- Students entering for the fall semester who are unable to participate in SOAR may complete Online SOAR.
- Students entering for the spring semester are also encouraged to attend an orientation-only program before classes begin.

SOAR sessions are designed to assist students with the following:

- Learning about student success resources at the College.
- Having placement test score results interpreted for accurate placement in courses.
- Answering any questions related to academic programs or course requirements.
- Establishing a sound class schedule for the upcoming term.
- Becoming familiar with Blackboard and the JSRCC Student Information System.
- Learning the location of campus resources.
- Gaining a better understanding of JSRCC, college policies, and attendance.

Research has shown that students who participate in SOAR before their first semester have higher first semester grade point averages, stay in college longer, and have an easier transition into college.

SOAR and Spring Orientation sessions require advance registration. Please contact [soar@reynolds.edu](mailto:soar@reynolds.edu) or (804) 523-5900 for more information.

### **PROGRAM FOR ADULTS IN VOCATIONAL EDUCATION (PAVE)**

*[reynolds.edu/pave](http://reynolds.edu/pave)*

The Program for Adults in Vocational Education (PAVE) is a two-year career studies certificate program that provides vocational and technical training for adults with intellectual disabilities, severe learning disabilities and emotional disabilities. Certificates are awarded in the following areas: Child Care Assistant, Clerical Assistant, Food Service Assistant, and Health Care Assistant.

The overall purpose of PAVE is to provide post-secondary training programs that incorporate functional academic instruction, job skills training, and community-based internships, which prepares the student to apply for employment in the competitive job market. Successful completion of a Career Studies Certificate through PAVE can lead to the development of effective work skills and increased confidence in the work place. Applicants must meet both the College's general admission requirements and the program's specific requirements. These requirements include: completion of a high school program with a diploma recognized by the Virginia Community College System (VCCS), or GED; and possession of social skills necessary to function independently among peers in the college environment.

For additional information regarding the PAVE program contact (804) 523-5572 or email [PAVE@reynolds.edu](mailto:PAVE@reynolds.edu).

### **SERVICES FOR STUDENTS WITH DISABILITIES**

*[reynolds.edu/studentaffairs/accom.htm](http://reynolds.edu/studentaffairs/accom.htm)*

The College complies with both the letter and the spirit of the Americans with Disabilities Act, the Rehabilitation Act of 1973, and other laws protecting the rights of individuals with disabilities. The Office of Student Accommodations (OSA) seeks to provide access to educational opportunities for individuals with disabilities by removing barriers that would otherwise eliminate their ability to participate. Students with disabilities may request reasonable accommodations through the OSA. In order to be considered for accommodations, students must comply with the institution's established process. The college does not exclude any otherwise qualified individual, solely by reason of their disability, from participation in any program or service offered by the college.

For additional information contact a Student Accommodations Specialist: Downtown Campus (804) 523-5628, Parham Road Campus (804) 523-5290 Goochland Campus (804) 523-5421 or phone (804) 523-5628 (VOICE), (804) 796-8800 (TDD), or use the 711 Relay system for any number at the College. Students may also email [OSA@reynolds.edu](mailto:OSA@reynolds.edu).

### **STUDENT LIFE**

*[reynolds.edu/studentaffairs/studentlife.htm](http://reynolds.edu/studentaffairs/studentlife.htm)*

The Office of Student Life is dedicated to providing social, educational, and service activities that promote student engagement and learning, cultural awareness, and social responsibility. The office emphasizes the importance of respect by creating an environment where students can freely express their opinions and beliefs with good intentions of achieving a common goal.

JSRCC has many active student clubs. Getting involved in student clubs and organizations is an exciting way for students to meet fellow students, develop leadership skills, and enhance their classroom experiences. By planning or participating in student activities, students can help make a positive impact on the campuses of JSRCC. Students who do not find an on-campus club that meets their interests can work with the Office of Student Life to possibly start a new club.

If interested in applying to JSR LEAD, the College's student leadership development program, the Office of Student Life (or Office of First-Year Initiatives) can assist students with how to get involved in this program. Applications are accepted and selections are made at the beginning of each fall semester.

The Office of Student Life coordinates trips to sporting events, theaters, and four-year colleges and universities. It also plans a variety of student forums and fairs as well as hosts national speakers and entertainers on campus.

For more information about campus-wide activities or student clubs, please call (804) 523-5983, (804) 523-5082, or email [studentlife@reynolds.edu](mailto:studentlife@reynolds.edu).

## STUDENT SUCCESS CENTERS

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[reynolds.edu/studentaffairs/successcenter.htm](http://reynolds.edu/studentaffairs/successcenter.htm)

Student Success Centers provide services and resources to meet the specialized needs of students in a centralized location. Specifically, the Student Success Centers provide advising services to new and returning students in the areas of admissions, registration, financial aid, academic advising, and veterans affairs. The focus of the Student Success Centers is to engage students in an intentional advising process, from application to the college through the completion of the first 30 academic credits. The staff in the centers assist students with educational planning and monitor students' progress through individual advising sessions.

For more information, contact any Student Success Center.

Downtown Campus – (804) 523-5455  
Parham Road Campus – (804) 523-5368  
Goochland Campus – (804) 523-5400

## SPECIALTY CENTERS AND RESOURCES

### ACADEMIC SUPPORT CENTERS

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The Academic Support Centers (ASC) are home to the College's tutorial programs. Faculty and peer tutors provide one-on-one and small group tutorial conferences for J. Sargeant Reynolds Community College students. Tutoring is available free of charge to students currently enrolled in JSRCC credit courses. Students should check with the ASC on their campus to find out if tutors are available for the courses in which they wish to receive tutoring.

#### ASC Tutors offer strategies that help students

- Define their assignment tasks
- Increase understanding of course materials
- Improve reading, writing, and computational skills
- Study effectively and manage their time efficiently
- Reduce test anxiety

#### ASC Tutors cannot

- Provide tutoring in courses that students have received a passing grade; in non-credit courses; in audited courses
- Provide tutoring for seniors in tuition-free courses
- Serve students in the College's special programs that feature tutoring or reduced-size classes
- Do work assignments for students
- Assist students with take-home tests

For each course, students may use two 50-minute peer tutorial sessions per week. Walk-in sessions are available with faculty volunteers for some courses. Students should check with the ASC each term for walk-in tutoring opportunities.

To receive tutoring, students must complete a [Request for Tutoring](#) application each term and bring a copy of their current JSRCC registration form and college ID. Request for Tutoring applications may be obtained from the PRC and DTC locations or online at [reynolds.edu/tutor](http://reynolds.edu/tutor).

#### Academic Support Center Locations and Contact Numbers:

Downtown Campus – Room 345, (804) 523-5687  
Parham Road Campus – Room 102, Burnette Hall, (804) 523-5927  
Goochland Campus – (804) 523-5927

### BOOKSTORES

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A bookstore is located on the Downtown and Parham Road Campuses. There is also a temporary bookstore at the Goochland Campus during the first week of classes each semester. Students have the option to purchase new, used, rental, or digital textbooks, supplies, JSRCC logo clothing and items, etc. The bookstores accept personal checks, major credit cards and Barnes & Noble gift cards. Students receiving financial aid may only charge textbooks and supplies to their financial aid awards. Authorized agency charge accounts may be maintained for students who are financially supported by recognized state, federal, or private institutions. Students may charge to their financial aid or third party account during specific charge dates during each semester. Check with your local store for dates pertaining to a specific semester.

Textbooks are stocked by course identification and section number, i.e., BUS 100 81PR. A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes (with the exception of the summer semester). No refunds on unwrapped loose leaf books or activated eBooks. Textbooks must be in original condition. No refunds or exchanges without original receipt. Students have the opportunity to sell textbooks back to the bookstores if they are in good condition. In order to sell back textbooks to the bookstore, the student must present a valid JSRCC student ID. Students can sell their books back year round and can receive up to 50% back the purchasing price until our limits are reached during the week of finals.

For additional information regarding the hours of operation, contact the Downtown Campus Bookstore at (804) 786-8580 and the Parham Road/Goochland Campus Bookstores at (804) 371-3266.

### CENTER FOR THE DEAF

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[reynolds.edu/studentaffairs/accom.htm](http://reynolds.edu/studentaffairs/accom.htm)

The Center for the Deaf, which is a part of the Office of Student Accommodations (OSA) at the College's Downtown Campus, coordinates support services for the Deaf and hard of hearing enrolled in college programs. Students who require services, inclusive of interpreters, note taking auxiliary supports and quiet testing environments must contact OSA. Due to the amount of planning required to coordinate appropriate services, students should submit their request for service at least three weeks before the start of the semester they are planning to enroll. For more information visit the Center in room 160 of the Downtown Campus or phone (804) 523-5628 (VOICE) (804) 796-8800 (TDD) or use the 711 Relay system for any number at the College. Students may also email [OSA@Reynolds.edu](mailto:OSA@Reynolds.edu).

## CENTER FOR DISTANCE LEARNING

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The Center for Distance Learning enables and supports learning options in a variety of settings through innovative, alternative delivery methods that provide access to learning opportunities from your home, office, or anywhere you have Internet access. These options are designed to increase educational access for students for whom work schedules, family responsibilities, or other life demands restrict attendance at traditional on-campus classes. Distance learning offers educational opportunities for career advancement, transfer to a four-year college or university, job re-certifications, completion of requirements for the Associate's degree, or study for personal enrichment.

J. Sargeant Reynolds Community College now offers three types of distance learning courses:

- 1. Online courses:** All course work and interactions with the instructor and classmates are completed online. The course is accessed through the Blackboard course management system.
- 2. Distance learning courses with in-person or proctor requirement:** Most of the instruction is online. However, students will be required make a limited number of trips to a campus site for labs, presentations, and/or other class activities or to a community site for clinicals or internships. Some courses may require proctored testing that can be done at JSRCC testing centers, testing sites at other VCCS college, or any **approved** site outside of the state of Virginia.
- 3. Teleconferencing/video-conferencing courses:** Students meet at one of the JSRCC campus sites, at a site at another VCCS college, or at a connected off-campus site. Class meetings are scheduled weekly, just like on-campus classes. The instructor is connected to the class by a closed video network. Students see the instructor and students at other sites on monitors in the classroom. Additional instruction and communications will be in Blackboard or via other Internet sources.

The course schedule **section notes** will indicate the specific type of distance learning course for that section. Students should carefully read section notes before registering for a distance learning course.

In order to enroll in distance learning courses at J. Sargeant Reynolds Community College, students must have reliable Internet access, email, and telephone access or be able to go to a JSRCC campus location to access the computer lab, the library, and other student support resources. A few courses may require special software that is available only in college Academic Computing Centers. All courses offered through the Center for Distance Learning require students to be independent learners with proficient reading, writing, and research skills and to be able to commit to a consistent schedule that may include a minimum of 8-10 hours per week of study for each course. Before enrolling in distance learning courses, students must take the JSRCC placement tests, including the SmarterMeasure, and complete any recommendations and course prerequisites.

To learn more about Distance Learning at Reynolds and to experience an online course, complete the Orientation to Learning Online — CDL 001. Visit [forms.reynolds.edu/olorientation/](https://forms.reynolds.edu/olorientation/) to sign up for this two-week (four to six hours of time) Blackboard experience. If you have any questions or challenges signing up for the orientation course, contact the Center for Distance Learning at [distance-ed@reynolds.edu](mailto:distance-ed@reynolds.edu) or (804) 523-5612 or (800) 711-1628 (Virginia only). *Note: Only students who*

*are currently registered for a class or have completed a JSRCC class in the last 12 months have access to Blackboard and may take CDL 001.*

### Degree and Certificate Programs Available in Distance Learning Format

*(Some courses may require campus labs, seminars, demonstrations, and/or community clinicals and/or proctored exams.)*

#### School of Business

Business Administration – AS  
Criminal Justice – CSC  
Hospitality Leadership – CSC  
Hotel Rooms Division Management – CSC  
Management Development – C  
Microcomputer Applications – CSC  
Network Fundamentals – CSC

The following programs can be completed online with the exceptions noted:

Administrative Support Technician – C,  
except a coordinated internship course  
Microcomputer Applications – AAS,  
except a seminar and project course

#### School of Humanities and Social Sciences

American Sign Language – English Interpretation – AAS  
Early Childhood Development – AAS  
Early Childhood Development – C  
Early Childhood Education – CSC  
Early Childhood Education – Advanced – CSC  
General Education – C  
Social Sciences – AS  
Social Sciences American Sign Language/Deaf Studies – AS  
Social Sciences Teacher Preparation – AS

#### School of Nursing and Allied Health

Health Records Coding Technician – CSC  
Opticians Apprentice – CSC  
Pre-EMS-Paramedic – CSC  
Pre-Medical Lab Technology – CSC  
Pre-Nursing – CSC  
Pre-Opticianry – CSC  
Pre-Respiratory Therapy – CSC

The following programs can be completed via Distance Learning with exception of labs and clinical, which must be completed at an approved site:

Medical Laboratory Technology – AAS  
Opticianry – AAS  
Respiratory Therapy – AAS  
Sleep Technology for Polysomnography – CSC

## CENTER FOR TEACHER EDUCATION

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The Center for Teacher Education is a collaborative effort among J. Sargeant Reynolds Community College, John Tyler Community College, EducateVA and the Community College Workforce Alliance (CCWA). The Center's mission is two-fold: it provides meaningful teacher preparation for students focused on becoming teachers and meaningful professional development for local schools.



## TEACHER PREPARATION

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Students can complete their first two years of teacher preparation courses in the Pre-Teacher Education Program (P-TEP), receive an associate degree at J. Sargeant Reynolds Community College, and then transfer to a four-year college or university. Several Virginia four-year institutions offer transfer opportunities for P-TEP students.

JSRCC offers Teacher Preparation Specialization associate degrees in Science, Social Sciences, and Liberal Arts for prospective teachers that transfer to Virginia's four-year colleges and universities. JSRCC advisors work closely with students to ensure optimum transferability. The College also has transfer centers with catalogs and transfer guides from many four-year colleges.

It is highly recommended that P-TEP students determine what content area and/or grade level they would like to teach, as well as the school to which they wish to transfer. The transfer process for P-TEP students can be complicated. It is very important for you to meet with your advisor and a counselor from the Career, Employment and Transfer Center. Additionally, you should communicate directly with your transfer school. This will help to ensure that you maximize your time at JSRCC.

## TEACHER LICENSURE REQUIREMENTS FOR THE COMMUNITY COLLEGE STUDENT

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The Virginia Board of Education has established general requirements for initial teacher licensure. The candidate must be at least 18 years of age; have earned a baccalaureate degree from an accredited institution of higher education with a Board-approved teacher education program; possess good moral character; have satisfied requirements for a teaching endorsement area; have met general and professional studies requirements (including student teaching), and have obtained passing scores on the VCLA: Virginia Communication and Literacy Assessment, The RVE: Reading for Virginia Educators (for certain endorsement areas) and the appropriate Specialty Area test (Praxis II).

The teaching license provides the prospective teacher with a credential to serve as a teacher in Virginia while the endorsement describes the subject area or grade levels to which the prospective teacher may be appropriately assigned to teach.

Students seeking licensure at the elementary level (grades PreK-3 or PreK-6) may major in a wide range of disciplines. However, some majors such as English, mathematics, history, and the sciences have greater relevance since teachers will teach these subjects to their students.

Students seeking licensure at the middle school level (grades 6-8), should select one of the four basic content areas--mathematics, a science, history/social science or English—as a major. To increase your employability you may choose to pursue a second content area if possible during your course of studies.

Students seeking licensure to teach at the secondary level (grades 9-12) major in the area in which they will seek endorsement. Possible majors include, but are not limited to, biology, chemistry, computer science, English, French, German, history, mathematics, physics, political science, and Spanish. Special education students may choose a major from the humanities, social sciences, or sciences.

Students who have decided on their teacher licensure endorsement area and selected their four-year transfer institution should contact their advisor to explore whether a Teacher Education Admission Agreement exists between the Virginia Community College System and that institution. The advisor can provide further information about the requirements and benefits of the agreement.

## VIRGINIA TEACHING SCHOLARSHIP LOAN PROGRAM – TUITION NOW, SERVICE LATER

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The Virginia Teaching Scholarship Loan Program is an incentive to students interested in pursuing a teaching career in a critical shortage teaching area. These scholarships begin in the junior year. The critical shortage teaching areas are determined annually, but usually include fields such as special education, mathematics, earth science, career and technical education, foreign language, English as a second language, middle grades, library media, art, and reading specialist. More information is available from the Virginia Department of Education at [www.doe.virginia.gov](http://www.doe.virginia.gov).

## PROFESSIONAL DEVELOPMENT FOR SCHOOL PERSONNEL

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Through its partnership with J. Sargeant Reynolds and John Tyler Community Colleges, EducateVA and the Community College Workforce Alliance, the Center is committed to providing meaningful professional development for teachers and support staff. The Center provides college credit courses as well as non-credit courses (PD points) to meet the diverse needs of all school personnel.

## THE VIRGINIA COMMUNITY COLLEGE SYSTEM CAREER SWITCHER PROGRAM

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Virginia's Community Colleges offer a fast track alternative licensure program – EducateVA – a statewide initiative to address critical shortages in the teaching profession throughout the state, allowing you to bring your dream of teaching into reality. Teaching as a second career is as wide spread throughout the state of Virginia as our Career Switcher backgrounds. EducateVA has assisted professionals from engineering, medical, manufacturing and sales industries to begin a new or second career in teaching. Whether you are looking for a teaching position in Richmond, Hampton Roads, Danville, Harrisonburg, Northern Virginia, Roanoke Valley or Southwest Virginia, switching careers can be a rewarding experience and a longtime dream accomplished.

Teach science, math, English or foreign language at the middle or high school level, or English as a Second Language K-12, and make a difference with your experience and your degree.

### DO YOU QUALIFY?

- Bachelor's degree from an accredited institution
- Five (5) or more years of full time post-baccalaureate work experience
- Content area expertise
- GPA of 2.5 or better
- Required assessments (Praxis II and VCLA)
- Willingness to have a criminal background check
- Do not currently have a Provisional License or expired Provisional License from the VDOE or a teaching license from any other state.

## WHAT IS REQUIRED?

- Complete the 16-week Level One program, which includes 30 hours of classroom experience
- Teach successfully with a provisional license for one full year prior to being recommended for a full five-year renewable teaching license
- Complete Level Two of the program during the one-year provisional period, which includes Saturday sessions and online training

## COMMUNITY COLLEGE WORKFORCE ALLIANCE

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Community College Workforce Alliance (CCWA), the workforce development partnership between J. Sargeant Reynolds and John Tyler Community Colleges, serves the training needs of the region. The partnership combines the strengths of the two colleges in order to provide the highest quality of training at affordable prices. CCWA's service area includes four (4) cities and twelve (12) counties and served more than 14,000 participants and 1,000 employers last year.

CCWA provides non-credit training, individual and custom-designed instruction, consulting, skills assessments and educational programs. CCWA offers on-line registration, customer support and courses delivered by adjunct faculty. CCWA's professional trainers have experience, skills and certifications to assist both companies and individuals to achieve their professional development goals.

With a focus on responding to regional business needs, CCWA works with new and expanding businesses in the areas of recruitment and candidate assessments to identify employee skills, to design and conduct startup operations or to facilitate the retooling of training programs.

Programs and services may be offered at one of CCWA's three locations, online, or at client locations.

### Non-credit classes include, but are not limited to:

- Management & Supervision
- Computer Applications
- Contractor/Tradesmen Licensing Courses
- ISO & Productivity
- Manufacturing & Engineering
- English as a Second Language (ESL)
- IT Programming/Systems/Networking and Certification Prep
- Quality Improvement
- Certificates
- Human Resource Management
- Customer Service
- Administrative Professionals
- Communications
- Workplace Spanish
- Project Management Certification Prep
- Truck Driver Training

Individuals are not required to apply for admission to the College in order to take CCWA classes. Registration can be by phone, walk-in and on-line at [ccwatraining.org](http://ccwatraining.org). Facility rentals are also available for business meetings, conferences and corporate training sessions.

## CCWA locations include:

- **Workforce Development and Conference Center**,  
1651 Parham Road (Richmond)  
Phone: (804) 523-CCWA (2292)
- **Bird Hall**,  
13101 Jefferson Davis Highway (Chester)  
Phone: (804) 706-5175
- **Featherstone Professional Center**,  
1807 Huguenot Road, Suite 108 (Midlothian)  
Phone: (804) 440-2447

## LIBRARIES

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JSRCC Libraries consist of three libraries, one on each campus. Our mission is to provide an environment where lifelong habits of learning, self-improvement and self-expression are encouraged and where users can meet their educational, informational, and socialization needs. The libraries are drastically and dramatically changing as emerging technologies offer exciting pathways for teaching and learning.

The libraries provide access to over 87,000 books in print, plus an ever increasing collection of online and audio books and educational and popular videos. The libraries also subscribe to more than 300 print periodicals and over 200 online databases in partnership with Virtual Library of Virginia (VIVA) and the Virginia Community College System (VCCS). These databases include millions of full-text journal, magazine, and newspaper articles, books, reports, pamphlets, proceedings, etc. that can be accessed from both on- and off-campus. We are constantly adding new titles to our collection to meet students' research and informational needs. In addition, as a member of the Richmond Academic Libraries Consortia (RALC), we have access to resources owned by the RALC member libraries.

Each campus library provides high-end computer workstations with access to the Internet and Microsoft Office suites.

The library staff can assist you in accessing and using the libraries' resources and services in person, by phone, email, and live chat. Professional librarians offer workshops every semester on various topics to help you improve your research skills, overall academic achievement, and lifelong learning.

Visit Reynolds' libraries online or in person. For an online gateway to all library resources and services, visit [library.reynolds.edu](http://library.reynolds.edu).

## **ACADEMIC COMPUTING CENTERS FOR STUDENTS**

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Academic Computing Centers provide students access to a wide range of software applications in support of the college's academic programs. These centers have most of the necessary software to complete your coursework (if we don't have it then it has limited license and your instructor will give you instructions on how to access that software). You must be a currently registered student to use these centers and must show your JSR student ID to access these centers. The department of Academic & Instructional Computing Support coordinates the support for these centers (department manager's phone: 523-5901). Hours of operation generally match those of the campus libraries or check the web [reynolds.edu/jsr\\_acs](http://reynolds.edu/jsr_acs).

Parham Road Campus – ACC  
Massey Hall, Room 137  
Telephone: 523-5377

Downtown Campus – ACC  
Room 462  
Telephone: 523-5158

Goochland Campus – Library & ACC  
Room 200 & 215, Main Building  
Telephone: 523-5419

## **ENROLLMENT POLICIES AND PROCEDURES**

### **CLASSIFICATION OF STUDENTS**

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#### **Curricular**

Curricular students are students who have satisfied general college curricular and any additional program admission requirements and are enrolled in credit or developmental courses for the purpose of earning a degree, certificate, or career studies certificate.

#### **Non-Curricular**

Non-curricular students are students who are enrolled in credit and/or developmental courses without curricular admission and who do not currently intend to earn a degree, certificate, or career studies certificate at the college. The Virginia Community College System recognizes the following types of non-curricular enrollments:

- Upgrading Skills for Present Job
- Developing Skills for New Job
- Career Exploration
- Personal Satisfaction and General Knowledge
- Transient Student
- Non-degree Transfer Student
- High School Student (Dual/Concurrent enrollment/Home School enrollment)
- Curricular Admission Pending

### **FRESHMAN**

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Students are classified as freshmen until they have earned 30 semester credits.

### **SOPHOMORE**

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Students are classified as sophomores after they have earned more than 30 semester credits.

## **REGISTRATION INFORMATION**

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Current information about the registration schedule and procedures can be found for each semester/term on the College website at [reynolds.edu](http://reynolds.edu).

### **REGISTRATION PERIODS**

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Early-bird registration periods are scheduled during the preceding semester or term, primarily to provide priority to continuing students and to those who are prepared to select courses in advance. Early-bird registration is available only online. High school students intending to register for classes must register during the general registration period on campus.

General registration periods are available to students to register in person or online. Students that have academic or financial holds must come to campus for registration.

Late registration periods are scheduled for each semester or term to permit adjustment of class schedules. Except under extenuating circumstances, students may not enter a new class after the add/drop period. Requests for entry after this time must receive special approval.

### **SELF-REGISTRATION**

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Students who are in good academic standing (2.0 GPA or higher) and who are either non-curricular or curricular may generally register (without approval) online. All other students are required to meet with their advisors before registering in person.

### **ACADEMIC COURSE LOAD**

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A full-time course load is 12 or more credit hours. Any student wishing to carry an academic load of more than 18 credits should have a 3.0 GPA or higher and should have the recommendation of a faculty advisor prior to seeking the approval of the school dean. This approval must be presented in person when registering beyond the limit. A student who has received academic warning or academic probation may be required to take less than the normal load for the next semester.

### **PREREQUISITES AND COURSE SEQUENCING**

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If any prerequisites are required before enrolling in a course, they will be identified in the course description or by an indication of course sequence (please refer to the Course Information section of this catalog). Courses listed ACC 211-212 and ENG 111-112, for example, must be taken in sequence unless otherwise noted in the course description. Courses in special sequences (usually identified by the numerals I-II) must also be taken in sequence, unless otherwise noted in the course description. Prerequisites must be satisfactorily completed before enrolling in a course unless special permission is obtained from the school dean, or designee. Co-requisite courses are to be taken simultaneously.

## REPEATING A COURSE

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Students are normally limited to two (2) enrollments in the same course. Prior to registering to take a course for a third time, students must submit a completed Request to Repeat Course Form with all required approvals, and documentation of extenuating circumstances to a campus Student Success Center. Repeat approval is not required for certain exempted courses, and all attempted hours and grade points for these courses will be calculated in the GPA. (Also see Repeated Grade.)

*Please note: Repeating courses may negatively affect financial aid eligibility.*

## WITHDRAWAL FROM COURSES

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Students are strongly encouraged to meet with the instructor of the course to discuss their academic standing in the course prior to withdrawing from the course. Withdrawal transactions are final and will not be rescinded or modified unless an administrative error by the college has taken place.

### On-Time Withdrawals

After the add/drop period and within the first 60% of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of "W" for each withdrawn course. After that time, students shall receive a grade of "F", except under documented mitigating circumstances.

The student must submit a completed "Request to Withdraw from Course" form to one of the Student Success Centers prior to the college's published withdrawal deadline. The form must be submitted prior to the completion of 60% of the class. Students should consult their instructor for withdrawal deadlines for classes that are not the standard semester length.

### Late Withdrawals

Withdrawal requests received after 60% of the semester or term will not be granted except under mitigating circumstances. To request a withdrawal after the appropriate withdrawal deadline or after the term has ended, the student must submit a "Late Request for Withdrawal from Course" Form with documentation to support a claim of mitigating circumstances to a campus Student Success Center. Requests for late withdrawals are forwarded to the Academic Standing Committee for determination.

In certain very unusual circumstances (such as extended hospitalization past the end of a term), withdrawals with grades of "W" may be granted after the end of a semester or term and under the conditions described above. In no case, however, will a withdrawal with a grade of "W" be given in any course more than one year after the end of the semester or term.

Official withdrawal for a student, if approved, will become effective on the date the withdrawal form is received by the Student Success Center. Course withdrawals (on time and late) should be presented in person or by the student's authorized representative.

## AUDITING A COURSE

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Students who enroll in a course with audit status are exempt from course examinations or other course achievement measures. Registrations for audit will not be accepted before the late registration period each semester and will require approval of the instructor and school dean. The regular tuition rates will be charged. Requests for credit enrollment in a class will be given priority over audit enrollment.

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

## MILITARY STUDENTS DURING NATIONAL EMERGENCY

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Reserves/National Guard who are called to active duty and active military that are mobilized during a National Emergency should contact a campus Student Success Center Coordinator for special assistance with their enrollment needs.

## NON-NATIVE SPEAKERS OF ENGLISH (ENGLISH PROFICIENCY)

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Admitted curricular and non-curricular students from countries other than Australia, English speaking Canadian provinces, English speaking Caribbean island nations, the Republic of Ireland, the United Kingdom, New Zealand, or the United States will be required to demonstrate their proficiency in English prior to enrollment. To document English proficiency, applicants may forward TOEFL (Test of English as a Foreign Language) scores or appropriate substitute documents to the Central Admissions and Records Office. A minimum score of 550 is required on the paper TOEFL; a score of 213 is required on the computerized TOEFL. A minimum rating of '5' on the Test of Written English is also required. Appropriate substitute documents would include completion of a post-secondary degree or the equivalent of ENG111 (English Composition) with a grade of 'C' or better at an institution located in one of the countries listed above. Non-native speaking applicants who cannot present the minimum required TOEFL score or a substitute document must schedule an English as a Second Language (ESL) test with the ESL office. The college's ESL assessment will also involve a personal interview and submission of a written assignment. Questions about ESL test waivers should be directed to the ESL Department.

The ESL assessment will result in one of the following:

- Clearance to take the College's COMPASS placement tests with native speakers of English (no ESL classes required);
- Initial placement into intensive ESL classes only (no academic classes permitted until ESL department documents preparedness); or,
- Initial placement into certain ESL classes with permission to enroll in a limited area of academic subjects.

*Note: Admitted students with ESL requirements will be required to satisfactorily complete the requirements prior to progressing in certain curricular programs, such as Nursing. Please refer to the Program Information section in this Catalog. F-1 Visa applicants should refer to the International Student Admission section in this catalog.*



# CLASSROOM AND INSTRUCTIONAL POLICIES AND PROCEDURES

## GRADING — DEVELOPMENTAL STUDIES

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A grade of “S” (Satisfactory) shall be assigned for satisfactory completion of each course in developmental studies or English as a Second Language (ESL) courses numbered 1 - 99. “S” grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental studies or ESL courses shall be graded with an “R” (Reenroll). A student who has earned an “R” must enroll again and successfully complete the course.

Students not making satisfactory progress in developmental studies or ESL courses shall be given a “U” grade. Students on financial aid should check each semester on their grade requirements for making satisfactory progress.

The “I” and “W” grades may be utilized, as appropriate, for developmental studies and ESL courses.

## GRADE POINT AVERAGE

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The term and cumulative 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 (audits, developmental courses, ESL courses, courses taken with pass/unsatisfactory option). The GPA is carried out to three digits past the decimal point (i.e. there is no rounding). See Repeated Grade and Academic Renewal sections below.

## REPEATED GRADE

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Effective with the Summer 1994 term, the Virginia Community College System (VCCS) implemented a policy which provided that when a course was repeated, only the most recent attempt would be used in the calculation of the student’s cumulative grade point average (GPA). This policy only applied to courses attempted and repeated during or after the summer 1994 term. While only the most recent attempt was used in the calculation of the cumulative GPA, all previous attempts remained on the academic record.

Effective with the fall 1996 semester, the policy was made retroactive to summer 1988. Therefore, when students repeat a course taken fall 1996 or later that was repeated summer 1988 or later, only the most recent attempt is used to calculate the cumulative GPA. Courses completed and repeated during the initial period of the repeat policy (summer 1994 - summer 1996) for which GPA adjustments have already been made, are not affected. Additionally, adjustments made as a part of “academic renewal” are not affected. Only the latest attempt is used in determining if graduation requirements are met.

Certain courses are exempt from consideration as repeats and an adjustment to the GPA is not made, including but not limited to courses with course numbers 090, 190, 290, 095, 195, 295, 096, 196, 296, 097, 197, 297, 098, 198, 298, 099, 199, and 299.

Periodically the VCCS will rename or renumber courses but they remain equivalent to the previous named and numbered courses. In such cases, completion of a renumbered/renamed course may be determined to be a repeat of a course completed previously under a different department and/or course number. These determinations are made on a college-wide basis, and exceptions cannot be made for an individual student.

Implementation of this policy does not revise any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Any questions should be directed to the Registrar.

## FINAL GRADES

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Final grades for each semester can be viewed and printed using My JSRCC. Students must have their JSRCC EMPLID and password to obtain their grades.

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

## ACADEMIC RENEWAL

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Students who re-enroll at the College after a separation of at least sixty consecutive months may submit the “Petition for Academic Renewal” form to the Central Admissions and Records Office or to a campus Student Success Center. If the student is found eligible, an Academic Renewal notation will be placed on the student’s permanent record and transcript. All “D” and “F” grades earned prior to the re-enrollment will appear on the record, but they will be deleted from the cumulative grade point average, subject to the following conditions:

- Prior to petitioning, the student must earn at least a 2.500 grade point average (using grades of “A,” “B,” “C,” “D,” and “F”) in the first twelve hours after re-enrollment.
- Any course credit with a grade of “D” earned prior to the re-enrollment will not count toward graduation requirements. Previous diplomas, certificates, or degrees will not be rescinded in order to qualify the student.
- Academic Renewal adjustment will be granted only once and cannot be revoked.
- The granting of Academic Renewal does not affect any previous academic, financial, or administrative decisions made by the college.

## **ACADEMIC STANDING**

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### **PRESIDENT'S HONOR ROLL**

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The President's Honor Roll is awarded to curricular and non-curricular students who demonstrate the highest level of academic achievement at the college. In order to receive this recognition, students must have:

- Earned a cumulative GPA of 3.8 or higher
- Earned a semester GPA of 3.5 or higher
- Carried at least 6 non-developmental credit hours for the semester
- Earned 20 or more credit hours at JSRCC
- Earned no grades of D, F, I, or U for the semester
- Earned no more than 1 W for the semester

Students who earn this distinction will receive a letter and certificate during the beginning of the subsequent semester.

### **DEAN'S LIST**

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The Dean's List is awarded to curricular and non-curricular students who demonstrate a high level of academic achievement at the college. In order to receive this recognition, students must have:

- Earned a semester GPA of 3.2 or higher
- Carried at least 6 non developmental credit hours for the semester
- Earned no grades of D, F, I or U for the semester
- Earned no more than 1 W for the semester
- Students who earn this distinction will receive a letter and certificate during the beginning of the subsequent semester.

### **GOOD STANDING**

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Students are considered to be "in good academic standing" if they maintain a minimum GPA of 2.000 each semester and are not on academic suspension or dismissal. They are eligible to reenroll at the college.

### **ACADEMIC WARNING**

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Students who fail to attain a minimum GPA of 2.000 for any semester shall be placed on academic warning.

### **ACADEMIC PROBATION**

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Students who fail to maintain a cumulative GPA of 1.500 will be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" will be placed on the permanent record. Students on academic probation are ineligible for appointed or elected office in student organizations unless the vice president of student affairs or another appropriate administrator grants them special permission. Students 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 academic advisor prior to enrollment. Students shall be placed on probation only after they have attempted 12 semester credits.

## **ACADEMIC SUSPENSION**

---

Students on academic probation who fail to attain a semester GPA of 1.500 will be placed on suspension only after they have attempted 24 semester credit. Academic suspension shall be for one semester. The statement "Academic Suspension" will be placed on the student's permanent record. Students who are placed on academic suspension and wish to appeal should submit an appeal form to one of the Student Success Centers or Central Admissions and Records. Suspended students may be readmitted after termination of the suspension period without appealing for reinstatement. Upon reinstatement the student will be required to meet with an academic advisor and develop an educational plan. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent record. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75.

### **ACADEMIC DISMISSAL**

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Students who do not attain at least a 2.000 GPA for the semester of reinstatement following academic suspension will be academically dismissed. Students who achieve at least a 2.000 GPA for the semester of their reinstatement following academic suspension must earn at least a cumulative 1.75 GPA in each subsequent semester of enrollment. Failure to earn a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 will result in academic dismissal. The statement "Academic Dismissal" will be placed on the student's permanent record. Academic dismissal is normally permanent. In exceptional circumstances, students submit an appeal form to one of the Student Success Centers or to Central Admissions and Records. (see Reinstatement from Suspension or Dismissal). Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75.

### **REINSTATEMENT FROM SUSPENSION OR DISMISSAL**

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To be considered for immediate reinstatement, a suspended student must submit a Reinstatement Form or written appeal along with any documentation that helps support the request for reinstatement prior to the late registration period for the semester they wish to attend.

Dismissed students that would like to be considered for reinstatement must submit the Reinstatement Form along with supporting documentation by the following deadlines:

- July 1st for fall reinstatement
- November 1st for spring reinstatement
- April 1st for summer reinstatement

The Reinstatement Form or written appeal is forwarded to the Academic Standing Committee for consideration. The college will ensure consideration of all appeals for reinstatement received by the deadline, including a review of the student's academic history at the college and documentation of mitigating circumstances. Once the appeal is received, students will be contacted regarding the appeal meeting. Students are strongly encouraged to attend the appeal meeting with the Academic Standing Committee.

Decisions to reinstate may be accompanied by conditions designed to ensure the student's improved performance. Decisions to deny reinstatement will result in the continued enforcement of suspension or dismissal terms. Students who are not granted reinstatement will be dropped from any courses for which they may have pre-registered, and their tuition will be refunded automatically.

### **ADVANCED STANDING AND TRANSFER CREDIT FROM OTHER COLLEGES**

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Advanced standing is defined as the application of awarded credit, earned by means other than instruction at this institution, toward satisfying program requirements. No more than 75% of a degree or certificate may be earned through advanced standing credit. Transcripts are evaluated for curricular students only. Courses from a student's official transcript that are equivalent and relevant to the curriculum in which he or she is enrolled will be applied towards credit in his or her program. Awarded credit is added to the student's permanent record, but is not used for computation of the grade point average and does not carry a letter grade.

The Central Admissions and Records Office evaluates requested advanced standing and places advanced standing, by type, on the permanent record and transcript. It is the student's responsibility to ensure that all relevant and official documents have been forwarded to the Central Admissions and Records Office. Transcripts are considered official, if they are in a sealed envelope and carry the seal of the institution or are printed on official college letterhead. Credit evaluation for courses taken at other VCCS colleges can be requested in writing; official transcripts from other VCCS colleges are not necessary.

Transfer credit awarded is available to view on the Student Information System. Official transcripts received four weeks prior to the beginning of the desired semester or term will be placed on the Student Information System prior to the final registration period. Transcripts received after that point will be evaluated as time permits and in date priority. Students should address questions regarding advanced standing with the college registrar.

Credit will be awarded only for courses earning a grade of "C" or better or the equivalent. When the course contains equivalent content and credit, the course may transfer to satisfy a program requirement at this institution. This college evaluates credit for transfer from other colleges and universities, using the guidance of the American Association of Collegiate Registrars and Admission Officers or the National Association for Foreign Student Affairs, and the Southern Association of Colleges and Schools.

### **TRANSFER CREDIT FROM INTERNATIONAL INSTITUTIONS**

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Credit from international post-secondary institutions may be awarded upon evaluation by a private evaluation agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). This process pertains to both international students seeking JSRCC transfer credit and JSRCC students earning credits at foreign institutions during study-abroad experiences. The student will send official transcripts to an approved agency to obtain a course-by-course evaluation. All fees must be paid by the students directly to the evaluation agency. This evaluation is provided to Central Admissions and Records so that credit can be assigned based on the student's chosen curriculum in accordance with established college policies.

### **CREDIT BY ABLE (LOCAL EXAMINATION)**

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Credit by ABLE is available at the discretion of the academic program and is not available for all courses taught at JSRCC. Academic deans and program heads have the discretion to deny requests for credit by ABLE. In programs where CLEP/AP/IB credit are not available as a means to test to receive academic credit, credit by ABLE may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

Students interested in pursuing credit by ABLE should contact the appropriate academic program head of the curriculum.

### **PRIOR LEARNING ACTIVITY FOR CREDIT EVALUATION**

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This process is designed for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments and similar life experiences. The process allows for students to develop portfolios, based on their experiences, to demonstrate learning equivalency to one or more college courses. Credit can only be applied if it is accepted by the faculty and after the student has successfully completed at least one course at JSRCC. Portfolio-based credit for prior experiential learning may be awarded for no more than 25 percent of the credit hours applied toward a degree. The determination of such credit must be determined by the program head and approved by the school dean.

### **MILITARY CREDIT**

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Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, a Guide to the Evaluation of Educational Experiences in the Armed Services, and approved by the division dean of the student's chosen curriculum.

### **CREDIT FOR OCCUPATIONAL EXPERIENCE**

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Credit for occupational experience may be granted for courses or programs offered by employers, professional organizations and other agencies only if those courses or programs have been evaluated by the American Council on Education (ACE). Non-traditional sources of college-equivalent learning may include a combination of formal and/or informal workplace training programs as evaluated by ACE and military training programs.

### **CREDIT BY ADVANCED PLACEMENT**

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Students may receive advanced standing through the administration of the College Level Examination Program (CLEP), the College Entrance Examination Board (CEEB), advanced placement (AP) program, or the International Baccalaureate (IB) program, provided the examination scores are acceptable for credit. The required scores and appropriate credit hours awarded are listed on the following page:

<b>CLEP Exam Title</b>	<b>Written Test Minimum Score for credit prior to 7/1/01</b>	<b>Computer Test Minimum Score for credit as of 7/1/01</b>	<b>Number of Credits Awarded</b>	<b>JSRCC/VCCS Course Equivalent</b>
<b>GENERAL EXAMS</b>				
English Composition with Essay	420	50	3	ENG 111
College Composition with Essay		50	3	ENG 111
Humanities	460	50	3	Humanities Elective
College Mathematics	450	50	6	MTH 151-152
Social Sciences and History	430	50	3	Social Science or History Elective
<b>SUBJECT EXAMINATIONS</b>				
<b>COMPOSITION AND LITERATURE</b>				
American Literature	46 plus essay	50	6	ENG 241-242
English Literature	46 plus essay	50	6	ENG 243-244
Freshman College Composition	44 plus essay	50	3	ENG 111
<b>FOREIGN LANGUAGE</b>				
French				
• Level 1	39	50	8	FRE 101-102
• Level 2	45	52	14	FRE 101-102, 201-202
German				
• Level 1	36	50	8	GER 101-102
• Level 2	42	63	14	GER 101-102, 201-202
Spanish				
• Level 1	41	50	8	SPA 101-101
• Level 2	50	54	14	SPA 101-102, 201-202
<b>HISTORY AND SOCIAL SCIENCE</b>				
American Government	47	50	3	Social Science Elective
History of United States I Early Colonization to 1877	45	50	3	HIS 121
History of United States II, 1865 to Present	45	50	3	HIS 122
Human Growth and Development	45	50	3	PSY 230
Principles of Macroeconomics	44	50	3	ECO 201
Principles of Microeconomics	41	50	3	ECO 202
Introduction to Psychology	47	50	3	PSY 201
Introduction to Sociology – Comparative	47	50	3	SOC 200
Western Civilization I Ancient Near East to 1648	46	50	3	HIS 101
Western Civilization II 1648 to the Present	47	50	3	HIS 102



<b>SCIENCE AND MATHEMATICS</b>				
Biology		50 70	4 8	BIO 101 or BIO 106 BIO 101-102
Chemistry		50 70	4 8	CHM 101, 111 CHM 111-112
Natural Sciences		50 70	4 8	NAS 161 NAS 161-162
College Algebra		50	3	MTH 163
Precalculus		50	5	MTH 166
Calculus		50	5	MTH 173

On July 1, 2010, CLEP will discontinue the English Composition with Essay and Freshman College Composition Exams.

Some four-year institutions do not allow transferred CLEP credits to satisfy degree requirements. If planning to transfer to a college or university, contact its Admissions office to find out how it uses CLEP credits.

<b>AP Exam Title</b>	<b>Minimum Score for Credit</b>	<b># of Credits Awarded</b>	<b>JSRCC/VCCS Course Equivalent</b>
<b>THE ARTS</b>			
Art History	3	6	ART 101-102 History and Appreciation of Art I-II, 3 credits each
Art, Studio: Drawing	3	4	ART 121 Drawing I, 4 credits
Art Studio: 3D Design	3	4	ART 131 Fundamentals of Design I, 4 credits
Music Theory	3	4	MUS 111
<b>THE SCIENCES</b>			
General Biology	4	8	BIO 101-102
Chemistry	4	8	CHM 111-112
Computer Science A	4	4	CSC 201
Computer Science AB	3	4	CSC 201
Calculus AB	3	5	MTH 173
Calculus BC	3	5	MTH 174
Physics B	4	8	PHY 201-202
Physics C Mechanics	N/A	0	There is none. This is not equivalent to PHY 241 University Physics
Physics C Electricity and Magnetism	N/A	0	This is not equivalent to PHY 242 University Physics
<b>LANGUAGES AND LITERATURE</b>			
English, Language & Composition	3	3	ENG 111
English, Literature & Composition	3	6	ENG 111-112
French, Language	3	8	FRE 101-102
French, Literature	3	6	FRE 233-234
German, Language	3	6	GER 201-202
Spanish, Language	3	6	SPA 201-202
Spanish, Literature	3	6	SPA 233-234
<b>SOCIAL SCIENCES</b>			
Human Geography	3	3	GEO 210
United States Government and Politics	3	3	PLS 211
Comparative Government and Politics	3	6	Social Science Elective
History, United States	3	6	HIS 121-122
History, European	3	6	HIS Elective
Economics, Macro	3	3	ECO 201

Economics, Micro	3	3	ECO 202
Psychology	3	6	PSY 201-202
World History	3	3	History Elective

All Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses, however, students are encouraged to check required scores for transferability to four-year institutions. The amount of credit awarded for each examination will be consistent with The College Board's recommendations.

IB Exam Title	Minimum Score for Credit	# of Credits Awarded	JSRCC/VCCS Course Equivalent
<b>ARTS AND SOCIAL SCIENCES</b>			
Art Design HL	4,5	4	ART 131 – Fundamentals of Design
	6,7	8	ART 131-132 - Fundamentals of Design I & II
English A1	4,5	3	ENG 111 College Composition I
	6,7	6	ENG 111-112 College Composition I and II
English B	4,5,6,7	3	ENG 111 College Composition I
French Language (A1 or B) HL	5,6, 7	12	FRE 101, 102, 201, 202
German Language (A1 or B) HL	5,6,7	12	GER 101, 102, 201, 202
History: Americas HL	4,5,6,7	6	HIS 121 – 122 United States History I-II
History: Americas SL	6,7	3	HIS 121 United States History I
History: Africa HL	4,5,6,7	3	HIS 203- History of African Civilization
History: Europe HL	4,5,6,7	6	HIS 101-102 History of Western Civilization I-II
History: Europe SL	6,7	3	HIS 101 History of Western Civilization I
Philosophy HL	4,5,6,7	3	PHI 101 – Introduction to Philosophy
Philosophy SL	6,7	3	PHI 101 – Introduction to Philosophy
Spanish (A1 or B)HL	5,6,7	12	SPA 101, 102, 201, 202
Theory of Knowledge	A,B,C	3	PHI 101 – Introduction to Philosophy
<b>MATHEMATICS AND SCIENCES</b>			
Biology HL	4,5	4	BIO 106 Life Science
	6	4	BIO 101 General Biology I
	7	8	BIO 101-102 General Biology I - II
Biology SL	5,6	4	BIO 106 Life Science
	7	4	BIO 101 General Biology I
Chemistry HL	5	4	CHM 111 College Chemistry I
	6,7	8	CHM 111-112 College Chemistry I-II
Chemistry SL	6	4	CHM 111 College Chemistry I
	7	8	CHM 111-112 College Chemistry I-II
Physics HL	4,5	4	PHY 201 General College Physics
	6,7	8	PHY 201-202 General College Physics 201-202
Physics SL	5,6	4	PHY 201 General College Physics
	7	8	PHY 201-202 General College Physics 201-202
Mathematics (Further) SL	4,5,6,7	3	MTH 163 - Precalculus
Mathematics (Higher) HL	4	3	MTH 163 – Precalculus
	5,6	5	MTH 173 – Calculus/Analytic Geo. I
	7	10	MTH173-174 - Calculus/Analytic Geo. I-II
Mathematical Methods SL	5,6,7	5	MTH 166 – Precalculus with Trigonometry
Mathematical studies	4,5,6,7	3	MTH 163 - Precalculus
Computer Science HL	4,5	4	CSC 201
	6,7	8	CSC 201-202
Computer Science SL	5,6	4	CSC 201
	7	8	CSC 201-202

## **GRADUATION AND PROGRAM REQUIREMENTS**

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### **Graduation Honors**

Students who have fulfilled the requirements of degree or certificate programs (with the exception of career studies certificates) are eligible for graduation honors. The honors based upon scholastic achievement are as follows:

- \*Graduating GPA. Honor –  
3.200 Cum laude (with honor)
- 3.500 Magna cum laude (with high honor)
- 3.800 Summa cum laude (with highest honor)

*\*Note: The cumulative GPA is used to determine graduation honors.*

## **GRADUATION REQUIREMENTS AND PROCEDURES**

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1. A curricular student eligible for graduation is required to complete the graduation application through the Student Information System for each degree and certificate they are completing by the deadline for that semester or term.
  - Fall 2012 graduation application deadline – September 28, 2012
  - Spring 2013 graduation application deadline – January 31, 2013
  - Summer 2013 graduation application deadline – June 28, 2012
2. If a student files for graduation but does not graduate, he or she must submit another graduation application for a subsequent term. Students may graduate after fall, spring, or summer terms. See section on “Commencement.”
3. The student must complete all program requirements as specified in their catalog, including curricular admission requirements.
4. The student must earn a grade point average of at least 2.000 in the curriculum.
5. The student must fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours earned at J. Sargeant Reynolds Community College.
6. The student must submit all documentation of training, education, or tests from organizations outside of the college to the Central Admissions and Records Office by the last day of classes in their final semester. All JSRCC courses must also be completed by the last day of classes in their final semester. Incomplete “I” grades must be completed by this time in order to be used for graduation.
7. The school dean for the curriculum must recommend the student for graduation, and the registrar must certify completion of all graduation requirements.
8. The student must resolve all financial obligations with the college and must return all library and college materials.

## **COMMENCEMENT**

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J. Sargeant Reynolds Community College has one formal commencement ceremony each year, which occurs after the spring semester for students completing certificate or associate degree curricula throughout the academic year. A student is not permitted to participate in a commencement ceremony prior to the completion of the program of study. Students who graduate in the summer or fall will be invited to participate in the next spring commencement ceremony.

## **PROGRAM REQUIREMENTS**

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The catalog that will be used to review a student's progress toward completion of program requirements and certification for graduation will be the catalog in effect at the time of the student's initial matriculation into the program or any subsequent catalog in effect during the time of the student's enrollment in the program, to be chosen by the student, provided that:

- A. The student has not been discontinued, as a result of breaks in enrollment. Otherwise the catalog in effect at the time of their return will become the effective catalog; and,
- B. The catalog is no more than seven years old at the time of graduation. Otherwise either the current catalog or any catalog that is no more than seven years old becomes the effective catalog. The catalog year to be used should be chosen by the student in consultation with the program head/curricular advisor, with the program head having the final determination of appropriate catalog year. Wherever possible, substitutions will be utilized to maximize the usage of previously-taken courses while maintaining the integrity of the degree.

## **ASSOCIATE DEGREE**

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To be awarded an associate degree from the college, a student must have fulfilled all course requirements of the curriculum as outlined in the College Catalog with a minimum of 25% of the credits earned at the College.

## **CERTIFICATE**

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To be eligible for graduation with a certificate from the college, a student must have fulfilled all course requirements of the curriculum as outlined in the College Catalog with a minimum of 25% of the credits earned at the College.

## **SECOND DEGREE OR CERTIFICATE**

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The College may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

## **CHANGE OF CURRICULUM (PROGRAM/PLAN)**

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Students who desire to change programs must consult with a faculty advisor or advising specialist in a Student Success Center. The Central Admissions and Records Office will process the request, provided all applicable admission requirements for the new program have been satisfied.

## **WAIVER AND SUBSTITUTION OF COURSE REQUIREMENTS**

Students may petition the appropriate school dean for the waiver of required courses in the curriculum. If required courses are waived, other courses must be substituted in the curriculum to meet the specified credit hour requirement. No credit is granted for the waived courses.

## **STUDENT RECORDS**

### **Mailing Address**

It is the student's responsibility to keep this information up-to-date with the Central Admissions and Records Office. Timely reporting of name and address changes will assist the college in ensuring proper delivery of important notices and announcements. Students can submit address changes through the Student Information System (SIS) or by visiting a campus Student Success Center or the Central Admissions & Records Office.

### **Email Communication**

Electronic mail or "email" is an official method for communication at the college. All official email communication will be distributed to VCCS email accounts only. The college will utilize the VCCS email to communicate important information to students. Students should check the student email regularly.

### **Transcripts**

A transcript is a copy of the student's permanent academic record at JSRCC. An official transcript carries the college seal and is mailed to other educational institutions and agencies. Written requests for transcripts must be delivered, mailed, or sent by fax to the campus Student Success Center or to the Central Admissions and Records Office, where the transcripts will generally be produced within two weeks. JSRCC policy does not allow email transmission of transcript requests because a signature is required. Transcripts will not be mailed until all obligations to the business office, bookstore, or library have been paid in full. Students may produce an unofficial transcript on Reynolds Online, or they may request a copy in the Student Success Center.

### **Enrollment Verifications and Certifications for Loan Deferment**

At the written request of the student, the Admissions and Records Office will produce official verifications of enrollment. These are typically required as documentation to continue the student's eligibility for dependent services, benefits, and insurance external to the college.

Students wishing to defer repayment of certain loans should submit the appropriate forms from the lending agency to the campus Student Success Center or to the Central Admissions and Records Office. The college will transmit the student's enrollment data to the National Student Loan Clearinghouse for distribution to the appropriate lending agency.

Official and final enrollment verifications as well as loan deferment certifications will be processed after the deadline to drop with a refund for any particular semester or term.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) offers students certain rights with respect of 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 written requests to the Central Admission & Records Office, Parham Road Campus, Georgiadis Hall, Room 351. The request must identify the record(s) they wish to inspect. The Records office staff will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask J. Sargeant Reynolds Community College (JSRCC) to amend a record that they believe is inaccurate or misleading. They should write the JSRCC 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 disclosures 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 JSRCC or the Virginia Community College System (VCCS) in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). Other typical exceptions include:
  - Other schools to which a student is transferring;
  - High schools of dual or concurrent enrollment students;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, and pursuant to specific State law;
  - A person or company with whom the College or VCCS has contracted (such as an attorney, auditor, or collection agent);
  - A person serving on the College or Foundation Board;
  - A student serving on an official college committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, excluding student government/leadership organization tasks; and
  - A school official with a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



The right to file a complaint with the U.S. Department of Education concerning alleged failures by JSRCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### **NOTICE REGARDING DIRECTORY INFORMATION**

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FERPA designates certain information as “directory information,” which may be released upon request without the student’s expressed written consent. It is the policy of J. Sargeant Reynolds Community College not to publish a student directory. However, name, address, telephone number, major field of study, dates of attendance, degrees and awards received, and term course load can be released upon request unless a student notifies the Admissions & Records Office either in writing or through the Student Information System.

# **STUDENT RELATED POLICIES AND PROCEDURES**

Visit [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm) for the most recent version of each policy.

### **ACADEMIC HONESTY**

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J. Sargeant Reynolds Community College subscribes to the notion of academic honesty and integrity as it relates to students’ behavior within the classroom or with assignments and examinations.

J. Sargeant Reynolds Policy 1-34, Academic Honesty, outlines those behaviors that are unacceptable at the institution, as well as procedures used to address those behaviors. Any student who is found to have violated the policy will be subject to disciplinary action which could result in sanctions from a failing grade on the assignment to expulsion from the institution.

Policy 1-34 in its entirety can be found in the Office of Student Affairs, in the Student Handbook and at [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm).

### **STUDENT ADVOCACY**

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In the design and improvement of programs, courses and services, the College constantly focuses upon student needs. Students and staff members are encouraged to advocate student interest pertaining to any issue or problem confronting the college community. Students may voice their interest through the Office of Student Affairs, Office of Student Life and through participation on various college-wide standing committees. Particular responsibility for identifying and supporting student needs and interests, with respect to college operations and procedures, lies with the Division of Student Affairs and the Student Affairs Policy Committee.

### **STUDENT ASSESSMENT**

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In addition to the placement testing required of all entering curricular students and all non-curricular students registering for English, mathematics, and certain other courses, the College systematically evaluates the effectiveness of teaching and learning, academic and administrative support services, and co-curricular activities in meeting student needs.

Students may be requested to participate in one or more assessment activities appropriate to their fields of study during their academic course work at the college. The results of such assessment activities shall be confidential and shall be used by the College for the purpose of evaluating and improving the effectiveness of the College’s academic programs and services to maximize student success.

## **STUDENT CONDUCT**

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J. Sargeant Reynolds Community College holds its students to the highest standards of academic and social behavior. In the instance where a student commits a disruptive act either inside or outside of the classroom, that student may be subject to disciplinary action by the Office of Student Affairs. Faculty, staff, or other students may file a charge against a student if he or she has witnessed an offense. The Office of Student Affairs will oversee the administration of all conduct cases in accordance with the Student Conduct Policy 1-35.

Jurisdiction of the student conduct policy extends to any student who is enrolled in a course sponsored by the institution, as well as any incident involving a J. Sargeant Reynolds student that occurs off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College. Depending on the nature of the incident, students may be processed by the J. Sargeant Reynolds Department of Police for violation of local, state or federal laws. Policy 1-35 in its entirety can be found in the Office of Student Affairs, in the Student Handbook and at [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm).

## **STUDENT GRIEVANCE**

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Students have the right and opportunity to air any grievances (academic and non-academic) they may have with a faculty or staff member. Students are first encouraged to speak directly with the faculty or staff member to determine an appropriate resolution. If the problem is not resolved between the student and the individual, the student is encouraged to contact the Office of Student Affairs (350 Georgiadis Hall), Parham Road Campus, (804) 523-5296, who will review Policy 1-12 (Student Appeal of Academic and/or Administrative Decisions) with the student.

Policy 1-12 (Student Appeal of Academic and/or Administrative Decisions) in its entirety can be found in the Office of Student Affairs, in the Student Handbook and at [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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This statement of rights and responsibilities is designed to clarify those rights, which the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to the college places upon the student.

The submission of an application for admission to a community college represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the community colleges and rules and regulations of the State Board of Community Colleges. In turn, college approval of that application represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavior standards of the college system.

Each individual student is guaranteed the privileges of exercising his/her rights without fear or prejudice. Such rights include the following:

- Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the college or curricula offered by the college.
- No disciplinary sanctions may be imposed upon any student without due process.

- Free inquiry, expression, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- The college and members of the college community have the right to expect safety, protection of property and the continuity of the educational process.
- Upon written request to the Director of Admissions and Records, a student will be permitted to inspect and review his/her permanent educational record within forty-five (45) days following the date on which the request.

## **STUDENT SEXUAL MISCONDUCT**

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The College maintains an environment that creates freedom for each individual to live, think, and speak without fear of physical, emotional, and psychological harm. In compliance with this commitment, the College has established Policy 1-14 (Student Sexual Misconduct).

Policy 1-14 states J. Sargeant Reynolds Community College will not tolerate sexual misconduct inclusive of sexual assault, sexual harassment and verbal misconduct, in any form, including acquaintance rape by any student toward another student, members of the faculty or staff, other employee/non-employee, or campus visitors. These charges are a serious violation of the college's regulations, punishable through sanctions. Moreover, it is a crime subject to both criminal and civil legal actions. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college rules. A person who believes that he/she may have experienced sexual misconduct, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may find it helpful to discuss their concerns confidentially and informally with the vice president of student affairs (VPSA), or designee in the Office of Student Affairs (350 Georgiadis Hall), Parham Road Campus, (804) 523-5296.

Policy 1-14 in its entirety can be found in the Office of Student Affairs, in the Student Handbook and at [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm).

## **SUBSTANCE ABUSE**

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The College maintains an environment that aims to protect the health, safety and welfare of its students, faculty and staff by enforcing a drug-free environment. In compliance with this commitment and the Drug-Free Schools and Communities Act of 1989, the college recognizes any unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, including alcoholic beverages, as a violation of policy 1-35 (Student Conduct). Disciplinary action, as outlined in Policy 1-35, will be taken against any student who is found in violation of substance abuse on campus, off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College. Policy 1-35 (Student Conduct) in its entirety can be found in the Office of Student Affairs, in the Student Handbook and at [reynolds.edu/studentaffairs/policy.htm](http://reynolds.edu/studentaffairs/policy.htm).

## **VCCS AND JSRCC COMPUTER ETHICS GUIDELINES**

Thousands of users share the VCCS and JSRCC computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt business or the works of others. Therefore students, faculty and staff must exercise ethical behavior when using these information resources. Everyone using the College's hardware and software must adhere to the following:

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS and JSRCC procedures for enforcement of its policy are independent of possible prosecution under the law.

### **DEFINITION**

VCCS and JSRCC information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

### **GUIDELINES**

The following guidelines shall govern the use of all VCCS and JSRCC information resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use the VCCS or JSRCC resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCS and JSRCC must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The College or VCCS data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute, or disclose third-party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.

5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from external sources, such as freeware, onto official systems without prior approval.
6. Any personally owned external devices connected to college computers are subject to examination by the College's Information Technology Services department to ensure that no malicious code or illegal data have been stored on the device in violation of the above guidelines.
7. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

### **INFORMATION TECHNOLOGY STUDENT/PATRON ACCEPTABLE USE AGREEMENT**

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

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

I will not disclose information concerning any access control mechanism unless properly authorized to do so by JSRCC. I will not use any access mechanism that the VCCS and JSRCC have not expressly assigned to me. I 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. They may not violate the copyright protection of any information, software, or data with which they 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 ([www.copyright.gov/title17/92chap5.html](http://www.copyright.gov/title17/92chap5.html)) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act ([www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf)).

I agree to abide by all applicable state, federal, VCCS, and JSRCC policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.76-Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard and the VCCS and JSRCC 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 email 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 library or academic computing center. 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 Department of Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS and JSRCC may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS and JSRCC IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The VCCS System Office and JSRCC reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS and JSRCC systems to ensure compliance with VCCS and JSRCC policies and federal, state, or local

regulations. JSRCC or VCCS 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.

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

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

## **ENFORCEMENT PROCEDURES**

1. Faculty, staff and students at the College should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
  - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
  - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Dean of Students. The Dean of Students will initiate the student conduct process, and will determine the appropriate disciplinary actions which may include but are not limited to:
  - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
  - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
4. The College's president will report any violations of state and federal law to the appropriate authorities.
5. All formal disciplinary actions taken under this policy are grievable, and the accused may pursue findings through the appropriate grievance procedure.



# PROGRAM INFORMATION

## EDUCATIONAL CHOICES

### COLLEGE TRANSFER PROGRAMS

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Award — Associate of Science (AS)  
Associate of Arts (AA)

The College transfer programs include freshman- and sophomore-level courses in arts and sciences and preprofessional education, meeting standards acceptable for transfer to bachelor's degree programs in four-year colleges and universities. These programs are specifically designed for transfer at the junior level.

### UNIVERSITY PARALLEL STUDY

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The College offers programs leading to the associate of arts (AA) degree or the associate of science (AS) degree. Commonly referred to as college transfer or university parallel study, these programs are designed for students who plan to complete the freshman and sophomore years of college work at J. Sargeant Reynolds Community College and then transfer to universities and four-year colleges of their choice. Each university has different requirements for baccalaureate programs. College advisors and specialists in the Career, Employment and Transfer Centers will assist students in the selection of the curriculum of study most applicable to their baccalaureate plans. Earned credits in the program are generally transferable to the senior college or university and applicable toward a bachelor's degree. Students should work with their academic advisors and transfer specialists to select their courses to match the requirements of the transfer institution.

The College has articulation agreements for specific academic programs with several Virginia universities and colleges. Such agreements guarantee that the student with the associate degree has complete transferability of all credits. A student transferring prior to the receipt of the associate of arts or associate of science degree is not assured of such status. Advisors and transfer specialists can provide information about articulation agreements.

J. Sargeant Reynolds Community College offers the following specific programs of study leading to the associate of arts or associate of science degrees:

#### Associate of Arts Degree

Liberal Arts  
Teacher Preparation Specialization

#### Associate of Science Degree

Business Administration  
Engineering  
Science  
    Computer Science Specialization  
    Mathematics Specialization  
    Science Specialization  
    Teacher Preparation Specialization  
Social Sciences  
    American Sign Language/Deaf Studies Specialization  
    Teacher Preparation Specialization

The foundation courses are available (through the associate of arts or associate of science degrees) for advanced professional degree programs in the following fields:

Dentistry  
Law  
Medicine  
Optometry  
Pharmacy  
Veterinary Medicine

The College also offers two-year programs that lead to the associate of applied science (AAS) degree. These occupational/technical programs are specifically designed to prepare students for immediate employment. Some four-year colleges and universities have accepted courses into their program counterparts from AAS degree programs that are not designed for transfer purposes. It is the responsibility of the four-year institution to determine and publish its policies on the admission of transfer students and the criteria for determining the acceptability of transfer credits completed at another institution. Additional general education courses may be required to transfer with junior status from AAS degree programs. Students should work closely with their academic advisors and the transfer specialists to select courses that match requirements of the transfer institution.

### STATE POLICY ON TRANSFER FROM COMMUNITY COLLEGES TO SENIOR INSTITUTIONS

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Virginia's system of public colleges and universities has extended higher education throughout the Commonwealth from Eastern Shore to Big Stone Gap and from Fairfax to Southside. The system gives students ready access to college and enables them to choose from among many two- and four-year institutions. Ideally, students should be able to move through Virginia's public education system as if it were a continuum, rather than a system of distinct levels or separate stages. The State Board for Community Colleges and the Council of Higher Education for Virginia have endorsed a coherent statewide policy to facilitate transfer between state-supported community colleges and senior colleges and universities. This policy requires commitment by both community colleges and senior institutions to common goals on behalf of students and education. \*\*Notes from State Policy on Transfer, VCCS/SCHEV.

### TRANSFER AGREEMENTS

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J. Sargeant Reynolds Community College has agreements with many senior institutions covering the conditions for student transfer from the college to a baccalaureate program at the four-year college or university. These formal arrangements are referred to as transfer agreements. The arrangements fall into two categories—the master transfer agreement, which provides general guarantees to transferring students, and the program specific articulation agreement covering the conditions for the transfer into a particular curriculum. Students transferring prior to the receipt of the associate of arts or associate of science degree are not covered under these articulation agreements. Advisors and transfer specialists can provide information about these agreements.

The following list identifies colleges and universities with which J. Sargeant Reynolds Community College has current agreements, as a result of either direct negotiations between the college and the transfer institution or the creation of a system-wide agreement between the Virginia Community College System and the transfer institution.

Bluefield College  
Christopher Newport University  
College of William and Mary (Guaranteed Admission Agreement)  
College of William and Mary (Co-Enrollment Agreement)  
ECPI College of Technology  
Emory & Henry College  
Ferrum College  
Hollins University  
James Madison University (Guaranteed Admission Agreement)  
Johnson and Wales  
Liberty University  
Longwood University (Business and Economics)  
Longwood University (Guaranteed Admission Agreement)  
Lynchburg College  
Mary Baldwin College  
Norfolk State University  
Old Dominion University  
Radford University  
Randolph College  
Randolph-Macon College  
Regent University  
Regis University  
Shenandoah University  
Strayer University  
Sweet Briar College  
Troy University  
University of Mary Washington  
University of Phoenix  
University of Richmond, School of Professional and Continuing Studies  
University of Virginia (Guaranteed Admission Agreement)  
University of Virginia (Engineering)  
University of Virginia's College at Wise  
Virginia Commonwealth University  
(Guaranteed Admission Agreement and Addendum to Guaranteed Admission Agreement)  
Virginia Commonwealth University (Business Administration)  
Virginia Commonwealth University  
(Engineering and Computer Science)  
Virginia Commonwealth University (Teacher Preparation)  
Virginia Commonwealth University  
(Articulated Joint Curriculum Program Agreement for Nursing)  
Virginia Commonwealth University  
(Articulated Joint Curriculum Program Agreement for Medical Laboratory and Clinical Laboratory Sciences)  
Virginia Commonwealth University Bachelor of Interdisciplinary Studies – Early Childhood Studies (non-licensure)  
Virginia State University  
Virginia Tech (Guaranteed Admission Agreement)  
Virginia Tech (College of Agriculture and Life Sciences)  
Virginia Tech (College of Engineering)  
Virginia Union University  
Virginia Wesleyan College

## **OCCUPATIONAL AND TECHNICAL PROGRAMS**

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### **Associate of Applied Science (AAS) Certificate**

The occupational and technical education programs are designed to prepare students for employment as technicians, paraprofessionals, and skilled craftspersons.

The associate of applied science degree is awarded for completion of two-year programs.

The certificate is awarded for completion of a program less than two years in length, generally two or three semesters.

## **CAREER STUDIES PROGRAMS**

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### **Award – Certificate**

Career studies certificates can be completed in a shorter period of time than other certificate programs. These programs provide opportunities for upgrading occupational or technical skills, retraining for career change, and investigating new career possibilities.

## **COMPUTER COMPETENCY REQUIREMENT FOR STUDENTS**

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J. Sargeant Reynolds Community College emphasizes the importance of computer competency for all students who are enrolled in a college program that requires a minimum of 30 credits for graduation.

**Programs with 30 or more credits provide for the computer competency of students in one of three ways:**

1. including a computer competency course - ITE 115 or CSC 155 in the curriculum,
2. requiring that students in the curriculum pass the college's computer competency exam, or
3. including a course or courses that meet or exceed the computer competency requirements as a part of the curriculum. Students should consult the catalog description of their program to determine the computer competency requirement.

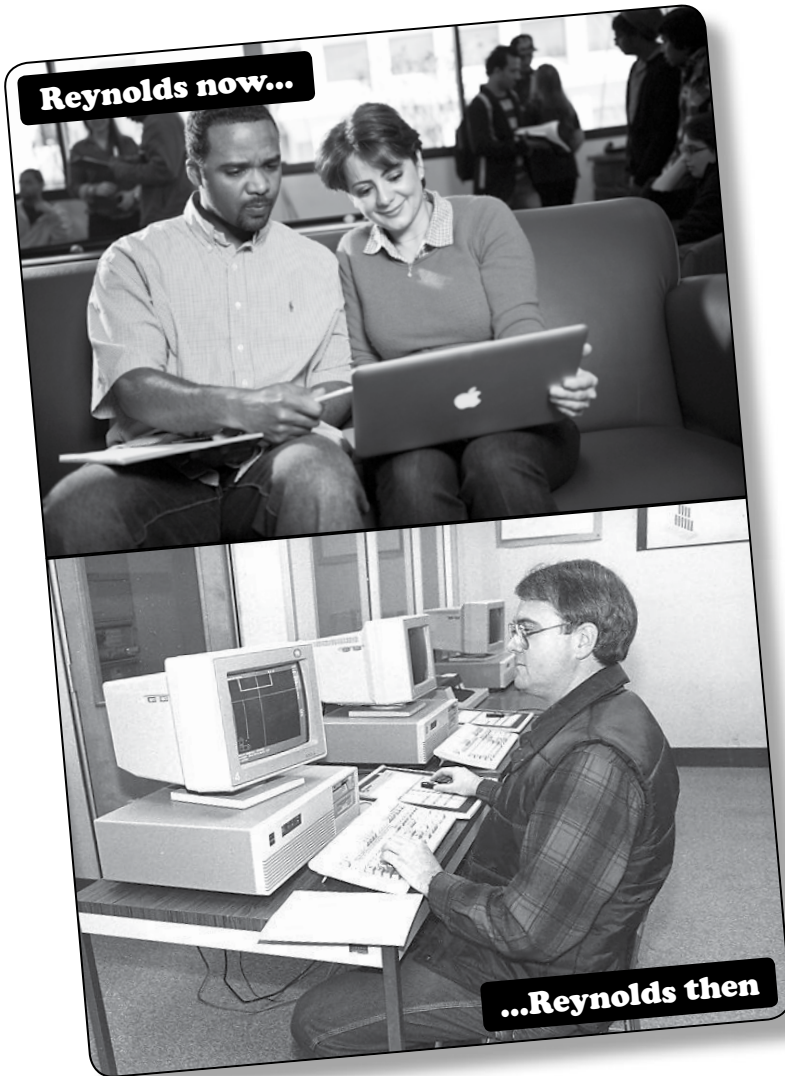
Students in programs that require ITE 115 or CSC 155 can satisfy the computer competency course requirement in the curriculum by passing the college's computer competency exam administered in the testing centers on each campus. Because CSC 155 includes content that is not covered in ITE 115, students seeking college credit for CSC 155 will take a different version of the computer competency exam. Those students who successfully pass the computer competency exam will receive college credit for either ITE 115 or CSC 155, without enrolling in the course, depending on the version of the exam taken.

**Any student not passing the computer competency exam will do one of the following based on the results of the test:**

1. successfully complete ITE 115 or CSC 155 or
2. learn the competencies the student is lacking through self-study or any other method that will enable the student to learn the competencies and then retake the computer competency exam. Students will be allowed to retake the computer competency exam only once. Upon retaking the computer competency exam, students who do not pass the exam must complete either ITE 115 or CSC 155.

A computer competent student at JSRCC will be able to:

- demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks.
- use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and/or communication applications;
- access, retrieve, and apply networked information resources, e.g., on-line catalog, virtual libraries, the internet and world wide web; and
- use telecommunication software, e.g., electronic mail, listservs, bulletin boards, and/or newsgroups, to communicate with faculty, students, and information providers.





## PLANS OF STUDY AND PROGRAM DIRECTORY

The following tables show the respective plan's contact number for each campus location as appropriate. In the campus location columns, **Complete** indicates that the plan's certificate or degree can be completed at that campus. *Courses* indicates that only *some* courses for the plan are offered at that campus.

The *Distance* campus location indicates Distance Learning courses. These are typically administered online, but some courses may require proctored exams, on-campus labs, clinical, or other special on-campus meetings. For information on Distance Learning, visit [reynolds.edu/cde](http://reynolds.edu/cde) or call the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only).

Plans	Certificate or Degree	Plan Code	Downtown Campus Location	Parham Campus Location	Goochland Campus Location	Distance Campus Location
<b>SCHOOL OF BUSINESS</b>						
Accounting <sup>1</sup>	AAS	203	523-5177 Courses	523-5301 Courses	Courses	Courses
Accounting <sup>1</sup>	C	202	523-5177 Courses	523-5301 Courses	Courses	Courses
Administration of Justice	AAS	400-01	Courses	523-5301 <b>Complete</b>	Courses	Courses
Administrative Support Technology <sup>2</sup>	C	398	523-5177 Courses	523-5301 Courses	Courses	Courses
Architectural and Civil Engineering Technology						
Architectural/Industrial Design Specialization	AAS	895-01	Courses	523-5301 <b>Complete</b>	Courses	Courses
Building Construction Management Specialization	AAS	895-02	Courses	523-5301 <b>Complete</b>	Courses	courses
Civil Engineering Technology Specialization	AAS	895-03	Courses	523-5301 <b>Complete</b>	Courses	Courses
Automotive Technology <sup>3</sup>	AAS	909	Courses	Courses	523-5432 Courses	Courses
Automotive Technology	C	902	Courses	Courses	523-5432 <b>Complete</b>	Courses
Business Administration	AS	213	523-5177 <b>Complete</b>	523-5301 <b>Complete</b>	Courses	<b>Complete</b>
Computer-Aided Design Specialist	CSC	221-729-01	Courses	523-5301 <b>Complete</b>	Courses	Courses
Criminal Justice	CSC	221-400-45	523-5177 Courses	523-5301 <b>Complete</b>	Courses	<b>Complete</b>
Culinary Arts <sup>4</sup>	AAS	242	523-5781 Courses	Courses	Courses	Courses
Diesel Mechanics Technology	C	920	Courses	Courses	523-5432 <b>Complete</b>	Courses
eCommerce	CSC	221-251-01	Courses	523-5301 <b>Complete</b>	Courses	Courses
Electronics Technology	CSC	221-981-15	Courses	523-5301 <b>Complete</b>	Courses	Courses
Engineering	AS	831	Courses	523-5301 <b>Complete</b>	Courses	Courses
Entrepreneurship in Small Business	CSC	221-212-10	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Fire Science Technology						
Fire Services Specialization	AAS	427-01	Courses	523-5518 <b>Complete</b>	Courses	Courses
Fire Protection System Design Specialization	AAS	427-02	Courses	523-5518 <b>Complete</b>	Courses	Courses
Fire Science Technology	C	428	Courses	523-5518 <b>Complete</b>	Courses	Courses
Floral Design	CSC	221-335-02	Courses	Courses	523-5432 <b>Complete</b>	Courses
Horticulture Technology <sup>3</sup>	AAS	335	Courses	Courses	523-5432 Courses	Courses
Hospitality Leadership	CSC	221-775-03	523-5069 <b>Complete</b>	Courses	Courses	<b>Complete</b>
Hospitality Management <sup>5</sup>						
Food Service Management Specialization	AAS	775-07	523-5069 Courses	Courses	Courses	Courses
Hospitality Entrepreneurship Specialization	AAS	775-06	523-5069 Courses	Courses	Courses	Courses
Lodging Operations Specialization	AAS	775-04	523-5069 Courses	Courses	Courses	Courses
Hotel Rooms Division Management	CSC	221-775-05	523-5069 <b>Complete</b>	Courses	Courses	<b>Complete</b>
Hybrid and Electric Vehicle Technology	CSC	221-909-46	Courses	Courses	523-5432 <b>Complete</b>	<b>Complete</b>



Plans	Certificate or Degree	Plan Code	Downtown Campus Location	Parham Campus Location	Goochland Campus Location	Distance Campus Location
Information Systems Technology						
Computer Programmer Specialization	AAS	299-01	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Microcomputer Technical Support (Networking) Specialization	AAS	299-03	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Microcomputer Applications (Administrative/ Office Applications) Specialization	AAS	299-04	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Internet Applications Development (Web Design) Specialization	AAS	299-05	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Information Systems Technology						
Computer Programmer	CSC	221-299-06	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Internet Applications Development (Web Design)	CSC	221-299-18	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
Microcomputer Applications	CSC	221-299-03	523-5177 Courses	523-5301 <b>Complete</b>	Courses	<b>Complete</b>
Microsoft Network Administration	CSC	221-299-07	Courses	523-5301 <b>Complete</b>	Courses	Courses
Network Engineering	CSC	221-732-11	Courses	523-5301 <b>Complete</b>	Courses	Courses
Network Fundamentals	CSC	221-732-00	Courses	523-5301 <b>Complete</b>	Courses	<b>Complete</b>
Legal Office Technology <sup>6</sup>	CSC	221-260-10	523-5177 Courses	523-5301 Courses	Courses	Courses
Management						
Retail Management <sup>7</sup> Specialization	AAS	212-03	523-5177 Courses	523-5301 Courses	Courses	Courses
Small Business Management <sup>8</sup> Specialization	AAS	212-04	523-5177 Courses	523-5301 Courses	Courses	Courses
Management Development <sup>9</sup>	C	223	523-5177 Courses	523-5301 Courses	Courses	<b>Complete</b>
Paralegal Studies						
General Practice Specialization	AAS	260-01	Courses	523-5301 <b>Complete</b>	Courses	Courses
Litigation Specialization	AAS	260-02	Courses	523-5301 <b>Complete</b>	Courses	Courses
Pastry Arts	CSC	221-242-04	523-5781 <b>Complete</b>			
Real Estate	CSC	221-212-70	523-5177 Courses	523-5301 <b>Complete</b>		Courses
Surveying Technology	CSC	221-915-01	Courses	523-5301 <b>Complete</b>		Courses
Welding	CSC	221-995-01	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>SCHOOL OF HUMANITIES AND SOCIAL SCIENCES</b>						
American Sign Language	CSC	221 640-01	523-5178 Courses	Courses	Courses	Courses
American Sign Language - English Interpretation <sup>10</sup>	AAS	640	523-5178 Courses	Courses	Courses	<b>Complete</b>
Early Childhood Development	AAS	636	523-5178 Courses	Courses	Courses	<b>Complete</b>
Early Childhood Development	C	632	523-5178 Courses	Courses	Courses	<b>Complete</b>
Early Childhood Education	CSC	221-636-06	523-5178 <b>Complete</b>	Courses	Courses	<b>Complete</b>
Early Childhood Education - Advanced	CSC	221-636-08	523-5178 Courses	Courses		<b>Complete</b>
Early Childhood School-Age Child Care	CSC	221-636-07	523-5178 Courses	Courses	Courses	Courses
General Education	C	695	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
Human Services	AAS	480	523-5178 <b>Complete</b>	Courses	Courses	Courses
Liberal Arts	AA	648	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	Courses
Teacher Preparation Specialization	AA	648-TP	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	Courses
Social Sciences	AS	882	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
American Sign Language/ Deaf Studies Specialization	AS	882-01	523-5178 <b>Complete</b>	Courses	Courses	<b>Complete</b>
Teacher Preparation Specialization	AS	882-TP	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
Substance Abuse Counseling Education	CSC	221-480-30	523-5178 Courses	Courses	Courses	Courses

Plans	Certificate or Degree	Plan Code	Downtown Campus Location	Parham Campus Location	Goochland Campus Location	Distance Campus Location
<b>SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING</b>						
Engineering	AS	831	523-5374 Courses	523-5225 <b>Complete</b>	523-5225 Courses	Courses
Science						
Science Specialization	AS	880-01	523-5374 <b>Complete</b>	523-5225 <b>Complete</b>	Courses	Courses
Computer Science Specialization	AS	880-02	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
Mathematics Specialization	AS	880-05	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
Teacher Preparation Specialization	AS	880-TP	523-5374 <b>Complete</b>	523-5225 <b>Complete</b>	Courses	Courses
<b>SCHOOL OF NURSING AND ALLIED HEALTH</b>						
Dental Assisting	C	120	523-5380 <b>Complete</b>	Courses	Courses	Courses
Dental Laboratory Technology	AAS	117	523-5931 <b>Complete</b>	Courses	Courses	Courses
Dental Laboratory Technology	CSC	221-117-02	523-5931 <b>Complete</b>	Courses	Courses	Courses
Emergency Medical Services – Paramedic <sup>12</sup>	AAS	146	523-5768 Courses	Courses	Courses	Courses
Emergency Medical Services – Emergency Medical Technician	CSC	221-146-01	523-5768 <b>Complete</b>	<b>Complete</b>	Courses	Courses
Emergency Medical Services – Intermediate <sup>13</sup>	CSC	221-146-03	523-5768 <b>See footnote #13</b>			
Emergency Medical Services – Paramedic <sup>13</sup>	CSC	221-146-05	523-5768 <b>See footnote #13</b>			Courses
Health Care Technician	CSC	221-190-06	523-5375 <b>Complete</b>	Courses	Courses	Courses
Health Records Coding Technician	CSC	221-152-06	523-5375 <b>Complete</b>	Courses	Courses	<b>Complete</b>
Medical Laboratory Technology <sup>14</sup>	AAS	151	523-5375 <b>Complete</b>	Courses	Courses	<b>See footnote #14</b>
Nursing	AAS	156	523-5375 <b>Complete</b>	Courses	Courses	Courses
Opticianry <sup>14</sup>	AAS	160	523-5375 <b>Complete</b>	Courses	Courses	<b>See footnote #14</b>
Opticians Apprentice <sup>15</sup>	CSC	221-160-04	523-5375 <b>Complete</b>			<b>See footnote #15</b>
Pharmacy Technician	CSC	221-190-08	523-5375 <b>Complete</b>			Courses
Practical Nursing	C	157	523-5375 <b>Complete</b>	Courses	Courses	Courses
Pre-Nursing and Allied Health						
Pre-Nursing	CSC	221-156-02	523-5375 <b>Complete</b>	<b>Complete</b>	Courses	<b>Complete</b>
Pre-EMS-Paramedic	CSC	221-146-04	523-5375 <b>Complete</b>	<b>Complete</b>	Courses	<b>Complete</b>
Pre-Dental Laboratory Technology	CSC	221-117-01	523-5375 <b>Complete</b>	Courses	Courses	Courses
Pre-Medical Laboratory Technology	CSC	221-151-01	523-5375 <b>Complete</b>	<b>Complete</b>	Courses	<b>Complete</b>
Pre-Respiratory Therapy	CSC	221-181-02	523-5375 <b>Complete</b>	<b>Complete</b>	Courses	<b>Complete</b>
Pre-Practical Nursing and Dental Assisting						
Pre-Dental Assisting	CSC	221-120-01	523-5375 <b>Complete</b>	<b>Complete</b>	Courses	Courses
Pre-Practical Nursing	CSC	221-157-02	523-5375 <b>Complete</b>	<b>Complete</b>	Courses	Courses
Respiratory Therapy <sup>14</sup>	AAS	181	523-5009 <b>Complete</b>	Courses	Courses	<b>See footnote #14</b>
Sleep Technology for Polysomnography <sup>14</sup>	CSC	221-181-05	523-5375 Courses	Courses	Courses	<b>See footnote #14</b>

- All courses in the Accounting AAS degree or Certificate may be completed at Parham Road Campus with the exception of ACC 124, which is offered only via distance learning.
- Completion of the Administrative Support Technology Certificate requires that some courses be taken via distance learning.
- All courses in this program may be completed at the Goochland Campus except for the social/behavioral science and humanities/fine arts electives, which may be completed at the Downtown Campus, Parham Road Campus or via distance learning.
- All courses in the Culinary Arts AAS degree may be completed at the Downtown Campus except HRI 119, which is offered only via distance learning.
- Completion of the Hospitality Management AAS degree requires that courses be taken both at the Downtown Campus and via distance learning.
- All courses in the Legal Office Technology CSC may be completed at the Parham Road Campus with the exception of AST 243, which is offered only via distance learning.
- All courses in the Management AAS, Retail Specialization, may be completed at the Parham Road Campus with the exception of MKT 220 and MKT 271, which are offered only via distance learning.
- All courses in the Management AAS, Small Business Specialization, may be completed at the Parham Road Campus with the exception of BUS 260, which is offered only via distance learning.

- All courses in the Management Development Certificate may be completed at the Downtown and Parham Road Campuses with the exception of BUS 265 and BUS 220, which are offered only via distance learning.
- A majority of the courses in the American Sign Language/English Interpretation program are offered only via distance learning.
- Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.
- Completion of the courses in the EMS Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.
- All courses in this program must be completed at local fire/EMS training centers.
- All courses in this program are offered via distance learning with the exception of labs and clinicals, which must be completed at an approved site.
- All courses in this program are offered via distance learning. Apprentice students are also required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours.

Revised 03.07.12

# CURRICULAR PLANNING AND DESIGN

## GENERAL INFORMATION PERTAINING TO CURRICULAR OFFERINGS

In the following section, descriptions of all associate degree and certificate curriculums offered by the college are presented. Each curriculum description (1) provides a statement of purpose or intent of the curricular program, (2) states the occupational or transfer objectives for the program, (3) specifies curriculum admission requirements for entry into the program, (4) states the required courses and minimum number of credit hours for completion, and (5) provides an outline for sequencing the courses of study. Each curriculum is structured in accordance with policies established by the State Board for Community Colleges in Virginia. Additionally, the curriculums for all associate degree programs meet criteria set forth by the Commission on Colleges of the Southern Association of Colleges and Schools.

Curriculums for which the associate of applied science degree and certificate are awarded are all structured to ensure that graduates of these programs have a significant general education foundation, in addition to the necessary skill development training. For the AAS degree, general education comprises approximately 25 percent of the total credit hours; for certificate programs (not career studies certificates), this figure is a minimum of 15 percent.

The associate of arts and associate of science degree programs are designed for transfer to baccalaureate programs offered at four-year colleges and universities. **To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.** Not all curriculums of study are available on all campuses due to the specialized nature of the human and physical resources required to offer the instructional program. General education courses in the curriculums, however, may be taken at any of the three campus locations at which they are offered.

The following table presents the requirements for associate degrees at J. Sargeant Reynolds Community College:

## Minimum Requirements for Associate Degrees

General Education:	Minimum Number of Semester Hour Credits			
	AA	AS	AAA	AAS
Communication (a)	6	6	3	3
Humanities/Fine Arts	6	6	3	3
Foreign Language (Intermediate Level)	6	0	0	0
Social/Behavioral Sciences	9	9(b)	3	3
Sciences	7	7	0 or 3(c)	0 or 3(c)
Mathematics	6	6	0 or 3(c)	0 or 3(c)
Personal Development(d)	2	2	2	2
<b>Other Requirements for Associate Degrees:</b>				
Major field courses and electives (AA, AS); Career/technical courses				
(AAA, AAS)	18-21	24-27	49-53 (e)	49-53 (e)
Total for Degree (f)	60-63	60-63	65-69	65-69

- a) Must include at least one course in English composition.
- b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/ university publishes such requirements in its transfer guide.
- c) AAA and AAS degree programs must include a minimum of 3 credits in science or mathematics.
- d) Personal development includes health, physical education, or recreation courses that promote physical and emotional well being and student development courses. Must include at least one student development (SDV) course.
- e) AAA/AAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.
- f) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hours.

## GENERAL EDUCATION DEFINITION

General education is that portion of the collegiate experience that addresses the knowledge, skills, competencies, attitudes, and values characteristic of an educated and well-informed citizen capable of functioning effectively in a complex and rapidly changing world. General education is unbounded by disciplines and honors the connections among bodies of knowledge – it is that portion of the college experience that pertains to the overall development of the student and not just to the specific occupational and/or program skills.

## **GENERAL EDUCATION GOALS AND OBJECTIVES/OUTCOMES**

J. Sargeant Reynolds Community College degree graduates will demonstrate competency in the following general education areas:

### **1. COMMUNICATION**

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood.

Degree graduates will demonstrate the ability to

- 1.1 understand and interpret complex materials;
- 1.2 assimilate, organize, develop, and present an idea formally and informally;
- 1.3 use standard English;
- 1.4 use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
- 1.5 use listening skills; and
- 1.6 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

- 2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
- 2.2 recognize parallels, assumptions, or presuppositions in any given source of information;
- 2.3 evaluate the strengths and relevance of arguments on a particular question or issue;
- 2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
- 2.5 determine whether certain conclusions or consequences are supported by the information provided; and
- 2.6 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, and global communities.

Degree graduates will demonstrate the ability to

- 3.1 assess the impact that social institutions have on individuals and culture—past, present, and future;
- 3.2 describe their own as well as others' personal ethical systems and values within social institutions; and
- 3.3 recognize the impact that arts and humanities have upon individuals and cultures.
- 3.4 recognize the role of language in social and cultural contexts.
- 3.5 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. This statement was adapted from the Association of College and Research Libraries (ACRL) definition, a division of the American Library Association (ALA).

Degree graduates will demonstrate the ability to

- 4.1 determine the nature and extent of the information needed;
- 4.2 access needed information effectively and efficiently;
- 4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- 4.4 use information effectively, individually or as a member of a group, to accomplish a specific purpose; and
- 4.5 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

- 5.1 develop and/or refine personal wellness goals; and
- 5.2 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

- 6.1 use logical and mathematical reasoning within the context of various disciplines;
- 6.2 interpret and use mathematical formulas;
- 6.3 interpret mathematical models such as graphs, tables and schematics and draw inferences from them;
- 6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- 6.5 estimate and consider answers to mathematical problems in order to determine reasonableness; and
- 6.6 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

- 7.1 generate an empirically evidenced and logical argument;
- 7.2 distinguish a scientific argument from a non-scientific argument;
- 7.3 reason by deduction, induction and analogy;
- 7.4 distinguish between causal and correlational relationships; and
- 7.5 recognize methods of inquiry that lead to scientific knowledge.

## GENERAL EDUCATION ELECTIVES

Following is a list of approved general education electives in the areas of humanities/fine arts, mathematics, personal wellness, science, and social/behavioral sciences. Prior to enrolling in the courses on this list, students should check the course descriptions to ensure that they meet any pre- or co-requisites. **To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.**

### HUMANITIES/FINE ARTS

ART 100	Art Appreciation
ART 101, 102	History and Appreciation of Art I, II
ART 106	History of Modern Art
ASL 125	History of the Deaf Community
ASL 220	Comparative Linguistics
ASL 225	Literature of the US Deaf Community
CST 151	Film Appreciation I
HUM 100	Survey of the Humanities
HUM 260	Survey of Twentieth-Century Culture
MUS 121	Music Appreciation I
MUS 195	Topics in Music: World Music Styles
MUS 221	History of Music I
MUS 225	The History of Jazz
PHI 101	Introduction to Philosophy
PHI 111	Logic I
PHI 220	Ethics
PHI 225	Selected Problems in Applied Ethics
REL 231, 232	Religions of the World I, II
REL 233	Introduction to Islam
REL 240	Religions in America
REL 255	Selected Problems and Issues in Religion
SPA 233	Survey of Spanish Civilization and Literature I

## HUMANITIES COURSES THAT REQUIRE ENG 112 AS A PREREQUISITE

ENG 233 <sup>1</sup>	The Bible as Literature
ENG 241 <sup>1,2</sup>	Survey of American Literature I
ENG 242 <sup>1,2</sup>	Survey of American Literature II
ENG 243 <sup>1,2</sup>	Survey of English Literature I
ENG 244 <sup>1,2</sup>	Survey of English Literature II
ENG 251 <sup>1,2</sup>	Survey of World Literature I
ENG 252 <sup>1,2</sup>	Survey of World Literature II
ENG 253 <sup>1,2</sup>	Survey of African American Literature I
ENG 254 <sup>1,2</sup>	Survey of African American Literature II
ENG 273 <sup>1,2</sup>	Women in Literature I
ENG 274 <sup>1,2</sup>	Women in Literature II
ENG 295 <sup>1,2</sup>	Topics in English: Literature

<sup>1</sup> These courses have been designated writing-intensive (offer enhanced instruction in writing) by the English faculty.

<sup>2</sup> Students needing to take two literature courses are not required to take both Part I and Part II of the same literature course.

Additional humanities/fine arts courses may be approved by the dean, School of Humanities and Social Sciences.

## PERSONAL WELLNESS

DIT 121	Nutrition I
EMS 111	Emergency Medical Technician - Basic
EMS 112	Emergency Medical Technician I
EMS 151	Introduction to Advanced Life Support
HLT 100	First Aid and Cardiopulmonary Resuscitation
HLT 105	Cardiopulmonary Resuscitation
HLT 106	First Aid and Safety
HLT 110	Concepts of Personal and Community Health
HLT 116	Introduction to Personal Wellness Concepts
HLT 121	Introduction to Drug Use and Abuse
HLT 200	Human Sexuality
HLT 203	Men's Health
HLT 204	Women's Health
HLT 210	Workplace Stress Management
HLT 215	Personal Stress and Stress Management
HLT 226	AIDS Awareness
HLT 230	Principles of Nutrition and Human Development
PED 100	Pilates
PED 103	Aerobic Fitness I
PED 109	Yoga
PED 111, 112	Weight Training I, II
PED 123	Tennis I
PED 137, 138	Martial Arts I, II
PED 141	Swimming I
PED 144	Skin and Scuba Diving
PED 150	Soccer I
PED 152	Basketball
PED 160	Modern Dance
PED 170	Tai Chi I
PED 189	Saltwater Fishing
PED 195	Topics in Physical Education: Fly Fishing
PED 270	Tai Chi II

Additional personal wellness courses may be approved by the dean, School of Nursing and Allied Health.

## MATHEMATICS

MTH 120 <sup>1</sup>	Introduction to Mathematics
MTH 146 <sup>1</sup>	Introduction to Elementary Statistics
MTH 151 <sup>1,2,3</sup>	Math for Liberal Arts I
MTH 152 <sup>1,2,3</sup>	Math for Liberal Arts II
MTH 163 <sup>4</sup>	Precalculus I
MTH 166 <sup>4</sup>	Precalculus with Trigonometry
MTH 170	Foundations in Contemporary Mathematics
MTH 173, 174	Calculus with Analytic Geometry I-II
MTH 240	Statistics
MTH 270	Applied Calculus

<sup>1</sup> This course typically does not transfer to a four-year college.

<sup>2</sup> Enrollment in this course must be approved by a faculty advisor.

<sup>3</sup> This course does not count for any of the college's AA or AS (transfer) degrees.

<sup>4</sup> Students will not receive credit for both MTH 163 and MTH 166

Additional mathematics courses may be approved by the dean, School of Mathematics, Science, and Engineering.

## SCIENCE

BIO 101 <sup>1</sup>	General Biology I
BIO 102	General Biology II
BIO 107 <sup>3</sup>	Biology of the Environment
BIO 141, 142 <sup>3</sup>	Human Anatomy and Physiology I, II
BIO 205	General Microbiology
BIO 206	Cell Biology
BIO 231, 232	Human Anatomy and Physiology I, II
BIO 270	General Ecology
CHM 111, 112	College Chemistry I, II
CHM 241/245	Organic Chemistry I and Lab
CHM 242/246	Organic Chemistry II and Lab
GOL 105	Physical Geology
GOL 106	Historical Geology
PHY 201, 202	General College Physics I, II
PHY 241, 242	University Physics I, II

The following are additional laboratory science courses that may be taken by non-Science majors only:

BIO 106 <sup>1</sup>	Life Science
CHM 101, 102	General Chemistry I, II
NAS 105 <sup>2</sup>	Natural Science Topics for Modern Society (Dental Laboratory Technology AAS only)
NAS 150 <sup>2</sup>	Human Biology (Practical Nursing Certificate, Health Care Technician CSC, and Health Records Coding CSC only)

Additional science courses may be approved by the dean, School of Mathematics, Science, and Engineering.

## SOCIAL/BEHAVIORAL SCIENCES

ECO 120 <sup>2</sup>	Survey of Economics
ECO 201, 202	Principles of Economics I, II
GEO 200	Physical Geography
GEO 210	People and the Land: Introduction to Cultural Geography
GEO 220	World Regional Geography
GEO 225	Economic Geography
HIS 101, 102	History of Western Civilization I, II
HIS 111, 112	History of World Civilization I, II
HIS 121, 122	United States History I, II
HIS 141, 142	African-American History I, II
HIS 203	History of African Civilization
HIS 269	Civil War and Reconstruction
HIS 276	United States History Since World War II
HIS 280	American Foreign Policy Since 1890
PLS 135	American National Politics
PLS 211, 212	United States Government I, II
PSY 201, 202	Introduction to Psychology I, II
PSY 205	Personal Conflict and Crisis Management
PSY 215	Abnormal Psychology
PSY 230	Developmental Psychology
PSY 235	Child Psychology
PSY 270	Psychology of Human Sexuality
SOC 200	Principles of Sociology
SOC 210	Survey of Physical and Cultural Anthropology
SOC 215	Sociology of the Family
SOC 268	Social Problems

<sup>1</sup> Students will not receive credit for both BIO 101 and BIO 106.

<sup>2</sup> This course typically does not transfer to a four-year college.

<sup>3</sup> These courses may only be used as lab science electives.

Additional social/behavioral sciences courses may be approved by the dean, School of Humanities and Social Sciences.

# COLLEGE TRANSFER DEGREE AND CERTIFICATE REQUIREMENTS

## BUSINESS ADMINISTRATION

### ASSOCIATE OF SCIENCE

**PURPOSE:** With the rapid development of business and industry in Virginia, there is a great demand for qualified personnel in business administration to provide leadership for this economic growth. The associate of science degree with a major in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended: four units of English, three units of college preparatory mathematics, and one unit of laboratory science. This curriculum requires courses in mathematics, natural sciences, social sciences, and health and physical education, in addition to principles of economics and accounting, which are usually required in the first two years of a baccalaureate business administration curriculum. With the assistance of their advisor, students are urged to acquaint themselves with the requirements of the major department in the institution to which transfer is contemplated. Students are advised to complete the AS degree at the community college, choosing courses that satisfy the mathematics, laboratory science and elective requirements of the four-year college as well as the AS degree. If students contemplate transferring to an out-of-state college, they should also make contact with the four-year college and consult that college's catalog before deciding which courses to take.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
HIS ____	United States History <i>OR</i> History of Western Civilization	3	0	3
MTH 163 <sup>1</sup>	Precalculus I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
SDV 100	College Success Skills	1	0	1
BUS 100	Introduction to Business	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>16-17</b>	<b>0-2</b>	<b>17</b>

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 112	College Composition II	3	0	3
HIS ____	United States History <i>OR</i> History of Western Civilization	3	0	3
MTH 270 <sup>1</sup>	Applied Calculus	3	0	3
____ <sup>3</sup>	Approved Elective	3	0	3
ITE 140 <i>OR</i> ITE 150	Spreadsheet Software (Excel) <i>OR</i> Desktop Database Software (Access)	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
ACC 211	Principles of Accounting I	3	0	3
ECO 201 <sup>4</sup>	Principles of Economics I - Macroeconomics	3	0	3
ENG ____ <sup>2</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2</sup>	Approved Laboratory Science	3	3	4
____ <sup>3</sup>	Approved Elective	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>15-16</b>	<b>3-5</b>	<b>17</b>
ACC 212	Principles of Accounting II	3	0	3
ECO 202 <sup>4</sup>	Principles of Economics II – Microeconomics	3	0	3
ENG ____ <sup>2</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2</sup>	Approved Laboratory Science	3	3	4
	<b>TOTAL</b>	<b>12</b>	<b>3</b>	<b>13</b>

**Total Minimum Credits for AS Degree  
in Business Administration ..... 62**

- Students transferring to Virginia Commonwealth University are required to complete a semester of pre-calculus and a semester of calculus. If transferring to another university, students should see the program head for substitution of an appropriate math course.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students planning to transfer must take two semesters of laboratory sciences.
- Students planning to transfer to Virginia Commonwealth University must take CST 100 or ENG 210 to satisfy this approved elective. Students planning to transfer to institutions other than VCU may also select from the list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) that is provided in the General Education section of the catalog under Curriculum Planning and Design.
- In addition to the economics requirements, students are advised to complete a full year of social science or humanities (see footnote 2 above) if required by the four-year college or university to which they plan to transfer. The business programs of the following senior institutions require MTH 240: College of William and Mary, Radford University, University of Richmond, and University of Virginia. If majoring in accounting at VCU, students should take PLS 211-212. If majoring in Information Systems at VCU, students should take an additional math course at JSRCC: MTH 286, Discrete Mathematics, or MTH 287, Mathematical Structures. Students should take either after MTH 270.

## ENGINEERING

### ASSOCIATE OF SCIENCE

**PURPOSE:** The demand for technically trained people is increasing rapidly in Virginia as well as throughout the world. The engineer is a most important member of the technical team, which includes the scientist, technician, and skilled craftsman. Opportunities are unlimited for men and women in the field of engineering. Science is so diversified now that one may enter almost any specialization and find employment. The preparation for the engineering profession is based on a rigorous program especially in mathematics and science.

The Associate of Science degree in Engineering is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in one of the following engineering fields: aerospace, agriculture, architecture, biomedical, chemical, civil, computer, electrical, environmental, industrial, materials, mechanical, mining, nuclear, or ocean.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Applicants shall have (a) completed placement testing and (b) met with their advisor to establish a planned course of study prior to being allowed to register for courses.

Satisfactory completion of the following high school units or their equivalent, at a minimum, is strongly recommended: four units of English, one unit of laboratory science (preferably physical science), one unit of social studies, and four units of mathematics (two units of algebra, one unit of plane geometry, one unit of advanced mathematics or trigonometry and solid geometry).

This program requires a steady progression through at least four high-level mathematics courses, generally taken at a rate of one per semester. MTH 173 and MTH 174 are pre- or co-requisites for several engineering courses. Applicants who place into developmental mathematics could face up to four additional mathematics courses, which do not count toward degree progress, before even qualifying for MTH 173. Accordingly, applicants are urged to study their math thoroughly before taking the mathematics placement test, to avoid having to repeat one or more mathematics courses unnecessarily.

This program includes the courses usually required in the first two years of a baccalaureate engineering curriculum. The minimum number of credits required for graduation from the J. Sargeant Reynolds Community College Engineering AS degree program is 69. Students should consult with their engineering advisor at the earliest possible date to acquaint themselves with the requirements of the engineering program at the college or university to which transfer is planned.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by passing the computer competency exam, administered in the testing centers on each campus, or by completing either ITE 115, Introduction to Computer Applications and Concepts, or CSC 155, Computer Concepts and Applications, or equivalent. CSC 155 is preferred for students in this program. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
CHM 111 <sup>1</sup>	College Chemistry I	3	3	4
MTH 173	Calculus with Analytic Geometry I	5	0	5
EGR 124	Introduction to Engineering and Engineering Methods	3	0	3
SDV 100	College Success Skills	1	0	1
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>15-16</b>	<b>3-5</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
EGR 110 <sup>3</sup> OR CSC 130 <sup>3</sup>	Engineering Graphics OR Scientific Programming	2 3	2 0	3 3
EGR 140 OR EGR ____ <sup>4</sup>	Engineering Mechanics – Statics OR Engineering Elective	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
MTH 174	Calculus with Analytic Geometry II	5	0	5
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>16-18</b>	<b>0-4</b>	<b>18</b>
PHY 241	University Physics I	3	3	4
EGR ____ <sup>4</sup>	Engineering Elective	3	0-3	3-4
MTH 277	Vector Calculus	4	0	4
EGR 206 OR EGR ____ <sup>4</sup>	Engineering Economy OR Engineering Elective	3	0	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>3-6</b>	<b>17-18</b>
EGR ____ <sup>4</sup>	Engineering Elective	3	0-3	3-4
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
PHY 242	University Physics II	3	3	4
MTH 279	Ordinary Differential Equations	4	0	4
	<b>TOTAL</b>	<b>16</b>	<b>3-6</b>	<b>17-18</b>

### Total Minimum Credits for AS Degree in Engineering ..... 69

<sup>1</sup> CHM 112 may be required by some four-year institutions for their engineering baccalaureate degree programs. Students should verify the chemistry requirements of the institutions to which they plan to transfer.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.



<sup>3</sup> These freshman-level course transfer equivalencies are undergoing review at the time of catalog publication. Students should check the online version of the catalog for later revisions to this note. EGR 110 and EGR 124 transfer together as a package for all disciplines at Virginia Tech. Either course by itself will not be accepted by Virginia Tech. EGR 110 and EGR 124 as a package are required for Mechanical Engineering or Nuclear Engineering at VCU. CSC 130 or equivalent and EGR 124 are required as a package for Electrical or Computer Engineering at VCU. EGR 123 and EGR 124 will still be accepted by VCU as a package for students who have successfully completed these courses. We are not planning to offer EGR 123 after Spring 2011. Students should consult their engineering program advisor for assistance with selecting the appropriate course(s) for other disciplines at VCU or other transfer institutions.

<sup>4</sup> Engineering electives are EGR 110, EGR 123, EGR 245, EGR 246, EGR 251 and its lab course, EGR 255, EGR 261 and its lab course, EGR 295 or equivalent, CSC 130, and CSC 210.

**NOTES:** 1) Virginia Tech requires a two-credit linear algebra course. That requirement can be satisfied by completing MTH 285 at JSRCC. 2) Students should consult with their Engineering advisor at the earliest possible date to acquaint themselves with the requirements of the Engineering program at the college or university to which transfer is planned.

## GENERAL EDUCATION

### CERTIFICATE

**PURPOSE:** The General Education Certificate is designed to serve as an intermediate step toward the associate of arts or associate of science degree for students who plan to transfer to a four-year college or university. The curriculum provides students with a foundation in the general education core competency areas of Communication, Critical Thinking, Information Literacy, Cultural and Social Understanding, Personal Development, Quantitative Reasoning, and Scientific Reasoning.

First-time job seekers who come to their employers with basic writing, analytical reasoning, and computing skills find they can be more competitive in the job market and more valuable in the workplace. Counter and retail clerks, administrative support, social and human service assistants, and customer service positions, as well as a variety of other fields, require individuals to apply their entry-level knowledge and skills while exploring the world of work and relevant career opportunities. For those employees who wish to pursue their education, the general education certificate provides foundational courses that allow students to progress toward the associate degree or to transfer to a senior institution.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This certificate program is approximately equivalent to the first year of study in any one of JSRCC's associate of arts or associate of science transfer degree programs. The associate degree is the gateway for transfer to a four-year college or university through one of many articulation and guaranteed admission agreements currently available to JSRCC students.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
___ ___ <sup>1,2</sup>	Approved Transfer Mathematics	3	0	3
___ ___ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
___ ___ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
___ ___ <sup>1</sup>	Laboratory Science Elective	3	3	4
	<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>17</b>
___ ___ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
CST 110 <i>OR</i> ENG 112	Introduction to Speech Communication <i>OR</i> College Composition II	3	0	3
___ ___ <sup>1</sup>	Social/Behavioral Science Electives	6	0	6
___ ___ <sup>1</sup>	Laboratory Science Elective	3	3	4
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>

**Total Minimum Credits for General Education Certificate..... 33**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Courses on that list footnoted as "typically does not transfer" do not meet the electives requirements for this program.

<sup>2</sup> Students should consult their advisor and transfer institution about which math course to take. Mathematics courses that will fulfill this requirement include MTH 163, MTH 166, MTH 170, MTH 151, and MTH 173.

# LIBERAL ARTS AND SOCIAL SCIENCES DEGREE OPTIONS

## **LIBERAL ARTS**

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### **ASSOCIATE OF ARTS**

**SPECIALIZATION:** Teacher Preparation

## **SOCIAL SCIENCES**

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### **ASSOCIATE OF SCIENCE**

**SPECIALIZATIONS:** American Sign Language/Deaf Studies  
Teacher Preparation

**PURPOSE:** The Liberal Arts (AA) and Social Sciences (AS) degrees are two-year programs designed for those who plan to transfer to a four-year college or university to complete a bachelor's degree in the humanities or social sciences. The curricula consist of courses in general education (including a foreign language, natural science, and social sciences) typically required in the first two years of a baccalaureate curriculum in the humanities or social sciences.

Students from the AA degree program transfer into a wide variety of majors at senior institutions including, but not limited to, the following:

anthropology	humanities
art	mass communications
library science	journalism
English/literature	philosophy
foreign languages	pre-law

Students from the AS degree program transfer into a wide variety of majors at senior institutions including, but not limited to, the following:

anthropology	pre-law
history	social work
economics	government/political science
mass communications	sociology
psychology	speech-language pathology
education/Deaf studies	ASL: interpretation/linguistics

The programs are designed to provide transfer paths that will match the requirements of senior institutions (four-year colleges and universities); however, senior institutions differ in their requirements, so students are strongly urged to work with their assigned advisor and to acquaint themselves with the requirements of the major department in the college or university to which they plan to transfer.

**The Associate of Arts degree in Liberal Arts** is intended for students seeking the bachelor of arts (BA) degree, generally awarded in such fields as philosophy, foreign languages, literature (including English), archaeology, art history, and religious studies. This program includes two years of coursework in the same foreign language. The Associate of Science degree in Social Sciences is intended for students seeking the bachelor of science (BS) degree, generally awarded in such fields as anthropology, economics, political science, psychology, and sociology. This program includes one year of coursework in the same foreign language.

Students should understand that the line between the humanities and social sciences is not always clear and that some colleges and universities award BA degrees in what are usually considered the

social sciences. Each student admitted to the program is assigned an academic advisor to help plan the appropriate course of studies to transfer to the student's choice of a four-year college or university. Students who complete the program generally transfer as juniors.

**The ASL/Deaf Studies specialization** is designed for students who plan to transfer to a four-year college or university in a major that requires a background in American Sign Language and Deaf persons as a cultural group. These expanding fields include speech-language pathology, deaf education, ASL instruction, interpretation, interpreter education, linguistics and Deaf studies (e.g., history, literature, research, etc.).

**The Teacher Preparation specializations** are designed for students who plan to transfer to a four-year college or university in a major that requires a background in the liberal arts or social sciences, and who plan to teach at the elementary, middle, or secondary school level. The Teacher Preparation specializations enable the student to participate in two field experiences in area schools.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended: three units of college preparatory mathematics and two years of a foreign language.

**NOTE TO PROSPECTIVE TEACHERS:** Students who wish to be licensed to teach in Virginia should earn a baccalaureate degree in a liberal arts or science field. Students should consult with their advisor regarding elective choices that match their desired teaching endorsement area(s). While enrolled at the community college, students should prepare for and successfully complete Praxis I, the initial teacher licensure examination.

**COMPUTER COMPETENCY REQUIREMENT:** Students in the Liberal Arts and Social Sciences degree programs will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once.

**CURRICULUM – Liberal Arts Associate of Arts**

**Total Minimum Credits for AA Degree in Liberal Arts ..... 61**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization, <i>OR</i> any 200-level History Course	3	0	3
MTH 163 <sup>1</sup>	Precalculus I	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
____ <sup>3</sup>	Foreign Language	4	0	4
	<b>TOTAL</b>	<b>14-15</b>	<b>0-2</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization, <i>OR</i> any 200-level History Course	3	0	3
MTH 240 <i>OR</i> MTH 270 <sup>1</sup>	Statistics <i>OR</i> Applied Calculus	3	0	3
____ <sup>3</sup>	Foreign Language	4	0	4
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
ITE 115 <sup>4</sup> <i>OR</i> CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts <i>OR</i> Computer Concepts and Applications	3	0	3
	<b>TOTAL</b>	<b>16-17</b>	<b>0-2</b>	<b>17</b>
ENG ____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2,6</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>3</sup>	Foreign Language	3	0	3
____ <sup>7</sup>	Approved Elective	3	0	3
____ <sup>8</sup>	Approved Laboratory Science Elective	3	3	4
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>
ENG ____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2,6</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>3</sup>	Foreign Language	3	0	3
____ <sup>8</sup>	Approved Laboratory Science Elective	3	3	4
	<b>TOTAL</b>	<b>12</b>	<b>3</b>	<b>13</b>

- Students should consult their advisor and transfer institution about which math courses to take. MTH 163 followed by MTH 240 or MTH 270 are more universally transferable. Students planning to transfer to VCU may take MTH 170. MTH 151 and MTH 152 do not transfer to most institutions, and they do not fulfill the requirements of this curriculum track. MTH 120 does not fulfill the requirements of this curriculum path.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- Students must take the same foreign language through the 202 level. Students who have satisfactorily completed two years of a foreign language in high school may petition for advanced placement to the intermediate level of this foreign language. Students who place at the intermediate level of foreign language study will then need to complete eight (8) additional credit hours of Approved Electives. Proficient students may receive course credit for foreign language through the CLEP exam. Students should consult their transfer institution about language requirements. Some BS programs require intermediate level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students are advised to clarify transfer opportunities with their transfer institution.
- Students should consult their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.
- For the AA degree, students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy the requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections. Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area.
- Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area. Students are advised to check the requirements of their transfer institution.
- A list of approved courses is available in the Humanities and Social Science office.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution. A frequent transfer option for Liberal Arts students is BIO 106 or BIO 107 followed by GOL 105.

**CURRICULUM – Liberal Arts Associate of Arts**

**Teacher Preparation Specialization**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Teacher Preparation	2	0	2
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization	3	0	3
MTH 163 <sup>1</sup>	Precalculus I	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
____ <sup>3</sup>	Foreign Language	4	0	4
	<b>TOTAL</b>	<b>15-16</b>	<b>0-2</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization	3	0	3
MTH 240 <i>OR</i> MTH 270 <sup>1</sup>	Statistics <i>OR</i> Applied Calculus	3	0	3
____ <sup>3</sup>	Foreign Language	4	0	4
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
ITE 115 <sup>4</sup> <i>OR</i> CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts <i>OR</i> Computer Concepts and Applications	3	0	3
	<b>TOTAL</b>	<b>16-17</b>	<b>0-2</b>	<b>17</b>
ENG ____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
GEO 210	People and the Land: Introduction to Cultural Geography	3	0	3
____ <sup>3</sup>	Foreign Language	3	0	3
EDU 200	Introduction to Teaching as a Profession	2	2	3
____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
	<b>TOTAL</b>	<b>14</b>	<b>5</b>	<b>16</b>
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
ECO 201 <i>OR</i> ECO 202	Principles of Economics I-Macroeconomics <i>OR</i> Principles of Economics II-Microeconomics	3	0	3
____ <sup>3</sup>	Foreign Language	3	0	3
____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
	<b>TOTAL</b>	<b>12</b>	<b>3</b>	<b>13</b>

**Total Minimum Credits for AA Degree in Liberal Arts,  
Teacher Preparation Specialization ..... 62**

- Students should consult their advisor and transfer institution about which math course to take. MTH 163 followed by MTH 240 or MTH 270 are more universally transferable. Students planning to transfer to VCU may take MTH 170. MTH 151 and MTH 152 do not transfer to most institutions, and they do not fulfill the requirements of this curriculum track. MTH 120 does not fulfill the requirements of this curriculum path.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.
- Students must take the same foreign language through the 202 level. Students who have satisfactorily completed two years of a foreign language in high school may petition for advanced placement to the intermediate level of this foreign language. Students who place at the intermediate level of foreign language study will then need to complete eight (8) additional credit hours of Approved Electives. Proficient students may receive course credit for foreign language through the CLEP exam. Students should consult their transfer institution about language requirements. Some BS programs require intermediate level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students are advised to clarify transfer opportunities with their transfer institution.
- Students should consult their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.
- Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy this requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Future elementary teachers are recommended to take one semester of physical science and one semester of biological science. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution. A frequent transfer option for Liberal Arts students is BIO 106 or BIO 107 followed by GOL 105.



**CURRICULUM – Social Sciences Associate of Science**

**Total Minimum Credits for AS Degree in Social Sciences..... 61**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization <i>OR</i> any 200-level History Course	3	0	3
MTH 163	Precalculus I	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
____ <sup>2</sup>	Foreign Language	4	0	4
	<b>TOTAL</b>	<b>14-15</b>	<b>0-2</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization <i>OR</i> any 200-level History Course	3	0	3
MTH 240 <i>OR</i> MTH 270 <sup>1</sup>	Statistics <i>OR</i> Applied Calculus	3	0	3
____ <sup>2</sup>	Foreign Language	4	0	4
ITE 115 <sup>3</sup> <i>OR</i> CSC 155 <sup>3</sup>	Introduction to Computer Applications and Concepts <i>OR</i> Computer Concepts and Applications	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
ENG ____ <sup>4</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>1,5</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
____ <sup>7</sup>	Approved Elective	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>12-13</b>	<b>3-5</b>	<b>14</b>
ENG ____ <sup>4</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>1,5</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
____ <sup>7</sup>	Approved Electives	6	0	6
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> A list of approved foreign language courses is provided in the Approved Electives section of the catalog under Curriculum Planning and Design. Students must take the same foreign language through the 102 level. Students who have satisfactorily completed two years of a foreign language in high school may petition for advanced placement to the intermediate level of this foreign language. Students who begin at the intermediate level of foreign language study will then need to complete two (2) additional credit hours in Approved Electives. Proficient students may receive course credit for foreign language through the CLEP exam. Students should consult their transfer institution about language requirements. Some BS programs require intermediate level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students are advised to clarify transfer opportunities with their transfer institution.
- <sup>3</sup> Students should consult their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.
- <sup>4</sup> Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy this requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections.
- <sup>5</sup> Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area. Students are advised to check the requirements of their transfer institution.
- <sup>6</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and 01-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution.
- <sup>7</sup> A list of approved courses is available in the Humanities and Social Science office. For the Social Science AS degree, students are recommended to complete six hours in a course or courses designated as having an international focus. Courses having an international focus are identified on the approved list in the Humanities and Social Science office.

**CURRICULUM – Social Sciences Associate of Science**

**American Sign Language/Deaf Studies Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to American Sign Language and Interpreter Education	3	0	3
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization <i>OR</i> any 200-level History Course	3	0	3
MTH 163 <sup>1</sup>	Precalculus I	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
ASL 201 <sup>3</sup>	American Sign Language III	3	0	3
	<b>TOTAL</b>	<b>15-16</b>	<b>0-2</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HIS ____	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization <i>OR</i> any 200-level History Course	3	0	3
MTH 240 <i>OR</i> MTH 270 <sup>1</sup>	Statistics <i>OR</i> Applied Calculus	3	0	3
ASL 202 <sup>3</sup>	American Sign Language IV	3	0	3
ITE 115 <sup>4</sup> <i>OR</i> CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts <i>OR</i> Computer Concepts and Applications	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
ENG ____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
ASL 125	History and Culture of the Deaf Community	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>12-13</b>	<b>3-5</b>	<b>14</b>

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG ____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
ASL 220	Comparative Linguistics: ASL and English	3	0	3
ASL 225	Literature of the U.S. Deaf Community	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>

**Total Minimum Credits for AS Degree in Social Sciences, ASL/Deaf Studies Specialization ..... 61**

- Students should consult their advisor and transfer institution about which math course to take. MTH 163 followed by MTH 240 or MTH 270 are more universally transferable. Students may select from MTH 163 or 170 as first course choices. MTH 240 or 270 may be taken as second course choices. Before registering for these courses, check to be sure that your transfer institution will accept them.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- ASL 201 and ASL 202 satisfy the one-year foreign language requirement. Completion of ASL 101 and ASL 102 with a grade of "C" or higher satisfies the prerequisites for ASL 201.
- Students should consult their advisor and transfer institution about the computer literacy course to take.
- Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy this requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and 01-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution.

**CURRICULUM – Social Sciences Associate of Science**

**Teacher Preparation Specialization**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Teacher Preparation	2	0	2
HIS ____ <sup>1</sup>	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization	3	0	3
MTH 163	Precalculus I	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
____ <sup>3</sup>	Foreign Language	4	0	4
	<b>TOTAL</b>	<b>15-16</b>	<b>0-2</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HIS ____ <sup>1</sup>	United States History, <i>OR</i> African-American History, <i>OR</i> Western Civilization, <i>OR</i> World Civilization	3	0	3
MTH 240 <i>OR</i> MTH 270 <sup>4</sup>	Statistics <i>OR</i> Applied Calculus	3	0	3
____ <sup>3</sup>	Foreign Language	4	0	4
ITE 115 <sup>5</sup> <i>OR</i> CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts <i>OR</i> Computer Concepts and Applications	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
ENG ____ <sup>6</sup>	Any 200-Level English Literature Course	3	0	3
ECO 201 <i>OR</i> ECO 202	Principles of Economics I-Macroeconomics <i>OR</i> Principles of Economics II-Microeconomics	3	0	3
____ <sup>7</sup>	Approved Laboratory Science Elective	3	3	4
EDU 200	Introduction to Teaching as a Profession	2	2	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>11-12</b>	<b>5-7</b>	<b>14</b>
ENG ____ <sup>6</sup>	Any 200-Level English Literature Course	3	0	3
GEO 210	People and the Land: Introduction to Cultural Geography	3	0	3
____ <sup>7</sup>	Approved Laboratory Science Elective	3	3	4
____ <sup>8</sup>	Approved Elective	3	0	3
____ <sup>8</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>

**Total Minimum Credits for AS Degree in Social Sciences, Teacher Preparation Specialization ..... 62**

- Students are recommended to take one semester of United States, African-American, or Virginia History and one semester of Western or World Civilization.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- Students must take the same foreign language through the 102 level. Students who have satisfactorily completed two years of a foreign language in high school may petition for advanced placement to the intermediate level of this foreign language. Students who begin at the intermediate level of foreign language study will then need to complete two (2) additional credit hours in Approved Electives. Proficient students may receive course credit for foreign language through the CLEP exam. Students should consult their transfer institution about language requirements. Some BS programs require intermediate level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students are advised to clarify transfer opportunities with their transfer institution.
- Students should consult their advisor and transfer institution about which math course to take. MTH 163 followed by MTH 240 or MTH 270 are more universally transferable. Students may select from MTH 163 or 170 as first course choices. MTH 240 or 270 may be taken as second course choices. Before registering for these courses, check to be sure that your transfer institution will accept them.
- Students should consult their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.
- Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy this requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Future elementary teachers are recommended to take one semester of physical science and one semester of biological science. NAS and 01-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution.
- A list of approved courses is available in the Humanities and Social Science office.

## SCIENCE

### ASSOCIATE OF SCIENCE

**SPECIALIZATIONS:** Science  
 Computer Science  
 Mathematics  
 Teacher Preparation

**PURPOSE:** The associate degree in Science is intended for those who plan to transfer to a four-year college or university to complete a bachelor of science degree in the natural and physical sciences, mathematics, or computer science. There are four specializations in this degree program that enable students to complete courses that align with their intended majors at a four-year college or university.

**The Science specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the natural or physical sciences and mathematics. With the many advances taking place in all areas of science, the opportunities for persons with expertise in this area are rapidly increasing. This program provides the necessary training for transfer into a broad range of scientific fields ranging from botany to zoology and from chemistry or geology to physics. In addition, the Science specialization is designed to meet the requirements for admission to a professional school or upper-division major for career preparation in many of the medical professions including nursing, pharmacy, medicine, and veterinary medicine.

**The Computer Science specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the sciences, mathematics, and computer science. Student familiarity with or expertise in computer science is frequently a requirement for study in the disciplines of biology, chemistry, physics, science education, engineering, manufacturing, and related fields. This program will provide the opportunity to obtain this needed preparation. In this rapidly changing field, students should regularly meet with their advisor to keep up with course and curriculum updates.

**The Mathematics specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the sciences, mathematics, and computer science. The Mathematics specialization includes the courses usually required in the first two years of a baccalaureate degree program in mathematics.

**The Teacher Preparation specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the sciences, and who plan to teach at the elementary, middle, or secondary school level. The Teacher Preparation specialization enables the student to participate in field experiences in area schools.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended for the Science specialization: four units of English, three units of college preparatory mathematics, one unit of laboratory science, and two units of foreign language.

The following high school units are strongly recommended for the Computer Science and Mathematics specializations: four units of English; four units of college preparatory mathematics, including algebra (two units), geometry and trigonometry (or advanced math);

two units of laboratory science; and one unit of social studies. Students in the Computer Science and Mathematics specializations are urged to begin their programs of study during the fall semester because many courses are sequential and only offered once a year.

Students are encouraged to seek information from the upper-division college, university or professional school to which transfer is intended as to specific requirements for a particular major or specific admission requirements.

**NOTE TO PROSPECTIVE TEACHERS:** Students who wish to be licensed to teach in Virginia should earn a baccalaureate degree in a liberal arts or science field. Students should consult with their advisor regarding elective choices that match their desired teaching endorsement area(s). While enrolled at the community college, students should prepare for and successfully complete Praxis I, the initial teacher licensure examination. Students preparing to take the Praxis I examination may wish to enroll in J. Sargeant Reynolds Community College courses MTH 50 and ENG 50.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by passing the computer competency exam, administered in the testing centers on each campus, or by completing CSC 155, Computer Concepts and Applications. Students not passing the computer competency exam for CSC 155 may retake the exam only once.

### CURRICULUM – Science Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
____ <sup>1</sup>	Approved Laboratory Science I	3	3	4
MTH 166 <sup>2</sup> OR MTH 173	Precalculus with Trigonometry OR Calculus with Analytic Geometry I	5	0	5
CSC ____	Computer Science Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>15-16</b>	<b>3</b>	<b>16-17</b>
ENG 112	College Composition II	3	0	3
____ <sup>1</sup>	Approved Laboratory Science II	3	3	4
MTH 240 <sup>2</sup> OR MTH 270 OR MTH 173 OR  MTH 174	Statistics OR Applied Calculus OR Calculus with Analytic Geometry I OR Calculus with Analytic Geometry II	3-5	0	3-5
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>12-16</b>	<b>3-7</b>	<b>15-17</b>

continued on next page



**CURRICULUM – Computer Science Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
____ <sup>1</sup>	Approved Mathematics, Laboratory Science, <i>OR</i> Computer Science Elective	3-5	0-3	3-5
____ <sup>1</sup>	Approved Laboratory Science I	3	3	4
HIS 101 <i>OR</i> HIS 121	History of Western Civilization I <i>OR</i> United States History I	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>1</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15-17</b>	<b>3-6</b>	<b>16-18</b>
____ <sup>1</sup>	Approved Mathematics <i>OR</i> Laboratory Science Elective	3-5	0-3	3-5
____ <sup>1</sup>	Approved Laboratory Science II	3	3	4
HIS 102 <i>OR</i> HIS 122	History of Western Civilization II <i>OR</i> United States History II	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>1</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15-17</b>	<b>3-6</b>	<b>16-18</b>

**Total Minimum Credits for AS Degree in Science, Science Specialization ..... 63**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> MTH 173-174 are recommended for students planning to major in Physics or Chemistry. Students not prepared for MTH 173 may be required to take MTH 166 prior to taking MTH 173.

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
____ <sup>1</sup>	Laboratory Science I	3	3	4
MTH 173	Calculus with Analytic Geometry I	5	0	5
MTH 287	Mathematical Structures	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-2	0-4	2
____ <sup>1</sup>	Laboratory Science II	3	3	4
MTH 174	Calculus with Analytic Geometry II	5	0	5
CSC 201	Computer Science I	4	0	4
	<b>TOTAL</b>	<b>15-17</b>	<b>3-7</b>	<b>18</b>
____ <sup>3</sup>	Approved Mathematics, Laboratory Science, <i>OR</i> Computer Science Elective	3-5	0-3	3-5
CSC 202	Computer Science II	4	0	4
HIS 101 <i>OR</i> HIS 121	History of Western Civilization I <i>OR</i> United States History I	3	0	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>13-16</b>	<b>0-3</b>	<b>13-15</b>
CSC 205	Computer Organization	4	0	4
____ <sup>3</sup>	Approved Elective	3	0	3
HIS 102 <i>OR</i> HIS 122	History of Western Civilization II <i>OR</i> United States History II	3	0	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>

**Total Minimum Credits for AS Degree in Science, Computer Science Specialization ..... 63**

- <sup>1</sup> Selection of lab science depends upon the transfer institution selected. Students should consult their advisor for appropriate courses. Students transferring to VCU should take CSC 200 as a computer science elective and move the lab science sequence to the 3rd and 4th semesters.
- <sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>3</sup> Students must see their advisor for appropriate courses.

**CURRICULUM – Mathematics Specialization**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
____ <sup>1</sup>	Approved Laboratory Science I	3	3	4
MTH 173 <sup>2</sup>	Calculus with Analytic Geometry I	5	0	5
CSC ____ <sup>3</sup>	Computer Science Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>15-16</b>	<b>3</b>	<b>16-17</b>
ENG 112	College Composition II	3	0	3
____ <sup>1</sup>	Approved Laboratory Science II	3	3	4
MTH 174	Calculus with Analytic Geometry II	5	0	5
____ <sup>4</sup>	Approved Elective	3-4	0-3	3-4
	<b>TOTAL</b>	<b>14-15</b>	<b>3-6</b>	<b>15-16</b>
MTH 277	Vector Calculus	4	0	4
MTH 240 <sup>5</sup>	Statistics	3	0	3
HIS 101 <i>OR</i> HIS 121	History of Western Civilization I <i>OR</i> United States History I	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
____ <sup>6</sup>	Approved Mathematics, Laboratory Science, <i>OR</i> Computer Science Elective	3-5	0-3	3-5
MTH 287	Mathematical Structures	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
HIS 102 <i>OR</i> HIS 122	History of Western Civilization II <i>OR</i> United States History II	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>12-16</b>	<b>0-7</b>	<b>14-16</b>

**Total Minimum Credits for AS Degree in Science, Mathematics Specialization..... 61**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> Students not prepared for MTH 173 may be required to take MTH 166 prior to taking MTH 173. MTH 166 does not meet the graduation requirements for the Mathematics Specialization.
- <sup>3</sup> Students may take CSC 201 or another CSC programming course.
- <sup>4</sup> Approved electives include CSC 202, CSC 205, MTH 285, or another course approved by the student's advisor.
- <sup>5</sup> MTH 240 transfers as an elective for students majoring in mathematics at Virginia Tech and the University of Virginia. At VCU, MTH 240 transfers for a mathematics major if the student takes an additional upper-level statistics course at VCU; in this case, the student will receive credit for both MTH 240 and the upper-level statistics course.
- <sup>6</sup> It is expected that most students intending to major in mathematics will take MTH 279, Ordinary Differential Equations, for this elective. For additional elective options, students should consult the list of approved electives in the General Education section of the catalog under Curriculum Planning and Design.

**CURRICULUM – Teacher Preparation Specialization**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Teacher Preparation	2	0	2
____ <sup>2</sup>	Approved Laboratory Science I	3	3	4
MTH 166 <i>OR</i> MTH 173	Precalculus with Trigonometry <i>OR</i> Calculus with Analytic Geometry I	5	0	5
CSC ____	Computer Science Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>16-17</b>	<b>3</b>	<b>17-18</b>
ENG 112	College Composition II	3	0	3
____ <sup>1</sup>	Approved Laboratory Science II	3	3	4
MTH 240 <sup>2</sup> <i>OR</i> MTH 270 <i>OR</i> MTH 173 <i>OR</i>  MTH 174	Statistics <i>OR</i> Applied Calculus <i>OR</i> Calculus with Analytic Geometry I <i>OR</i> Calculus with Analytic Geometry II	3-5	0	3-5
GEO 210	People and the Land: Intro to Cultural Geography	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>12-16</b>	<b>3-7</b>	<b>16-17</b>
____ <sup>3</sup>	Approved Mathematics, Laboratory Science, <i>OR</i> Computer Science Elective	3-5	0-3	3-5
____ <sup>1</sup>	Approved Laboratory Science I	3	3	4
HIS 101 <i>OR</i> HIS 121	History of Western Civilization I <i>OR</i> United States History I	3	0	3
EDU 200	Introduction to Teaching as a Profession	2	2	3
	<b>TOTAL</b>	<b>11-13</b>	<b>5-8</b>	<b>13-15</b>
____ <sup>3</sup>	Approved Mathematics <i>OR</i> Laboratory Science Elective	3-5	0-3	3-5
____ <sup>1</sup>	Approved Laboratory Science II	3	3	4
HIS 102 <i>OR</i> HIS 122	History of Western Civilization II <i>OR</i> United States History II	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
ECO 201 <i>OR</i> ECO 202	Principles of Economics I-Macroeconomics <i>OR</i> Principles of Economics II-Microeconomics	3	0	3
	<b>TOTAL</b>	<b>15-17</b>	<b>3-6</b>	<b>16-18</b>

**Total Minimum Credits for AS Degree in Science, Teacher Preparation Specialization..... 61**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> MTH 173-174 are recommended for students planning to major in Physics or Chemistry. Students not prepared for MTH 173 may be required to take MTH 166 prior to taking MTH 173.
- <sup>3</sup> Students completing the Teacher Preparation Specialization with the intention of being a science teacher must check with their transfer institution to determine the appropriate elective. Students completing the Teacher Preparation Specialization with the intention of being a mathematics teacher are recommended to take an approved mathematics elective and are strongly encouraged to contact their transfer institution to determine the appropriate elective.

# Occupational-Technical Associate Degree and Certificate Requirements

## ACCOUNTING

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The rapid expansion of business and industry in Virginia has created a large, steady demand for qualified personnel to assist in the preparation and interpretation of accounting and financial information. The AAS degree in Accounting is designed for persons who are seeking their first full-time employment in the accounting field immediately upon completion of the curriculum. In addition, the program is designed for persons presently employed in accounting who desire to increase their knowledge and update their skills.

**OCCUPATIONAL OBJECTIVES:** The AAS degree in Accounting prepares graduates to function in responsible paraprofessional positions in the current employment market. Occupational objectives include Accounting Assistant, Senior Accounting Clerk, Bookkeeper, Junior Accountant, Tax Specialist, Fiscal Technician, and Internal Auditor.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must test into MTH 120 or a higher recommendation on the mathematics placement test. Students must also successfully complete the English placement test for ENG 111 and receive a satisfactory score on their reading test and may be recommended to take ENG 107. Students with deficiencies in reading, writing, or mathematics will require developmental studies. Students will be unable to take accounting coursework until their deficiencies are remedied.

The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Transfer opportunities for AAS degrees, if existing, are usually very specific in nature. Students may, however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students interested in transferring to a four-year college or university to major in Accounting upon completion of a degree from JSRCC should enroll in the Business Administration AS transfer program. Students considering transfer should consult their faculty advisor at the earliest possible date for further guidance and are advised to get assurances in writing in advance from the institution to which they wish to transfer.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 211	Principles of Accounting I	3	0	3
BUS 100	Introduction to Business	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
MTH 120 <sup>1</sup>	Introduction to Mathematics	3	0	3
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
ACC 124	Payroll Accounting	3	0	3
ACC 212	Principles of Accounting II	3	0	3
ACC 215	Computerized Accounting	3	0	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
ECO 201	Principles of Economics I – Macroeconomics	3	0	3
ENG 112	College Composition II	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
ACC 219	Government and Non-Profit Accounting	3	0	3
ACC 221	Intermediate Accounting I	3	0	3
ACC 231	Cost Accounting I	3	0	3
BUS 240	Introduction to Business Law	3	0	3
ECO 202	Principles of Economics II – Microeconomics	3	0	3
ITE 140	Spreadsheet Software	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
ACC 222	Intermediate Accounting II	3	0	3
ACC 241	Auditing I	3	0	3
ACC 261	Principles of Federal Taxation I	3	0	3
BUS 220	Introduction to Business Statistics	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-2	0-4	2
ITE 150	Desktop Database Software	3	0	3
	<b>TOTAL</b>	<b>15-17</b>	<b>0-4</b>	<b>17</b>

**Total Minimum Credits for AAS Degree in Accounting ..... 69**

<sup>1</sup> Students may substitute MTH 163 as a transfer option.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.



## ACCOUNTING

### CERTIFICATE

**PURPOSE:** The rapid expansion of business and industry in Virginia has created a large, steady demand for qualified personnel to assist in the preparation and interpretation of accounting and financial information. The certificate in Accounting is designed for persons who are seeking their first full-time employment in the accounting field immediately upon completion of the curriculum. In addition, the program is designed for persons presently employed in accounting who desire to increase their knowledge and update their skills.

**OCCUPATIONAL OBJECTIVES:** The certificate in Accounting prepares graduates for employment in any of the following occupations: Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Inventory Clerk, and other clerical positions in accounting.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must test into MTH 120 or a higher recommendation on the mathematics placement test. Students must also successfully complete the English placement test for ENG 111 and receive a satisfactory score on their reading test and may be recommended to take ENG 107. Students with deficiencies in reading, writing, or mathematics will require developmental studies. Students will be unable to take accounting course work until their deficiencies are remedied.

Students should consult with their faculty advisor in choosing electives or course substitutions. All program electives and course substitutions must be approved in writing by the Accounting program head.

Students in the Accounting AAS and Certificate programs must attain the grade of "C" or higher in each semester of Principles of Accounting I and II before enrolling in any other accounting courses in the curriculum.

The Accounting Certificate program may transfer at the student's option directly into the Accounting AAS degree program.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 211 <sup>1</sup>	Principles of Accounting I	3	0	3
ACC 212 <sup>1</sup>	Principles of Accounting II	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>10</b>
ACC 124	Payroll Accounting	3	0	3
ACC 215	Computerized Accounting	3	0	3
ACC 221	Intermediate Accounting I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>12</b>
ACC 222	Intermediate Accounting II	3	0	3
ACC 261	Principles of Federal Taxation I	3	0	3
ECO 201	Principles of Economics I – Macroeconomics	3	0	3
ITE 140	Spreadsheet Software	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>12</b>

**Total Minimum Credits for Certificate in Accounting..... 34**

<sup>1</sup> The Accounting Certificate can be completed in three semesters by taking the courses in a summer, fall, and spring semester sequence. In order to complete the program within the three semesters, the ACC 211-212 course sequence must be taken on an accelerated basis during the summer session.

## ADMINISTRATION OF JUSTICE

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The Administration of Justice program is for students anticipating a career in the justice system as well as for persons already employed in the justice system who want to enhance their professional standing and update their skills.

**OCCUPATIONAL OBJECTIVES:** The Administration of Justice program is designed for students who are planning careers in law enforcement, corrections (juvenile and adult), or employment in related agencies.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** All new students should take the reading, writing and mathematics placement tests immediately after applying. The following high school units are strongly recommended for the Administration of Justice program: four units of English, three units of college preparatory mathematics, one unit of laboratory science, and two units of foreign language. There are no physical requirements such as height, weight, eyesight, and physical dexterity; however, the student should understand that there may be such requirements for employment in criminal justice agencies.

The purpose of the Associate of Applied Science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. JSRCC has formal transfer articulation agreements with four-year institutions that enable graduates who qualify to transfer courses completed in the AAS degree. These transfer articulation agreements are subject to change or expiration.

In addition, students may substitute some courses in the AAS degree curriculum with courses that typically transfer to senior institutions. Students interested in transferring in general or transferring under a formal transfer articulation agreement should consult their faculty advisor upon program entry for further guidance.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 130	Introduction to Criminal Law	3	0	3
ADJ 105	The Juvenile Justice System	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>13-15</b>	<b>0-4</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
ADJ 212	Criminal Law, Evidence and Procedures I	3	0	3
ADJ 201	Criminology	3	0	3
ADJ 128	Patrol Administration and Operations	3	0	3
____ <sup>1,2</sup>	Approved Mathematics <i>OR</i> Science Elective	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
ADJ____ <sup>2</sup>	Approved ADJ Elective	3	0	3
ADJ____ <sup>2</sup>	Approved ADJ Elective	3	0	3
PHI 220	Ethics	3	0	3
ENG____ <sup>1</sup>	200-Level Literature Elective	3	0	3
ADJ 290 <sup>3</sup>	Coordinated Internship	0	15	3
____ <sup>1,2</sup>	Approved Mathematics <i>OR</i> Science Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>18</b>
ADJ 116	Special Enforcement Topics	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
CST 100	Principles of Public Speaking	3	0	3
____ <sup>2</sup>	Approved Elective	3	0	3
____ <sup>2</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

### Total Minimum Credits for AAS Degree in

Administration of Justice..... 66

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Courses must be approved in advance by the Administration of Justice program head.

<sup>3</sup> Students not employed in a criminal justice agency will be required to complete an internship with an approved criminal justice agency. Students currently employed in a criminal justice agency may request advanced standing credit for the internship.

## ADMINISTRATIVE SUPPORT TECHNOLOGY

### CERTIFICATE

**PURPOSE:** The Administrative Support Technology Certificate is a one-year program designed to prepare students for employment in the automated office.

**OCCUPATIONAL OBJECTIVES:** Administrative Assistant, Office Services Specialist, and key support positions

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Credits earned in this program may be applied to the associate degree in Information Systems Technology, Microcomputer Applications specialization. Students will be required to repeat ENG, ITE, and AST courses in which grades lower than "C" are received.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will complete the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
AST 101 <sup>1</sup>	Keyboarding I	0-3	0	0-3
AST 107	Editing/Proofreading Skills	3	0	3
AST 137	Records Management	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>13-16</b>	<b>0</b>	<b>13-16</b>
ACC 115	Applied Accounting	3	0	3
CST 100	Principles of Public Speaking	3	0	3
AST 205	Business Communications	3	0	3
AST 243	Office Administration I	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>12</b>
ITE 215	Advanced Computer Applications and Integration	3	0	3
AST 190 <sup>2</sup>	Coordinated Internship or Approved Elective	0-3	0-15	3
____ <sup>3</sup>	Psychology Elective	3	0	3
BUS 240	Introduction to Business Law	3	0	3
	<b>TOTAL</b>	<b>9-12</b>	<b>0-15</b>	<b>12</b>

### Total Minimum Credits for Certificate in

**Administrative Support Technology..... 37**

- Students with previous keyboarding skills may petition the department to test out of this course.
- Students should consult an advisor for assistance with the choice of the coordinated internship or approved elective.
- Students may take any 100-level or higher psychology (PSY) course to satisfy this elective.

## AMERICAN SIGN LANGUAGE-ENGLISH INTERPRETATION

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The degree in American Sign Language (ASL)-English Interpretation is designed to prepare individuals for a career in sign language interpretation.

**OCCUPATIONAL OBJECTIVES:** A majority of full-time ASL-English interpretation positions in the Commonwealth are found in the K-12 public school setting. The minimum requirement to work as an ASL-English interpreter in the K-12 setting in Virginia is a VQAS Level III, an EIPA of 3.5 or higher, or national certification. Those interpreters who attain national certification may also consider freelance and contract interpreting opportunities, including the expanding fields of video relay service (VRS) and video remote interpreting (VRI), which both utilize interactive video technology via the Internet.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** ASL-English Interpretation is a two-year, full-time course of study that enrolls new students annually to begin coursework during the spring semester with programmatic content provided year-round until completion. The program consists of 18 credits in general education requirements and 47 credits in American Sign Language and Interpreter Education (ASL&IE). Candidates for admission to the program must provide evidence of fluency in both English and ASL. Fluency in English is demonstrated by placement into ENG 111. Fluency in ASL is demonstrated by completion of the American Sign Language Career Studies Certificate and successful completion of the following courses with a "C" or higher: ASL 125, ASL 220, and ASL 261. Fluency in ASL may also be demonstrated through a placement interview with the American Sign Language and Interpreter Education program head.

As part of the ASL-English Interpretation curriculum, students are prepared to sit for the National Interpreting Certification (NIC) evaluation. Successful completion of this 3-step process results in national certification as an ASL-English interpreter, which may be maintained through the Registry of Interpreters for the Deaf (RID) via continuing education. As of July 1, 2012, individuals are required to have a bachelors degree, or equivalent, as determined by the National Council on Interpreting (NCI), in order to sit for the NIC evaluation. For more information on the NIC, please visit [www.rid.org](http://www.rid.org).

The student must receive a passing score on either the VQAS, EIPA or NIC written assessment portion or a "C" or higher in INT 130 prior to initiating INT 280, Interpreter Assessment Preparation, offered during spring semester, year 2. It is typical for students to sit for the VQAS or EIPA performance exam during the spring or summer semesters, year 2. Initiation of INT 290, ASL-English Interpretation Internship, during the fall of year 2 is typical. The Virginia Quality Assurance Screening (VQAS) is a state screening, valid for three years by which time the interpreter must be screened again. For more information on the VQAS, please visit [www.vddhh.org](http://www.vddhh.org) or contact the Virginia Department for the Deaf and Hard of Hearing (VDDHH) at 1-800-552-7917 [V/TTY]. The Educational Interpreter Performance Assessment (EIPA) is administered by Boys' Town. For more information, please visit [www.classroominterpreting.org](http://www.classroominterpreting.org).

### FINANCIAL REQUIREMENTS:

Books and Supplies .....\$400 first semester; \$200 for all other semesters

Certification/Testing Fees ..... Contact RID for NIC fees; contact VDDHH for VQAS fees; contact Boys' Town for EIPA fees

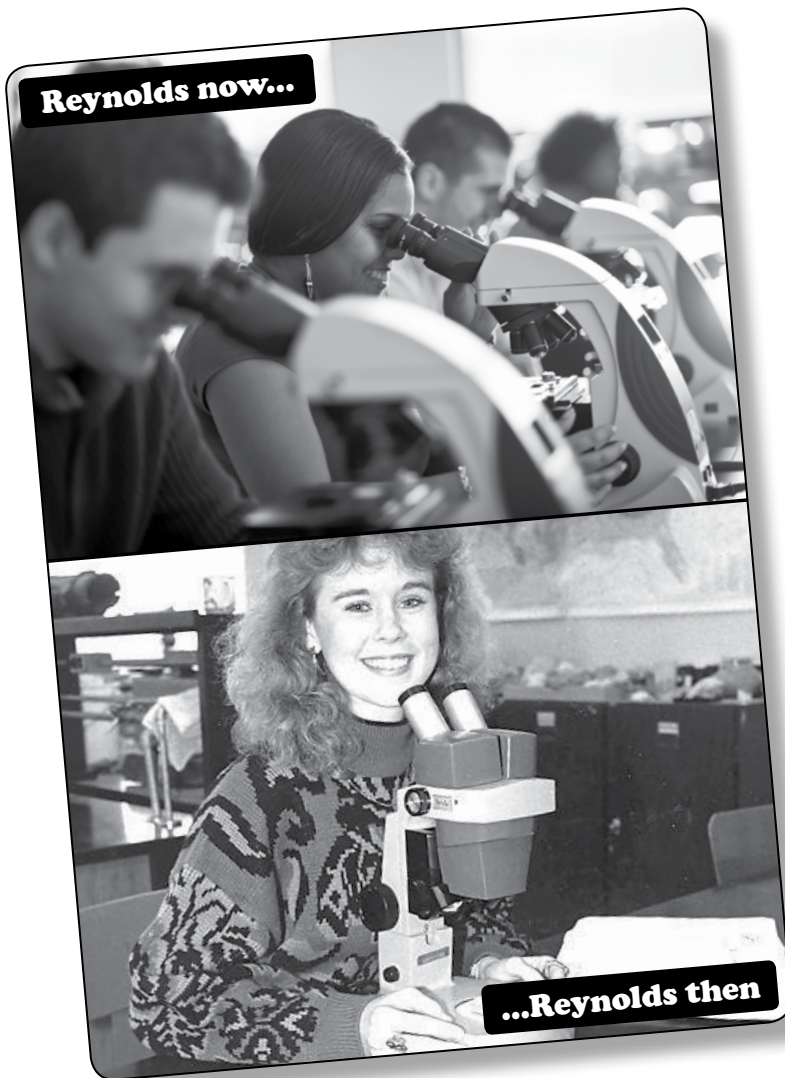
**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Spring, Year 1</b>				
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
INT 195 <sup>1</sup>	Introduction to ASL-English Interpretation	1	0	1
INT 105	Interpreting Foundations I (English)	3	0	3
INT 106	Interpreting Foundations II (ASL)	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>14</b>	<b>0</b>	<b>14</b>
<b>Summer, Year 1</b>				
ASL 225	Literature of the U.S. Deaf Community	3	0	3
ASL 262	American Sign Language VI	4	0	4
	<b>TOTAL</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Fall, Year 1</b>				
INT 130 <sup>2</sup>	Interpreting: An Introduction to the Profession	3	0	3
INT 107	Translation Skills	3	0	3
INT 133	ASL-to-English Interpretation I	3	0	3
INT 134	English-to-ASL Interpretation I	3	0	3
PSY ___ <sup>3</sup>	Psychology Elective: 200-Level	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

*continued on next page*





COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Spring, Year 2</b>				
INT 233	ASL-to-English Interpretation II	3	0	3
INT 234	English-to-ASL Interpretation II	3	0	3
____ <sup>3</sup>	Personal Wellness Elective	2	0	2
INT 250	Dialogic Interpretation I	3	0	3
INT 280 <sup>1,2</sup>	Interpreter Assessment Preparation	3	0	3
	<b>TOTAL</b>	<b>14</b>	<b>0</b>	<b>14</b>
<b>Summer, Year 2</b>				
INT 295	Interpreting in Safe Settings	3	0	3
INT ____ <sup>4</sup>	INT elective	3	0	3
	<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Fall, Year 2</b>				
INT 290 <sup>5</sup>	ASL-English Interpreter Internship	0	12	3
____ <sup>6</sup>	Social/Behavioral Science Elective	3	0	3
MTH 163 <sup>7</sup>	Precalculus	3	0	3
CST 100 <sup>8</sup>	Principles of Public Speaking	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>12</b>	<b>12</b>

**Total Minimum Credits for AAS Degree in ASL-English Interpretation..... 68**

- Submission of documentation of a passing score on either the VQAS or EIPA written assessment makes the student eligible for credit-by-able award, which will satisfy the INT 195 requirement. Successful completion of INT 195 is required prior to enrolling in INT 280, Interpreter Assessment Preparation.
- Submission of documentation of a passing score on the National Interpreting Certification (NIC) Written Assessment makes the student eligible for a credit-by-able award, which will satisfy the INT 130 requirement. Submission of documentation of a passing score on the NIC Written Assessment or successful completion of INT 130 with a "C" or higher is required prior to enrolling in INT 280, Interpreter Assessment Preparation.
- The 200-level psychology course should be chosen from the list of approved social/behavioral science courses in the General Education section of the catalog under Curriculum Planning and Design.
- Students should consult with the ASL&IE program head to select from various INT (Interpreter Education) elective offerings, which vary from semester to semester.
- In order to be placed in an internship (INT 290, fall year 2), the student must sit for and be awarded an interpreting credential (e.g., VQAS level, EIPA award or NIC certification) or demonstrate acceptable proficiency on a mock ASL-English interpreter assessment approved by the ASL&IE program head.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- Students who provide documentation from a receiving institution that supports selection of a math course other than MTH 163 to satisfy a bachelor's degree requirement may substitute that course to satisfy the math requirement for this AAS, pending ASL&IE program head approval.
- Students who provide documentation from a receiving institution that supports selection of a different course to satisfy the CST requirement may substitute that course, pending ASL&IE program head approval.

## ARCHITECTURAL AND CIVIL ENGINEERING TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

**SPECIALIZATIONS:** Architectural/Industrial Design  
 Building Construction Management  
 Civil Engineering Technology

**PURPOSE:** The Architectural and Civil Engineering Technology degree program is designed to develop qualified technicians for the field of engineering. The technician serves as an important link between the engineering professional and the skilled trades person in the design, construction, and operation of engineering projects.

**OCCUPATIONAL OBJECTIVES:** This program will provide graduates with the skills and specialized knowledge for employment as highly-trained architectural drafts persons; managers for the construction industry; technicians for construction projects such as highway, bridge, dam, commercial and residential construction; and other related occupations in a highly active industry. Employment opportunities are numerous from the planning stage through project completion and inspection in the following areas: construction industry in private enterprise, government-related business, consulting, and other engineering-related activities.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to general college admission, applicants shall (a) have completed placement testing and (b) have met with their advisor to establish a planned course of study prior to being allowed to register for courses.

Satisfactory completion of the following high school units or their equivalent, at a minimum, is strongly recommended: four units of English, one unit of laboratory science (preferably physical science), one unit of social studies, and two units of mathematics (one unit of algebra and one unit of geometry).

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by passing the computer competency exam, administered in the testing centers on each campus, or by completing CSC 155, Computer Concepts and Applications. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
MTH 115	Technical Mathematics I	3	0	3
ARC 121	Architectural Drafting I	2	3	3
ARC 131	Materials and Methods of Construction I	3	0	3
DRF 231	Computer-Aided Drafting I	2	2	3
____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>14-15</b>	<b>5-7</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
MTH 116	Technical Mathematics II	3	0	3
ARC 122	Architectural Drafting II	2	3	3
ARC 132	Materials and Methods of Construction II	3	0	3
PHY 201 <sup>2</sup>	General College Physics I	3	3	4
____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
	<b>TOTAL</b>	<b>14-15</b>	<b>6-8</b>	<b>17</b>

## CURRICULUM – Architectural/Industrial Design Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BLD 210 <i>OR</i> EGR 135	Building Structures <i>OR</i> Statics for Engineering Technology	3	0	3
CIV 171	Surveying I	2	3	3
DRF 232	Computer-Aided Drafting II	2	2	3
ARC 212	Architectural Drafting III	2	3	3
ARC 241	Building Mechanical Systems	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>8</b>	<b>18</b>
BLD 231	Construction Estimating	3	0	3
ARC 213	Architectural Drafting IV	2	3	3
ARC 242	Building Electrical Systems	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>3</sup>	Approved ARC or DRF Technical Elective	2-3	0-3	3
	<b>TOTAL</b>	<b>13-14</b>	<b>3-6</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Architectural and Civil Engineering Technology, Architectural/Industrial Design Specialization..... 67**

**CURRICULUM – Building Construction Management Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BLD 210 <i>OR</i> EGR 135	Building Structures <i>OR</i> Statics for Engineering Technology	3	0	3
CIV 171	Surveying I	2	3	3
CSC 155	Computer Concepts and Applications	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
BUS 100 <i>OR</i> BLD 101	Introduction to Business <i>OR</i> Construction Management I	3	0	3
ARC 241	Building Mechanical Systems	3	0	3
	<b>TOTAL</b>	<b>17</b>	<b>3</b>	<b>18</b>
BLD 103	Principles of Residential Building Construction Inspection	3	0	3
BLD 231	Construction Estimating	3	0	3
BLD 247	Construction Planning and Scheduling	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>3</sup>	Approved ARC or DRF Technical Elective	2-3	0-3	3
	<b>TOTAL</b>	<b>14-15</b>	<b>0-3</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Architectural and Civil Engineering Technology, Building Construction Management Specialization..... 67**

**CURRICULUM – Civil Engineering Technology Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BLD 210 <i>OR</i> EGR 135	Building Structures <i>OR</i> Statics for Engineering Technology	3	0	3
CIV 171	Surveying I	2	3	3
CSC 155	Computer Concepts and Applications	3	0	3
CIV 160 <i>OR</i> CIV ____ <sup>3</sup>	Transportation Engineering <i>OR</i> Approved CIV Elective	3	0	3
CIV 241	Applied Hydraulics and Drainage I	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>17</b>	<b>3</b>	<b>18</b>
CIV 135 <i>OR</i> BLD 231	Construction Management and Estimating <i>OR</i> Construction Estimating	3	0	3
CIV 225 and CIV 226 <i>OR</i> CIV ____ <sup>3</sup>	Soil Mechanics and Soil Mechanics Laboratory <i>OR</i> Approved CIV Elective	2-3	0-2	3
CIV 265 <i>OR</i> CIV ____ <sup>3</sup>	Curves and Earthwork <i>OR</i> Approved CIV Elective	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
CIV 270	Utilizing Surveying Software	2	2	3
	<b>TOTAL</b>	<b>13-14</b>	<b>2-4</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Architectural and Civil Engineering Technology, Civil Engineering Technology Specialization ..... 67**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> Students considering transfer to a four-year college offering a BS degree in Engineering Technology should also consider completing PHY 202 and MTH 173.
- <sup>3</sup> Approved CIV electives are CIV 172, CIV 270, CIV 295, CIV 242, CIV 245, CIV 260, CIV 297, DRF 232, EGR 136, EGR 206, and GOL 105.

**Note:** Students seeking more complete job skills preparation should also consider taking ENG 115, Technical Writing.

## AUTOMOTIVE TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

**PROGRAMS OFFERED:** General, Ford ASSET, GM ASEP

**PURPOSE:** This curriculum is designed to prepare individuals for employment in the automotive repair industry or to serve the continuing education needs of the automotive technician working in the field.

**OCCUPATIONAL OBJECTIVES:** Automotive Dealership Technician, Safety Inspector, Service Manager, Parts Specialist, Service Writer, and Independent Automotive Technician

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students are required to meet with the Automotive Technology program head before registering for the first semester of study.

Students in the Automotive AAS degree may pursue one of three program options: the general program, GM ASEP, or Ford ASSET. Following are brief descriptions of each option:

- The general program provides education regarding the general theory and operation of current automotive products. The program of instruction is not manufacturer-specific.
- The Ford Automotive Student Service Educational Training (ASSET) program provides education focused exclusively on current Ford products. For approximately two years, students will alternate between taking college courses and working at a Ford dealership, leading to the AAS degree. Students will receive both college credit and Ford certification for each AUT course successfully completed in the AAS degree.
- The General Motors Automotive Service Educational Program (GM ASEP) provides education focused exclusively on current GM products. The GM ASEP program allows students to alternate between going to college and working at a GM dealership for approximately two years, leading to the AAS degree. Students will receive both college credit and GM certification for each AUT course successfully completed in the AAS degree.

Students enrolled in the Ford ASSET and GM ASEP options are required to complete two additional AUT 297 – Cooperative Education courses for a total of four credits beyond the requirements of the AAS degree to meet the manufacturers' requirements for certification.

The three options of the Automotive Technology AAS degree described above are certified by the National Institute for Automotive Service Excellence, National Automotive Technicians Education Foundation (ASE/NATEF), ensuring that training meets or exceeds industry standards. JSRCC's Automotive Technology AAS degree program with its three options is designed to prepare students for the ASE certification.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
AUT 111	Automotive Engines I	3	3	4
AUT 241	Automotive Electricity I	2	3	3
AUT 265	Automotive Braking Systems	2	3	3
MTH 103	Applied Technical Mathematics	3	0	3
WEL 120	Fundamentals of Welding	1	3	2
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
AUT 112	Automotive Engines II	2	3	3
AUT 242	Automotive Electricity II	2	3	3
AUT 266	Automotive Alignment, Suspension, and Steering	1	6	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111 <i>OR</i> ENG 137	College Composition I <i>OR</i> Communication Processes I	3	0	3
AUT 197 <i>OR</i> AUT 136	Cooperative Education <i>OR</i> Automotive Vehicle Inspection	0 1	10 2	2 2
	<b>TOTAL</b>	<b>12</b>	<b>14-22</b>	<b>17</b>
AUT 126	Auto Fuel and Ignition Systems	4	3	5
AUT 178	Automotive Final Drive and Manual Transmission Systems	3	3	4
AUT 197	Cooperative Education	0	10	2
AUT 236	Automotive Climate Control	3	3	4
___ ___ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>19</b>	<b>18</b>
AUT 251	Automatic Transmissions	3	3	4
AUT 165	Auto Diagnosis and Tune-Up	1	3	2
AUT 245	Automotive Electronics	3	3	4
AUT 297	Cooperative Education	0	10	2
___ ___ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
___ ___ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>10-12</b>	<b>19-23</b>	<b>17</b>

**Total Minimum Credits for AAS Degree in Automotive Technology ..... 68**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.



## AUTOMOTIVE TECHNOLOGY

### CERTIFICATE

**PURPOSE:** The curriculum is designed to meet the need for educated automotive technicians in all areas of the automotive industry. The program will provide students with experience in the maintenance and repair of a wide variety of automobiles, as well as light to medium duty trucks. Program graduates will receive instruction in the basic skills and sufficient hands-on experience to be able to apply that learning to practical everyday shop situations.

**OCCUPATIONAL OBJECTIVES:** Auto Mechanic, State Safety Inspector, Service Advisor, Maintenance Technician, Parts Clerk, and Service Writer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students are required to meet with the program head either before registering for their first semester or early in their first semester of study.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
WEL 120	Fundamentals of Welding	1	3	2
SDV 100	College Success Skills	1	0	1
AUT 111	Automotive Engines I	3	3	4
AUT 265	Automotive Braking Systems	2	3	3
AUT 241	Automotive Electricity I	2	3	3
ENG 111 <i>OR</i> ENG 137	College Composition I <i>OR</i> Communication Processes I	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
AUT 242	Automotive Electricity II	2	3	3
AUT 236	Automotive Climate Control	3	3	4
AUT 266	Automotive Alignment, Suspension, and Steering	1	6	3
____ <sup>1</sup>	General Education Elective	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>

### Total Minimum Credits for Certificate in

**Automotive Technology ..... 32**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

## CULINARY ARTS

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The Culinary Arts program provides a comprehensive occupational-technical education and is intended to lead to employment as a culinarian within a variety of culinary, food service and retail paths.

**OCCUPATIONAL OBJECTIVES:** The Culinary Arts Associate of Applied Science degree prepares graduates to enter kitchens as professional cooks in hotels, resorts, restaurants, catering operations and a variety of retail businesses.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission, students must demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated as follows:

1. Submission of official college transcripts that record completion of a college level composition course, or
2. Submission of SAT or ACT scores, taken within the past five years, at the following levels:
  - ACT Verbal 19.
  - SAT Verbal 480 (taken on or after April 1, 1995).
  - SAT Critical Reading 480 (taken on or after March 1, 2005), or
3. Successful completion of the COMPASS English placement test for ENG 111, with a satisfactory score on the reading test. Students with deficiencies in reading or writing may require developmental studies to be commenced during their first semester of enrollment and completed sequentially every subsequent semester until all developmental requirements are satisfied.

Faculty provide advising to enhance student success. All students wishing to enroll in Culinary Arts must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link: [reynolds.edu/hospitality/Advising.htm](http://reynolds.edu/hospitality/Advising.htm).

Students who earn a final grade lower than "C" in any HRI course must obtain permission from their advisor to continue the major in Culinary Arts. Students will normally be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be approved in writing by the program head.

The competency-based nature of the curriculum allows students with previous educational studies or training experience to be evaluated for advanced standing. Students who believe they are eligible for such consideration are required to meet with their advisor to discuss eligibility for evaluation and possible advanced standing.

The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for associate of applied science degrees, if existing, are usually very specific in nature. Students may, however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students should consult their advisor at the earliest possible date for further guidance and are advised to get assurances in writing in advance from the institution to which they wish to transfer.

**SECOND DEGREE OR CERTIFICATE:** The college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

**ACCREDITATION:** The Culinary Arts Associate of Applied Science Degree Program is accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission. Students who graduate from our Culinary Arts Associate of Applied Science Degree Program and are American Culinary Federation (ACF) members at time of graduation are eligible for free ACF certification as a Certified Culinarian (CC). Graduated students who utilize this benefit have an advantage when seeking employment, because certification is representative of having the knowledge and skills to be successful.

**CULINARY APPRENTICESHIP:** The American Culinary Federation (ACF) offers a three year apprenticeship program. Whereas J. Sargeant Reynolds Community College does not administer the apprenticeship, it does provide the educational component of the program. Interested parties should contact the ACF Virginia Chefs Association at [www.vachefs.org](http://www.vachefs.org) for further information.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing HRI 159.

**CURRICULUM SEQUENCE:** The curriculum sequence illustrated below is one example of how courses may be completed. For complete information, visit [reynolds.edu/hospitality/culinarysequence.htm](http://reynolds.edu/hospitality/culinarysequence.htm). Many students are academically prepared and disciplined enough to earn the Culinary Arts Associate of Applied Science Degree in an accelerated manner. A Fast Track 15-month Schedule may be viewed at [reynolds.edu/hospitality/culinarysequence.htm](http://reynolds.edu/hospitality/culinarysequence.htm). Due to the accelerated pace and intensive workload, students should carefully consider this scheduling option prior to enrolling.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100 <sup>1</sup>	College Success Skills	1	0	1
HRI 106 <sup>2</sup>	Principles of Culinary Arts I	2	3	3
HRI 219 <sup>2</sup>	Stock, Soup, and Sauce Preparation	2	3	3
HRI 158	Sanitation and Safety	3	0	3
ENG 111	College Composition I	3	0	3
	<b>TOTAL</b>	<b>11</b>	<b>6</b>	<b>13</b>
HRI 218 <sup>2</sup>	Fruit, Vegetable, and Starch Preparation	2	3	3
HRI 220 <sup>2</sup>	Meat, Seafood, and Poultry Preparation	2	3	3
HRI 134	Food and Beverage Service Management	3	0	3
HRI 119	Applied Nutrition for Food Service	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>6</b>	<b>15</b>

*continued on next page*

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 251	Food and Beverage Cost Control I	3	0	3
HRI 159	Introduction to Hospitality Industry Computer Systems	3	2	4
HLT 100	First Aid and Cardiopulmonary Resuscitation	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>2</b>	<b>10</b>
HRI 128 <sup>2</sup>	Principles of Baking	2	3	3
HRI 145 <sup>2</sup>	Garde Manger	2	3	3
HRI 224	Recipe and Menu Management	3	0	3
ENG 112	College Composition II	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>6</b>	<b>12</b>
HRI 207 <sup>2</sup>	American Regional Cuisine	2	3	3
HRI 147	World Cuisines	3	0	3
HRI 206 <sup>2</sup>	International Cuisine	2	3	3
____ <sup>3</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>6</b>	<b>12</b>
HRI 190	Coordinated Internship	0	10	2
HRI 299 <sup>2</sup>	Capstone Study in Culinary Arts	0	4	2
____ <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>3</b>	<b>14</b>	<b>7</b>

**Total Minimum Credits for AAS Degree in Culinary Arts..... 69**

- <sup>1</sup> SDV 100 must be taken in the student's first semester.
- <sup>2</sup> Students enrolled in HRI classes involving food laboratory usage will be allowed in laboratories only when wearing approved uniforms. Students enrolled in HRI 106, 145, 206, 207, 218, 219, 220, and 299 will be allowed in laboratories only when possessing approved tool kits. Specifications may be obtained at [reynolds.edu/hospitality/uniforms.htm](http://reynolds.edu/hospitality/uniforms.htm) or from program faculty.
- <sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

## DENTAL ASSISTING

### CERTIFICATE

**PURPOSE:** (1) To prepare students to perform the following services under supervision of a dentist: chairside assistance, including preparation of impression and restorative materials; exposing and processing intra-oral and panoramic dental radiographs; laboratory and office management procedures; dental health education; recognition of emergencies; patient care as authorized by the Virginia Board of Dentistry. (2) To qualify students for the Dental Assisting National Board Certification Examination.

**OCCUPATIONAL OBJECTIVES:** This program is designed to provide essential technological and practical knowledge required for a dental assistant to perform efficiently in a dental office. Training experiences in nearby dental clinics and private dental offices are provided.

**ADMISSION REQUIREMENTS:** General college curricular admission

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Dental Assisting Program requires the following:

- Textbooks ..... \$300.00\* (per semester)
- Uniforms, Lab Coat, Safety Glasses, Name Tag, Physical Exam, and Hepatitis Vaccine Series ..... \$300.00\*
- Background Check ..... \$43.00\*

The following expenses are optional:

- Student Membership in..... \$35.00\* (will increase each year the ADAA..... after expiration of student membership)
- DANB Certification Exam..... \$475.00\*

\*Costs listed are approximate.

**PROGRAM NOTES:** This program accepts new students in the spring and fall semesters of each year. Students admitted into Dental Assisting will be approved for entry into major/clinical courses (DNA 100 and higher) when they have satisfied the following requirements:

1. Completion of all JSRCC developmental coursework prescribed as a result of JSRCC placement tests.
2. Completion of one unit of high school biology with a grade of “C” or better, or its equivalent (JSRCC BIO 1).
3. Completion of one unit of high school mathematics with a grade of “C” or better, or its equivalent (JSRCC MTE 2).
4. All applicants to the Dental Assisting program must declare their curriculum as the Pre-Practical Nursing and Dental Assisting Career Studies Certificate. (Please see [reynolds.edu/curriculum/programs/Pre-PracticalNursing\\_Dental\\_Assisting.htm](http://reynolds.edu/curriculum/programs/Pre-PracticalNursing_Dental_Assisting.htm) for information on this career studies certificate.) In order to be officially accepted into the Dental Assisting program, applicants will need to fulfill certain prerequisites included in the career studies certificate. College transfer students will need to meet and discuss options with the program head.
5. After officially being accepted into the Dental Assisting program, all applicants must have a personal interview with the program head or a designated faculty member.
6. A grade of “C” or better in each course of the Pre-Practical Nursing and Dental Assisting Certificate curriculum.
7. Completion of health forms provided by the program head for physical and dental examinations.

Any student whose final grade falls below a “C” in any course must obtain permission from the program head to continue the major in Dental Assisting. Students are responsible for transportation to and from facilities used for clinical experiences. DNA courses are sequential unless otherwise determined by the program head.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program’s course content, policies, procedures and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college’s computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Those students not passing the computer competency exam may retake the exam only once.

**PROGRAM ACCREDITATION:** The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*SDV 100	College Success Skills	1	0	1
DNA 100	Introduction to Oral Health Professions	1	0	1
DNA 103	Introduction to Oral Health	1	0	1
DNA 108	Dental Science	2	3	3
DNA 109	Practical Infection Control	2	3	3
DNA 110	Dental Materials	2	3	3
DNA 113	Chairside Assisting I	2	3	3
DNA 190	Coordinated Internship in Dental Assisting	0	8	2
	<b>TOTAL</b>	<b>11</b>	<b>20</b>	<b>17</b>
DNA 114	Chairside Assisting II	2	6	4
DNA 119	Dental Therapeutics	1	0	1
DNA 120	Community Health	1	0	1
DNA 134	Dental Radiology and Practicum	2	3	3
DNA 140	Externship	1	12	5
	<b>TOTAL</b>	<b>7</b>	<b>21</b>	<b>14</b>
DNA 130	Dental Office Management	2	3	3
	<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>
*HLT 105	Cardiopulmonary Resuscitation	1	0	1
*ENG 111	College Composition I	3	0	3
*ITE 115	Introduction to Computer Applications and Concepts	3	0	3
*PSY 201	Introduction to Psychology	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>10</b>

**Total Minimum Credits for Certificate in Dental Assisting..... 44**

\* This course is included in the Pre-Practical Nursing and Dental Assisting Career Studies Certificate.



## DENTAL LABORATORY TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The major in Dental Laboratory Technology begins each fall semester and is designed to prepare students for employment as dental laboratory technicians to provide an essential support service for the dental professional according to the dentist's prescription or work request. The dental laboratory technician constructs and repairs all types of dental prosthetic appliances.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities exist in commercial dental laboratories, hospital dental laboratories, private dental offices, dental research laboratories, and in dental sales.

**ADMISSION REQUIREMENTS:** General college curricular admission

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Dental Laboratory Technology program requires the following:

Books and Instruments.....\$461 per academic year

Books and Instruments.....\$178 summer session

**PROGRAM NOTES:** Students admitted into this program will be approved for entry into major/clinical courses (DNL 120 and higher) when they have satisfied the following requirements:

1. Completion of one unit of high school mathematics with a grade of "C" or better, or its equivalent (JSRCC MTE 3).
2. Completion of all JSRCC developmental coursework prescribed as a result of JSRCC placement tests.
3. All applicants to the Dental Laboratory Technology AAS degree program must declare their curriculum plan as the Pre-Nursing and Allied Health Career Studies Certificate only if they wish to enroll prior to fall semester. (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm)). In order to be officially accepted into the Dental Laboratory Technology program, applicants will need to meet with the program head to review their records. Career Studies Certificate courses or general Education courses do not have to be completed in order to enroll in the program for fall semester.
4. All applicants must interview with the program head and receive permission to enter major and clinical courses. The interview will include evaluation of appropriate related experience and may include a manual dexterity test. Students must provide evidence of interest, aptitude, and motivation in dental laboratory technology. Call (804)523-5931 for an appointment.

Any student whose final grade is below a "C" in any dental laboratory course must obtain permission from the program head to continue the major in Dental Laboratory Technology. DNL courses are sequential unless otherwise determined by the program head.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical educational opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course

content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants to this program must take the computer competency exam, administered in the testing centers on each campus, prior to enrollment in their first semester of courses. Those students not passing this exam after a maximum of two attempts will be required to complete ITE 115 or CSC 155 or equivalent prior to or concurrently with DNL 175. (See program advisor.)

**PROGRAM ACCREDITATION:** The program in Dental Laboratory Technology is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
DNL 100	Professional Ethics and Dental History	2	0	2
DNL 110	Dental Laboratory Materials	2	3	3
DNL 120	Dental Anatomy and Physiology	2	3	3
DNL 130	Introduction to Complete Dentures	3	9	6
*SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>10</b>	<b>15</b>	<b>15</b>
DNL 135	Introduction to Removable Partial Dentures	3	9	6
DNL 136	Principles of Occlusion	2	3	3
*NAS 105	Natural Science Topics for Modern Society	2	0	2
*MTH 120	Introduction to Mathematics	3	0	3
*ENG 111	College Composition I	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>12</b>	<b>17</b>
DNL 137	Orthodontic and Pedodontic Appliances	2	3	3
DNL 138	Introduction to Fixed Prosthodontics	3	9	6
DNL 160	Removable Prosthodontic Techniques	2	3	3
* ____ 1	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>7-9</b>	<b>15-19</b>	<b>14</b>

## DIESEL MECHANICS TECHNOLOGY

### CERTIFICATE

**PURPOSE:** The Diesel Mechanics Technology curriculum is designed to introduce the fundamentals of diesel equipment repair and provide instruction in hydraulic systems, welding, diesel engine overhaul and tune-up, electrical circuits, power train maintenance and fuel injection. The Diesel Mechanics Technology program will give graduates a practical background in basic diesel equipment technology principles. The curriculum provides practical training and the option of on-the-job experience through cooperative education. The demand for trained diesel mechanic personnel and technicians is increasing.

**OCCUPATIONAL OBJECTIVES:** The Diesel Mechanics Technology curriculum prepares graduates for employment in any of the following occupations: Diesel Equipment Repair, Diesel Truck Repair, Supervisor, Shop Foreman, Heavy Duty Repair, Purchasing Agent, Salesperson, Power Train Repair, Fuel Injection Repair; Diesel Engine Repair, and Automotive Diesel Repair.

**ADMISSION REQUIREMENTS:** General college curricular admission

**Program Notes:** Students are strongly encouraged to meet with the program head either before registering for their first semester or early in their first semester of study. Students will be required to furnish clear lens safety glasses, leather work footwear, and proper clothing for working in the lab.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
DNL 175 <sup>2</sup>	Dental Laboratory Management	2	0	2
DNL 220	Introduction to Dental Ceramics	3	9	6
*PSY 120 <i>OR</i> *PSY 201	Human Relations <i>OR</i> Introduction to Psychology I	3	0	3
*ENG 112	College Composition II	3	0	3
	<b>TOTAL</b>	<b>11</b>	<b>9</b>	<b>14</b>
DNL 216 <sup>3</sup>	Dental Laboratory Practicum	1	15	6
DNL 231	Advanced Dental Laboratory Techniques I	2	0	2
DNL 298	Seminar and Project	1-2	0	1-2
* _____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>7-8</b>	<b>15</b>	<b>12-13</b>

### Total Minimum Credits for AAS Degree in Dental Laboratory Technology ..... 72

- \* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.
- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> Students must pass the computer competency test or complete either ITE 115 or CSC 155 or equivalent prior to or concurrently with DNL 175.
- <sup>3</sup> Students may choose one or two areas of concentration from the following specialties: complete dentures, partial dentures, crown and bridge, dental ceramics and orthodontics.



**CURRICULUM**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
DSL 153	Power Trains I	2	2	3
WEL 120	Fundamentals of Welding	1	3	2
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
DSL 150	Mobile Hydraulics and Pneumatics	2	2	3
ENG 111 <i>OR</i> ENG 137	College Composition I <i>OR</i> Communication Processes	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>7</b>	<b>15</b>
DSL 176	Transportation Air Conditioning	1	2	2
DSL 143	Diesel Truck Electrical Systems	2	4	4
DSL 126	Diesel Engine Reconditioning	3	6	6
DSL 131	Diesel Fuel Systems and Tune-up	2	4	4
DSL 160	Air Brake Systems	2	2	3
	<b>TOTAL</b>	<b>10</b>	<b>18</b>	<b>19</b>
DSL 154	Power Trains II	2	2	3
DSL 155	Heavy Duty Suspension and Service	2	2	3
DSL 197 <sup>1</sup>	Cooperative Education <i>OR</i> Approved Elective	0	15	3
____ <sup>2</sup>	General Education Elective	3	0	3
	<b>TOTAL</b>	<b>7</b>	<b>19</b>	<b>12</b>

**Total Minimum Credits for Certificate in Diesel Mechanics Technology..... 46**

- <sup>1</sup> Approved electives include MEC 175 and other courses as approved by the program head.
- <sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

**EARLY CHILDHOOD DEVELOPMENT**

**ASSOCIATE OF APPLIED SCIENCE**

**PURPOSE:** The two-year degree program in Early Childhood Development is designed to prepare students with skills and theoretical knowledge related to the care, supervision, education, and development of young children from birth to age twelve. Upon successful completion of the curriculum, students will be prepared to seek employment in a variety of positions in the childcare field.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading of skills for positions as childcare center directors, assistant directors, teachers or assistant teachers, aides, playroom attendants, home based providers or day care workers, camp directors and before and after school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before and after school programs, hospital based childcare programs, pre-school at risk programs and pre-kindergarten church sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, all entering students will be required to take placement tests in math, writing and reading to aid placement in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. It is recommended that students arrange for a personal interview and advising appointment with the program head.

It is recommended that students take courses in the sequence listed in the catalog. Students must attain a grade of “C” or higher in all courses with CHD, EDU, and PSY prefixes.

An observation and participation in an approved early childhood/primary setting is required. This is practicum experience internship in a licensed or approved child care setting. It is a planned learning experience for the purpose of pulling together theories and practices learned in the classroom. A Criminal Record Clearance/Sex Offender Registry check is required for placement and volunteering. Students should see the program head for a list of convictions that will prevent employment. Students will be expected to complete a tuberculosis test before placement.

Students must have a valid first aid and CPR certification in order to be eligible for graduation. Valid cards must be filed with the program head or central admissions office prior to graduation and expiration.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college’s computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**CURRICULUM**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 145	Teaching Art, Music, and Movement to Children	2	2	3
EDU 235	Health, Safety, and Nutrition Education	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>2</b>	<b>16</b>
CHD 215	Models of Early Childhood Programs	3	0	3
ENG 112	College Composition II	3	0	3
CHD 146	Math, Science, and Social Studies for Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
CHD 165	Observation and Participation in Early Childhood/Primary Settings	1	6	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>12-14</b>	<b>8-12</b>	<b>17</b>
PSY 235 <sup>2</sup>	Child Psychology	3	0	3
MTH ____ <sup>2</sup>	Approved Mathematics Elective	3	0	3
CHD 118	Language Arts for Young Children	2	2	3
CHD 270	Administration of Child Care Programs	3	0	3
CST 100	Principles of Public Speaking	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>17</b>	<b>2</b>	<b>18</b>

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
CHD 166	Infant and Toddler Programs	3	0	3
CHD 119	Introduction to Reading Methods	2	2	3
CHD 210	Introduction to Exceptional Children	3	0	3
CHD 216	Early Childhood Programs, School, and Social Change	3	0	3
CHD 265 <sup>3</sup>	Advanced Observation and Participation in Early Childhood/Primary Settings	1	6	3
CHD 298 <sup>4</sup>	Seminar and Project	0	2	1
	<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>16</b>

**Total Minimum Credits for AAS Degree in Early Childhood Development..... 67**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> Students considering transfer to a four-year college should consult their advisor about the appropriate transfer course to substitute for this course requirement.
- <sup>3</sup> Prerequisite is CHD 165.
- <sup>4</sup> Co-requisite is CHD 265.



## EARLY CHILDHOOD DEVELOPMENT

### CERTIFICATE

**PURPOSE:** The one-year certificate program in Early Childhood Development is designed to prepare students with skills related to the care, supervision, education and development of young children from birth to age eight. There is also the ability to become qualified to work with children up to the age of twelve in programs which serve before and after school and recreational programs.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading of skills for positions as childcare center directors, assistant directors, teachers or assistant teachers, aides, playroom attendants, home based providers or day care workers, camp directors and before and after school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before and after school programs, hospital based childcare programs, pre-school at risk programs and pre-kindergarten church sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, all entering students will be required to take placement tests in math, writing and reading to aid placement in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. It is recommended that students arrange for a personal interview and advising appointment with the program head.

An observation and participation in an approved early childhood/primary setting is required in the second semester of the Early Childhood curriculum. This is a practicum experience internship in a licensed or approved child care setting. It is a planned learning experience for the purpose of pulling together the theories and practice learned in the classroom. A Criminal Record Clearance/Sex Offender Registry Check is required for placement and volunteering. See the program head for a list of convictions that will prevent employment. The student will be expected to complete a tuberculosis test before practicum placement.

Students must attain a grade of "C" or higher in all courses with CHD, PSY, and EDU course prefixes.

Students must have a valid first aid and CPR certificate in order to be eligible for graduation. Valid cards must be filed with the program head or central admissions office prior to expiration and graduation.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 145	Teaching Art, Music, and Movement to Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>15</b>	<b>2</b>	<b>16</b>
CHD 216	Early Childhood Programs, School, and Social Change	3	0	3
CHD 146	Math, Science, and Social Studies for Children	2	2	3
CHD 215	Models of Early Childhood Programs	3	0	3
EDU 235	Health, Safety, and Nutrition Education	3	0	3
PSY 235	Child Psychology	3	0	3
CHD 165	Observation and Participation in Early Childhood/Primary Settings	1	6	3
	<b>TOTAL</b>	<b>15</b>	<b>8</b>	<b>18</b>

**Total Minimum Credits for Certificate in Early Childhood Development..... 34**

## EMERGENCY MEDICAL SERVICES PARAMEDIC

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** To prepare students to be knowledgeable, competent pre-hospital care practitioners and fill positions at the level of Paramedic

**OCCUPATIONAL OBJECTIVES:** Emergency Medical Services Paramedic

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curriculum admissions requirements, the student must have current Virginia or National Registry EMT-B and a valid CPR for Healthcare Providers card. Applicants to the program must have completed one unit of high school biology and one unit of high school chemistry with a minimum grade of "C" or obtain the permission of the EMS program head for a waiver to that requirement.

All applicants to the Emergency Medical Services AAS degree program must declare their curriculum plan as the Pre-Nursing and Allied Health Career Studies Certificate. (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.) In order to be officially accepted into the Emergency Medical Services program, applicants will need to fulfill certain prerequisites included in the career studies certificate and meet with the program head to review their records.

In compliance with Virginia State Board of Health, Virginia EMS regulations (12 VAC 5-31-1200 and 12 VAC 5-31-1460), students wishing to register for any of the courses with an EMS prefix in this program must be at least 18 years of age at the time of their enrollment. Students younger than 18 are encouraged to enroll in any of the non-EMS prefix courses until they reach their 18th birthday and are legally eligible for enrollment in EMS courses.

To determine current tuition and fees, go to this web page [reynolds.edu/jsr\\_ar/paying\\_for\\_college.htm](http://reynolds.edu/jsr_ar/paying_for_college.htm), or call the School of Nursing and Allied Health office at (804)523-5375. Additional fees for the Paramedic program include certification for CPR, ACLS, PHTLS, PALS, and AMLS. National Registry Advanced Life Support certification exams cost approximately \$150-\$200, including practical testing and National Registry of EMTs application fees. The instructor will inform students of the textbooks and other required learning materials needed in the syllabus for each course.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 111 <sup>1,2,5</sup> OR EMS 112 <sup>1,5</sup> and	Emergency Medical Technician – Basic OR Emergency Medical Technician – Basic I	5 3	4 2	7 4
EMS 113 <sup>1,2</sup>	Emergency Medical Technician – Basic II	2	2	3
EMS 120	Emergency Medical Technician – Basic Clinical	0	2	1
*BIO 141	Human Anatomy and Physiology I	3	3	4
*SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>13</b>
EMS 151 <sup>5</sup>	Introduction to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS – Trauma Care	2	2	3
*ENG 111	College Composition I	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>7</b>	<b>13</b>
EMS 155	ALS – Medical Care	3	2	4
EMS 159	ALS – Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship II	0	3	1
HLT 143	Medical Terminology	3	0	3
*ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>11</b>	<b>10</b>	<b>15</b>
*BIO 142	Human Anatomy and Physiology II	3	3	4
EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
EMS 201	EMS Professional Development	3	0	3
EMS 205	Advanced Pathophysiology	4	0	4
	<b>TOTAL</b>	<b>12</b>	<b>11</b>	<b>16</b>

*continued on next page*

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 209	Advanced Pharmacology	3	2	4
* ____ <sup>3,4</sup>	Social/Behavioral Science Elective	3	0	3
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship IV	0	3	1
* ____ <sup>4</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>14</b>

**Total Minimum Credits for AAS Degree in  
Emergency Medical Services – Paramedic ..... 71**

- \* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.
- <sup>1</sup> EMS 112 and 113 taken in two consecutive semesters are equivalent to the one semester EMS 111 and are interchangeable for the degree. The required CPR certification is included in EMS 111 and 112. EMS 112 is a prerequisite for EMS 113.
- <sup>2</sup> EMS 120 must be taken concurrently with EMS 111 or EMS 113.
- <sup>3</sup> PSY 230 is the recommended social/behavioral science elective.
- <sup>4</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>5</sup> EMS 111, 112, and 151 fulfill the general education requirement for personal wellness.

**FIRE SCIENCE TECHNOLOGY**

**ASSOCIATE OF APPLIED SCIENCE**

**SPECIALIZATIONS:** Fire Services  
Fire Protection System Design

**PURPOSE:** The major in Fire Science Technology has been designed for students desiring to advance in the fire protective service occupations and to acquire knowledge in fire protection fundamentals useful in related occupations. With the increasing complexity of modern technology in the fire protection field, it is necessary for fire protection personnel to acquire specialized knowledge and problem-solving skills to meet the challenge of a changing society.

**OCCUPATIONAL OBJECTIVES:** Firefighter, Fire Officer, Fire Protection Specialist, Fire/Emergency Instructor, Fire or Building Inspector, Fire Investigator, Rescue Service, Emergency Medical Service, Hazardous Materials Services, Emergency Manager, Occupational or Industrial Safety and Risk Management, Fire Marshal, Fire Sprinkler Designer, Design Manager, Sprinkler Installer or Mechanic, and related occupations

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. JSRCC has formal transfer articulation agreements with four-year institutions that enable graduates who qualify to transfer courses completed in the AAS degree. These transfer articulation agreements are subject to change or expiration. In addition, students may substitute some courses in the AAS degree curriculum with courses that typically transfer to senior institutions. Students interested in transferring in general or transferring under a formal transfer articulation agreement should consult their faculty advisor upon program entry for further guidance.

There are no physical requirements such as height, weight, eyesight, and physical dexterity; however, the student should understand that there may be some requirements for employment in fire or rescue service agencies.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**CURRICULUM – Fire Services Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
FST 100 <sup>1</sup>	Principles of Emergency Services	3	0	3
FST 110	Fire Behavior and Combustion	3	0	3
____ <sup>2</sup>	Laboratory Science Elective	3	3	4
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
FST 112 <sup>1</sup>	Hazardous Materials Chemistry	3	0	3
FST 115 <sup>1</sup>	Fire Prevention	3	0	3
MTH 120 <sup>3</sup>	Introduction to Mathematics	3	0	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
FST 240	Fire Administration	3	0	3
FST 235	Strategy and Tactics	3	0	3
____ <sup>2,4</sup>	Personal Wellness Elective	0-3	0-4	2-3
FST 121	Principles of Fire and Emergency Services Safety and Survival	3	0	3
FST 220	Building Construction for Fire Protection	3	0	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>15-18</b>	<b>0-4</b>	<b>17-18</b>

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
FST 205	Fire Protection Hydraulics and Water Supply	3	0	3
FST 245	Fire and Risk Analysis	3	0	3
FST 210	Legal Aspects of Fire Service	3	0	3
FST 215	Fire Protection Systems	3	0	3
CST 100 <sup>5</sup>	Principles of Public Speaking	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Fire Science Technology, Fire Services Specialization ..... 67**

- <sup>1</sup> Students with certain fire service certifications may be awarded credit for this course. See course descriptions or program head for more details.
- <sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>3</sup> Students planning to attend a four-year institution are recommended to take MTH 151, 170 or 163 in place of MTH 120.
- <sup>4</sup> EMS 111 or 112 will also satisfy the general education requirement for personal wellness. Students who have a valid EMT certificate will be given credit for EMS 112 when all other curriculum requirements have been met.
- <sup>5</sup> Students with Fire Service Instructor 1 and Train the Trainer Firefighter 1 and 2 Instructor or Fire Service Instructor certification can be awarded credit for FST 135, which will substitute for this course. See course descriptions or program head for more details.



## CURRICULUM – Fire Protection System Design Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
FST 100 <sup>1</sup>	Principles of Emergency Services	3	0	3
MTH 115 <sup>2</sup>	Technical Mathematics I	3	0	3
DRF 231	Computer-Aided Drafting I	2	2	3
	<b>TOTAL</b>	<b>15</b>	<b>2</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
FST 215	Fire Protection Systems	3	0	3
FST 115 <sup>1</sup>	Fire Prevention	3	0	3
____ <sup>3</sup>	Social/Behavioral Science Elective	3	0	3
FST 205	Fire Protection Hydraulics and Water Supply	3	0	3
DRF 232	Computer Aided-Drafting II	2	2	3
	<b>TOTAL</b>	<b>17</b>	<b>2</b>	<b>18</b>
FST 216	Automatic Sprinkler System Design I	3	0	3
FST 235	Strategy and Tactics	3	0	3
____ <sup>3,4</sup>	Personal Wellness Elective	0-3	0-4	2-3
FST 110	Fire Behavior and Combustion	3	0	3
FST 220	Building Construction for Fire Protection	3	0	3
____ <sup>3</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>15-18</b>	<b>0-4</b>	<b>17-18</b>
FST 245	Fire and Risk Analysis	3	0	3
FST 217	Automatic Sprinkler System Design II	3	0	3
____ <sup>3</sup>	Laboratory Science Elective	3	3	4
____ <sup>3</sup>	Humanities/Fine Arts Science Elective	3	0	3
CST 100 <sup>5</sup>	Principles of Public Speaking	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>3</b>	<b>16</b>

## Total Minimum Credits for AAS Degree in Fire Science Technology, Fire Protection Systems Design Specialization..... 67

- Students with certain fire service certifications may be awarded credit for this course. See course descriptions or program head for more details.
- Students planning to attend a four-year institution are recommended to take MTH 163, MTH 166, or other approved mathematics elective in place of MTH 115. Students should consult their advisor regarding course selection.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- EMS 111 or 112 will also satisfy the general education requirement for personal wellness. Students who have a valid EMT certificate will be given credit for EMS 112 when all other curriculum requirements have been met.
- Students with Fire Service Instructor 1 and Train the Trainer Firefighter 1 and 2 Instructor or Fire Service Instructor certification can be awarded credit for FST 135, which will substitute for this course. See course descriptions or program head for more details.

## FIRE SCIENCE TECHNOLOGY

### CERTIFICATE

**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 field. Rapid advances in technology require that personnel in the field keep abreast of the latest changes in technology and equipment.

**OCCUPATIONAL OBJECTIVES:** Firefighter, Fire Officer, Fire Protection Specialist, Fire/Emergency Instructor, Fire or Building Inspector, Fire Investigator, Rescue Service, Emergency Medical Service, Hazardous Materials Services, Emergency Manager, Occupational or Industrial Safety and Risk Management, and related occupations.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The certificate program is designed to provide full transferability to the AAS degree program where more in-depth knowledge in management is emphasized.

There are no physical requirements such as height, weight, eyesight, and physical dexterity; however, the student should understand that there may be some requirements for employment in fire or rescue service agencies.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
FST 100	Principles of Emergency Services	3	0	3
FST 110	Fire Behavior and Combustion	3	0	3
___ ___ <sup>1</sup>	Approved Social/ Behavioral Science Elective	3	0	3
___ ___ <sup>1</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>16</b>	<b>3</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
FST 112	Hazardous Materials Chemistry	3	0	3
FST 115	Fire Prevention	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
MTH 120 <sup>2</sup>	Introduction to Mathematics	3	0	3
___ ___ <sup>1</sup>	Approved Social/ Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>

### Total Minimum Credits for Certificate in Fire Science ..... 35

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Students planning to attend a four-year institution are recommended to take MTH 151, 170, or 163 in place of MTH 120.

## HORTICULTURE TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The Horticulture Technology program is designed to prepare students for a wide range of horticulture careers. Training is available for those who seek to begin a career track, as well as those who are changing careers. Individuals already in the green industry are invited to improve or upgrade their skills and knowledge with appropriate courses.

**OCCUPATIONAL OBJECTIVES:** The program offers hands-on laboratory work as well as classroom instruction in the design-install-maintain aspects of landscaping, in floral design, and in production of horticultural materials. Many of our graduates own and operate their own businesses while others are employed by corporate, commercial, or governmental entities.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students in the Horticulture Technology program must complete a basic core of specified horticulture technology and general education courses. In addition, the students will select technical courses which match with their career objectives, in consultation with the program head.

Students who already have a two-year, four-year, or graduate degree should request that their transcripts be sent to the college registrar if transfer credit is desired. It is strongly recommended that students meet with the program head or counselor either before registering or early in their first semester of study.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**CURRICULUM SEQUENCE:** The curriculum sequence that follows is one example of how courses may be completed. Students should work with their program advisor to determine the most appropriate sequence.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
MTH 103 <i>OR</i> MTH 120	Applied Technical Mathematics <i>OR</i> Introduction to Mathematics	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
HRT 106 <sup>2</sup>	Practical Horticulture	0	2	1
HRT 110 <sup>2</sup>	Principles of Horticulture	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>2</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
HRT 125 <sup>2,3</sup>	Chemicals in Horticulture	2	2	3
HRT127 <sup>2</sup>	Horticultural Botany	2	2	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>13-15</b>	<b>4-8</b>	<b>17</b>
HRT 201 <sup>2</sup>	Landscape Plant Materials I	2	2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
	<b>TOTAL</b>	<b>10-14</b>	<b>2-10</b>	<b>15</b>
HRT 202 <sup>2</sup>	Landscape Plant Materials II	2	2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT ____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT 290 <sup>2,5</sup>	Coordinated Internship	0	4	2
	<b>TOTAL</b>	<b>10-14</b>	<b>6-14</b>	<b>17</b>

### Total Minimum Credits for AAS Degree in Horticulture..... 66

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics/science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Course is required of all Horticulture Technology AAS students.

<sup>3</sup> Credit will be given for HRT 125, Chemicals in Horticulture, upon evidence of a valid Commercial Pesticide Applicator Certificate (with an endorsement in 3-A and 3-B) issued from VDACS or completion of HRT 199, Training for Commercial Pesticide Application.

<sup>4</sup> Approved HRT electives are listed below according to focus areas in the field of horticulture.

<sup>5</sup> Coordinated Internship will be waived on evidence of five or more years of experience in the green industry. An approved HRT elective will be substituted.

Following is a list of approved Horticulture electives that is organized according to focus areas within the green industry. In consultation with their HRT advisor, students will select a total of 24 credits of HRT electives from this list that are consistent with students' career objectives.

#### Horticulture electives in the **SUSTAINABLE AGRICULTURE** focus:

- HRT 130 Introduction to Biointensive Mini-Farming (3 cr.)
- HRT 134 Four Season Food Production (3 cr.)
- HRT 238 Growing for Market Mini-Farming (3 cr.)
- HRT 239 Complete Diet Mini-farming (3 cr.)
- HRT 195 Topics in Horticulture: Summer Workshops (1 cr.)

#### Horticulture electives in the **LANDSCAPE DESIGN** focus:

- HRT 120 History of Garden Design (3 cr.)
- HRT 150 Theory of Landscape Design (3 cr.)
- HRT 231 Planting Design I (3 cr.)
- HRT 232 Planting Design II (3 cr.)
- HRT 235 Landscape Drawing (3 cr.)
- HRT 244 Computer Aided Drafting and Design (CADD) for Landscape Designers (3 cr.)
- HRT 249 Perennial Plants (3 cr.)
- HRT 275 Landscape Construction and Maintenance (3 cr.)

#### Horticulture electives in the **PLANT PRODUCTION** focus:

- HRT 115 Plant Propagation (3 cr.)
- HRT 121 Greenhouse Crop Production I (3 cr.)
- HRT 122 Greenhouse Crop Production II (3 cr.)
- HRT 207 Plant Pest Management (3 cr.)
- HRT 225 Nursery and Garden Center Management (3 cr.)
- HRT 226 Greenhouse Management (3 cr.)

#### Horticulture electives in the **FLORAL DESIGN** focus:

- HRT 260 Introduction to Floral Design (3 cr.)
- HRT 266 Advanced Floral Design (3 cr.)
- HRT 268 Advanced Floral Design Applications (3 cr.)
- HRT 198 Seminar & Project in Floral Design
- HRT 295 Topics in Horticulture: Advanced Floral Design Styles and Techniques

#### Horticulture electives in the **LANDSCAPE and TURF MANAGEMENT** focus:

- HRT 119 Irrigation Systems for Turf and Ornamentals (3 cr.)
- HRT 126 Home Landscaping (3 cr.)
- HRT 199 Training for Commercial Pesticide Application (3 cr.)
- HRT 205 Soils (3 cr.)
- HRT 207 Plant Pest Management (3 cr.)
- HRT 227 Professional Landscape Management (3 cr.)
- HRT 246 Herbaceous Plants (3 cr.)
- HRT 249 Perennial Plants (3 cr.)
- HRT 259 Arboriculture (3 cr.)
- HRT 269 Professional Turf Care (3 cr.)
- HRT 275 Landscape Construction and Maintenance (3 cr.)
- HRT 295 Sports Turf Management (3 cr.)

## HOSPITALITY MANAGEMENT

### ASSOCIATE OF APPLIED SCIENCE

**SPECIALIZATIONS:** Food Service Management  
Hospitality Entrepreneurship  
Lodging Operations

**PURPOSE:** The Hospitality Management program provides a specialized business education and is intended to lead to management employment in the hospitality industry.

**OCCUPATIONAL OBJECTIVES:** The Food Service Management Specialization prepares graduates to contribute leadership at manager and director levels in hotels, resorts, restaurants, catering operations, non-commercial food service operations and a variety of retail businesses. The Hospitality Entrepreneurship Specialization prepares graduates to own and operate their own hospitality enterprise. The curriculum includes several approved electives which enable students to tailor the curriculum to their own particular venture orientations. The Lodging Operations Specialization prepares graduates to provide leadership in a variety of management positions in hotels and resorts. Students who graduate with the Lodging Operations Specialization are eligible to simultaneously receive the Hospitality Management Diploma from the Educational Institute of the American Hotel & Lodging Association. The program head should be contacted for further details concerning dual awards.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to general college curricular admission, students must demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated as follows:

1. Submission of official college transcripts that record completion of a college level composition course, or
2. Submission of SAT or ACT scores, taken within the past five years, at the following levels:
  - ACT Verbal 19
  - SAT Verbal 480 (taken on or after April 1, 1995)
  - SAT Critical Reading 480 (taken on or after March 1, 2005), or
3. Successful completion of the COMPASS English placement test for ENG 111, with a satisfactory score on the reading test. Students with deficiencies in reading or writing may require developmental studies to be commenced during their first semester of enrollment and completed sequentially every subsequent semester until all developmental requirements are satisfied.

Faculty provide advising to enhance student success. All students wishing to enroll in Hospitality Management must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link: [reynolds.edu/hospitality/Advising.htm](http://reynolds.edu/hospitality/Advising.htm).

Students who earn a final grade lower than "C" in any HRI course must obtain permission from their advisor to continue the major in Hospitality Management. Students will normally be required to repeat courses in their major when grades lower than "C" are earned.

The competency-based nature of the curriculum allows students with previous educational studies or training experience to be evaluated for advanced standing. Students who believe they are eligible for such consideration are required to meet with their advisor to discuss eligibility for evaluation and possible advanced standing.

The purpose of the Associate of Applied Science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for Associate of Applied Science degrees, if existing, are usually very specific in nature. Students may, however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students should consult their advisor at the earliest possible date for further guidance and are advised to get assurances in writing in advance from the institution to which they wish to transfer.

**SECOND DEGREE OR CERTIFICATE:** The college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing HRI 159.

**CURRICULUM SEQUENCE:** Curriculum Sequence: The courses listed below are required for degree completion, but do not reflect a prescribed sequence. Recommended sequences can be viewed at [reynolds.edu/hospitality/hospitalitysequence.htm](http://reynolds.edu/hospitality/hospitalitysequence.htm).

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100 <sup>1</sup>	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
HRI 154	Principles of Hospitality Management	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>0</b>	<b>13</b>
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
ENG 112	College Composition II	3	0	3
HLT 100	First Aid and Cardiopulmonary Resuscitation	3	0	3
HRI 140	Fundamentals of Quality for the Hospitality Industry	3	0	3
HRI 255	Human Resources Management and Training for Hospitality and Tourism	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

*continued on next page*



**CURRICULUM – Lodging Operations Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 159	Introduction to Hospitality Industry Computer Systems	3	2	4
HRI 290	Coordinated Internship	0	15	3
____ <sup>3,4</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>6</b>	<b>17</b>	<b>10</b>
ACC 115	Applied Accounting	3	0	3
HRI 160	Executive Housekeeping	3	0	3
HRI 235	Marketing of Hospitality Services	3	0	3
HRI 265	Hotel Front Office Operations	3	0	3
____ <sup>3,4</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
HRI 134	Food and Beverage Service Management	3	0	3
HRI 257	Catering Management	3	0	3
HRI 275	Hospitality Law	3	0	3
HRI 298	Seminar and Project in Hospitality Management	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>12</b>
HRI 270	Strategic Lodging Management	3	0	3
	<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>3</b>

**Total Minimum Credits for AAS Degree in Hospitality Management, Lodging Operations Specialization..... 68**

**CURRICULUM – Hospitality Entrepreneurship Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 159	Introduction to Hospitality Industry Computer Systems	3	2	4
HRI 290	Coordinated Internship	0	15	3
____ <sup>3,4</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>6</b>	<b>17</b>	<b>10</b>
ACC 115	Applied Accounting	3	0	3
HRI 241	Supervision in the Hospitality Industry	3	0	3
HRI 150	Introduction to Hospitality Ownership	3	0	3
HRI 235	Marketing of Hospitality Services	3	0	3
____ <sup>3,4</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 134	Food and Beverage Service Management	3	0	3
HRI 257	Catering Management	3	0	3
HRI 275	Hospitality Law	3	0	3
HRI 298	Seminar and Project in Hospitality Management	3	0	3
____ <sup>3,4</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Hospitality Management, Hospitality Entrepreneurship Specialization..... 68**

**CURRICULUM – Food Service Management Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 115	Applied Accounting	3	0	3
HRI 159	Introduction to Hospitality Industry Computer Systems	3	2	4
HRI 290	Coordinated Internship	0	15	3
	<b>TOTAL</b>	<b>6</b>	<b>17</b>	<b>10</b>
HRI 119	Applied Nutrition for Food Service	3	0	3
HRI 158	Sanitation and Safety	3	0	3
HRI 224	Recipe and Menu Management	3	0	3
HRI 251	Food and Beverage Cost Control I	3	0	3
HRI 275	Hospitality Law	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
HRI 134	Food and Beverage Service Management	3	0	3
HRI 241	Supervision in the Hospitality Industry	3	0	3
HRI 235	Marketing of Hospitality Services	3	0	3
HRI 257	Catering Management	3	0	3
HRI 298	Seminar and Project in Hospitality Management	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Total Minimum Credits for AAS degree in Hospitality Management, Food Service Management Specialization ..... 68**

- SDV must be taken in the student's first semester.
- A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- A list of courses that will satisfy this requirement is available at [reynolds.edu/hospitality/electives.htm](http://reynolds.edu/hospitality/electives.htm) or from the school office.
- Students enrolled in HRI classes involving food laboratory usage will be allowed in laboratories only when wearing approved uniforms. Students enrolled in HRI 106, 145, 206, 207, 218, 219, 220, and 299 will be allowed in laboratories only when possessing approved tool kits. Specifications may be obtained at [reynolds.edu/hospitality/uniforms.htm](http://reynolds.edu/hospitality/uniforms.htm) or from program faculty.

## HUMAN SERVICES

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The two-year associate degree in Human Services is designed to prepare students with the requisite professional knowledge, skills, and values to obtain entry-level positions in a diverse, pluralistic, and ever-changing, public, private, and non-profit human services delivery system.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include, but are not limited to, the following types of employers: social service agencies; childcare agencies; hospitals; mental retardation and rehabilitation agencies; mental health settings; juvenile and adult corrections; private, non-profit, and for-profit agencies; and, geriatric settings.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, an interview with the program head is recommended. While a face-to-face interview is preferable, an interview can also be conducted via telephone or electronic conference. The curriculum provides students with the requisite knowledge, skills, professional values, and attitudes necessary to practice in a diverse client and service delivery system. The program is also designed to enhance the professional knowledge, skills, and marketability of persons already employed in human services. Students should consult their faculty advisor or a counselor to discuss educational goals and objectives, employment opportunities, course electives, internship requirements, and potential sites for internships.

All students in the program should take the core curriculum courses in sequence as listed in the catalog. Students who receive a final grade lower than "C" in any of the core courses should repeat the course before taking further courses in the core curriculum. Students who are having academic difficulty should discuss their academic progress with a counselor or faculty advisor.

A coordinated internship in a human service agency is required in the fourth semester of the curriculum. Students should discuss the internship course with the program head, as well as select, interview, confirm a placement supervisor and site, and complete all required internship documents, the semester prior to registering for HMS 290: Coordinated Internship. Students can select from a directory of internship sites maintained by the program head or select and interview in a human services agency of their choice that formally agrees to provide the required learning experiences and supervision for 130-clock hours. Students are expected to provide their own transportation to the agency.

The purpose of the Associate of Applied Science (AAS) degree curriculum is to prepare students for employment upon graduation. Four-year college and university transfer opportunities for Associate of Applied Science degrees, if existing, are usually very specific in nature. Students may, however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students should consult their program advisor at the earliest possible date for further guidance and are advised to get assurances in writing in advance from the institution to which they wish to transfer.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam,

administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SOC 200	Principles of Sociology	3	0	3
HMS 100	Introduction to Human Services	3	0	3
SDV 100	College Success Skills	1	0	1
MEN 101	Mental Health Skill Training I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HMS 121	Basic Counseling Skills I	3	0	3
HMS 141	Group Dynamics I	3	0	3
HMS 236	Gerontology	3	0	3
MEN 102	Mental Health Skill Training II	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
HLT 121 <sup>1</sup>	Introduction to Drug Use and Abuse	3	0	3
HMS 226	Helping Across Cultures	3	0	3
HMS 122	Basic Counseling Skills II	3	0	3
MTH 120 <sup>2</sup>	Introduction to Mathematics	3	0	3
HMS 227	The Helper as Change Agent	3	0	3
HMS 142	Group Dynamics II	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
CST 110	Introduction to Speech Communication	3	0	3
PSY 230	Developmental Psychology	3	0	3
HMS 225	Functional Family Intervention	3	0	3
HMS 266	Counseling Psychology	3	0	3
____ <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
HMS 290	Coordinated Internship in Human Services	0	15	3
	<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>18</b>

### Total Minimum Credits for AAS Degree in Human Services ..... 67

<sup>1</sup> An approved personal wellness elective may be substituted for this course. A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics/science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Students may substitute either a transfer math course or BIO 101 for MTH 120. Students wishing to substitute a transfer math course should consult their advisor and transfer institution for further guidance.

<sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics/science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

## INFORMATION SYSTEMS TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

**SPECIALIZATIONS:** Computer Programmer  
Microcomputer Technical Support (Networking)  
Microcomputer Applications  
(Administrative/Office Applications)  
Internet Applications Development (Web Design)

**PURPOSE:** The Information Systems Technology major is designed for persons who are seeking employment in business information technology, for those who desire to update their computer skills and knowledge for their current job, and for those non-information technology majors who wish to enhance their computer skills and knowledge relating to their fields of study.

**TRANSFER INFORMATION:** Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. The Information Systems Technology AAS degree program has formal transfer articulation agreements with the Bachelor of Science degree in Professional Studies major in Information Technology Management at the University of Richmond, School of Professional and Continuing Studies, and the Bachelor of Science degree in Occupational and Technical Studies through Old Dominion University Teletechnet. Transfer articulation agreements are subject to change or expiration. In addition, students may substitute some courses in the AAS degree curriculum with courses that typically transfer to senior institutions. Students interested in transferring in general or transferring under a formal articulation agreement should consult their faculty advisor upon program entry for further guidance.

**OCCUPATIONAL OBJECTIVES:** The Computer Programmer specialization provides knowledge and skills in computer programming and application software development that includes occupations such as computer programmer, applications programmer, programmer/analyst, internet programmer, and related computer programming occupations. The Microcomputer Technical Support (Networking) specialization provides technical knowledge and skills in computer hardware and operating systems and network operating systems such as Microsoft and Linux that include occupations such as hardware and software support technician, network specialist, help desk specialist, and related networking occupations. The Internet Applications Development (Web Design) specialization provides knowledge and skills for web page design that includes occupations such as web page designer and webmaster and related web design occupations. The Microcomputer Applications (Administrative/Office Applications) specialization provides knowledge and skills in support of office, business, or administrative procedures that include occupations such as administrative and office support specialist, information center specialist, and related office applications occupations.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must attain the grade of "C" or higher in IT courses taken for this degree. Students must get approval from the program head or advisor in choosing program electives or substitutions. It is strongly recommended that students complete SDV 100, College Success Skills, by the end of the first semester of study at the college.

### NOTE FOR STUDENTS in the Microcomputer Applications

**(Administrative/Office Applications) specialization:** Students should consult their academic advisor prior to beginning the degree. Students interested in a career related to administrative support may want to first complete the Administrative Support Technology Certificate and then enroll in the Information Systems Technology (IST) degree program. With the help of an academic advisor, most of the courses in the certificate will apply to the IST degree program.

### NOTE FOR STUDENTS in the Computer Programmer specialization:

Students should consult their academic advisor prior to beginning the degree. Students should take ITP 136 (C# Programming I) in the first semester in order to complete the programming sequence of courses (ITP 136, ITP 236, ITP 244, ITP 298) in the four semesters. Students could take ACC 115 or ITN 100 in the second semester in order to take the ITP 136 in the first semester.

All new students should take the English and mathematics placement tests immediately after applying to the college.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 115 <sup>1</sup>	Applied Accounting	3	0	3
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
MTH 120 <sup>2</sup>	Introduction to Mathematics	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITN 100	Introduction to Telecommunications	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>

*continued on next page*

**CURRICULUM – Computer Programmer Specialization**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 112	College Composition II	3	0	3
BUS 125 <sup>2</sup>	Applied Business Mathematics	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITP 136	C# Programming I	4	0	4
IT ____ <sup>6</sup>	Approved Information Systems Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>17-18</b>	<b>0</b>	<b>17-18</b>
AST 205	Business Communications	3	0	3
BUS 220	Introduction to Business Statistics	3	0	3
ITP 236	C# Programming I	4	0	4
ITE 221	PC Hardware and OS Architecture	4	0	4
ITP 251	Systems Analysis and Design	3	0	3
	<b>TOTAL</b>	<b>17</b>	<b>0</b>	<b>17</b>
____ <sup>4</sup>	Personal Wellness Elective	0-2	0-4	2
____ <sup>4</sup>	Humanities/Fine Arts Electives	3	0	3
ECO 120 <sup>5</sup>	Survey of Economics	3	0	3
ITP 244	ASP.Net-Server Side Programming	4	0	4
IT_ 298 <sup>7</sup>	Seminar and Project: Capstone Course	4	0	4
	<b>TOTAL</b>	<b>14-16</b>	<b>0-4</b>	<b>16</b>

**Total Minimum Credits for AAS Degree in Information Systems Technology, Computer Programmer Specialization ..... 66**

**CURRICULUM – Microcomputer Technical Support (Networking) Specialization**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
ENG 112	College Composition II	3	0	3
BUS 125 <sup>2</sup>	Applied Business Mathematics	3	0	3
ITN 171	UNIX I	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITN 101	Introduction to Network Concepts	4	0	4
	<b>TOTAL</b>	<b>17</b>	<b>0</b>	<b>17</b>
AST 205	Business Communications	3	0	3
ECO 120 <sup>5</sup>	Survey of Economics	3	0	3
BUS 220	Introduction to Business Statistics	3	0	3
ITP 251	Systems Analysis and Design	3	0	3
ITN 110	Client Operating System (Windows 7)	4	0	4
____ <sup>4</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>16-18</b>	<b>0-4</b>	<b>18</b>
____ <sup>4</sup>	Humanities/Fine Arts Elective	3	0	3
ITN 111	Server Administration (Windows 2008)	4	0	4
ITN 260	Network Security Basics	3	0	3
IT_ ____ <sup>6</sup>	Approved Information Technology Elective	3-4	0	3-4
IT_ 298 <sup>7</sup>	Seminar and Project: Capstone Course	4	0	4
	<b>TOTAL</b>	<b>17-18</b>	<b>0</b>	<b>17-18</b>

**Total Minimum Credits for AAS Degree in Information Systems Technology, Microcomputer Technical Support (Networking) Specialization ..... 68**



**CURRICULUM – Microcomputer Applications  
(Administrative/Office Applications) Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 112	College Composition II	3	0	3
BUS 125 <sup>2</sup>	Applied Business Mathematics	3	0	3
AST 141	Word Processing I	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITE 140	Spreadsheet Software	3	0	3
____ <sup>4</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>16-18</b>	<b>0-4</b>	<b>18</b>
AST 205	Business Communications	3	0	3
BUS 220	Introduction to Business Statistics	3	0	3
ECO 120 <sup>5</sup>	Survey of Economics	3	0	3
ITD 110	Web Page Design I	3	0	3
ITP 251	Systems Analysis and Design	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
____ <sup>4</sup>	Humanities/Fine Arts Elective	3	0	3
ITE 150	Desktop Database Software	3	0	3
ITE 215	Advanced Computer Applications and Integration	3	0	3
IT_____ <sup>6</sup> OR AST ____	Approved Information Technology OR Administrative Support Technology Elective	3-4	0	3-4
____ 298 <sup>7</sup>	Seminar and Project: Capstone Course (IT or AST)	4	0	4
	<b>TOTAL</b>	<b>16-17</b>	<b>0</b>	<b>16-17</b>

**Total Minimum Credits for AAS Degree in Information Systems Technology, Microcomputer Applications (Administrative/Office Applications) Specialization ..... 65**

**CURRICULUM – Internet Applications Development  
(Web Design) Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 112	College Composition II	3	0	3
BUS 125 <sup>2</sup>	Applied Business Mathematics	3	0	3
ITD 110	Web Page Design I	3	0	3
ITD 130	Database Fundamentals	4	0	4
ECO 120 <sup>5</sup>	Survey of Economics	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
AST 205	Business Communications	3	0	3
BUS 220	Applied Business Statistics	3	0	3
ITD 212	Interactive Web Design	4	0	4
ITE 221	PC Hardware and OS Architecture	4	0	4
ITD 210	Web Page Design II	4	0	4
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
____ <sup>4</sup>	Humanities/Fine Arts Elective	3	0	3
ITP 251	Systems Analysis and Design	3	0	3
IT_____ <sup>6</sup>	Approved Information Technology Elective	3-4	0	3-4
IT_ 298 <sup>7</sup>	Seminar and Project: Capstone Course	4	0	4
____ <sup>4</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>13-16</b>	<b>0-4</b>	<b>15-16</b>

**Total Minimum Credits for AAS Degree in Information Systems Technology, Internet Applications Development (Web Design) Specialization ..... 65**

- ACC 211 (transfer accounting) may be substituted for ACC 115.
- Students considering transfer to a four-year college should take a transfer mathematics sequence (consult advisor).
- Students in the Computer Programmer specialization should take ITP 136 (C# Programming I) in the first semester in order to complete the sequence of ITP 136, ITP 236, ITP 244, ITP 298 in the four semesters. See program note above for programming specialization.
- A list of approved general education electives (humanities/fine arts and wellness) is provided in the General Education section of the catalog.
- ECO 201 (transfer economics) may be substituted for ECO 120.
- One IT elective can come from any of the program areas (ITP, ITN, ITD, and ITE). Programming majors could take ITP 120 (Java) or ITP 112 (Visual Basic.Net) as their IT elective. Networking majors should take ITN 254 (Virtual Infrastructure) as their IT elective.
- This course could be substituted with an upper level IT elective with approval from the academic advisor or IT program head.

## MANAGEMENT

### ASSOCIATE OF APPLIED SCIENCE

**SPECIALIZATIONS:** Retail Management  
Small Business Management

**PURPOSE:** The Management degree program is designed to serve the needs of individuals presently employed in businesses and those who are interested in ownership or management of businesses. Additionally, the program is designed for those who may be seeking a promotion and have the potential for supervisory and management positions. Students will gain a solid foundation in key business areas and management. Students will develop critical thinking skills and practices to address business issues and skills in strategic management and retail.

#### OCCUPATIONAL OBJECTIVES:

**Retail Management** – Retailing is a dynamic industry. Every successful retail store has a manager or team of managers. This specialization focuses on preparing students for a career in either store management or sales. Retail managers must make important decisions on a daily basis, such as buying, pricing, advertising, staffing, and logistics. Students learn to direct staff and operations on a sales floor. Students also learn how to make sales, manage customer service, and maintain records. Students may obtain entry-level positions as store managers, sales managers, department managers, or assistant account representatives.

**Small Business Management** – Small businesses represent the majority of businesses in the United States and can be started at a low cost and on a part-time basis. This specialization will prepare students for self-employment and careers in small business. It directly focuses on the practical aspects of small business and business ownership. At the completion of the Small Business Management Specialization, students will have newly developed knowledge and skills to operate a successful business, such as a franchise, restaurant, day care center, sporting goods store, computer service business, bridal store, clothing store, printing service, or any micro-business.

**ADMISSION REQUIREMENTS:** General college curricular admission

**COORDINATED INTERNSHIPS:** All students in the Management degree program are required to complete a coordinated internship that provides on-the-job training. The internship provides students with practical exposure to many facets of management and retailing.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM – Retail Management Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
BUS 100	Introduction to Business	3	0	3
MKT 201	Introduction to Marketing	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>13-15</b>	<b>0-4</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
BUS 111	Principles of Supervision	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
BUS 205	Human Resource Management	3	0	3
MKT 215	Sales and Marketing Management	3	0	3
MKT 227	Merchandise Buying and Control	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
ECO 120	Survey of Economics	3	0	3
MKT 220	Principles of Advertising	3	0	3
AST 205	Business Communication	3	0	3
MKT 216	Retail Organization and Management	3	0	3
____ <sup>2</sup>	Marketing or Business Elective	3	0	3
MKT 290 <sup>3</sup>	Coordinated Internship	0	15	3
	<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>18</b>
ACC 115	Applied Accounting	3	0	3
MKT 260	Customer Service Management	3	0	3
MKT 271	Consumer Behavior	3	0	3
MKT 298	Seminar and Project	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Management, Retail Management Specialization ..... 66**

**CURRICULUM – Small Business Management Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
BUS 100	Introduction to Business	3	0	3
MKT 201	Introduction to Marketing	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>13-15</b>	<b>0-4</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
BUS 111	Principles of Supervision	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
BUS 205	Human Resource Management	3	0	3
MKT 215	Sales and Marketing Management	3	0	3
FIN 215	Financial Management	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
ECO 120	Survey of Economics	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
AST 205	Business Communication	3	0	3
BUS 165	Small Business Management	3	0	3
BUS 240	Introduction to Business Law	3	0	3
____ <sup>2</sup>	Business <i>OR</i> Marketing Elective	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>
ACC 115	Applied Accounting	3	0	3
MKT 260	Customer Service Management	3	0	3
BUS 260	Planning for Small Business	3	0	3
BUS 290 <sup>3</sup>	Coordinated Internship	0	15	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Management, Small Business Management Specialization ..... 66**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> A list of approved business and marketing electives is available in the School of Business office.
- <sup>3</sup> MKT 290 is an equivalent course for BUS 290 for Retail Management Majors.

**MANAGEMENT DEVELOPMENT**

**CERTIFICATE**

**PURPOSE:** The Certificate in Management Development is designed to serve the needs of those who may be able to benefit from supervisory training and development. Additionally, it is designed to serve those who may be seeking a promotion and have the potential for an entry-level management position.

**OCCUPATIONAL OBJECTIVES:** This program is designed to prepare students for a promotion in their current position or for employment as an entry-level manager. Specific positions include management trainee, supervisor, team leader, department head, office manager, warehouse manager, sales manager, branch manager and executive assistant.

**ADMISSION REQUIREMENTS:** General college curricular admission

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BUS 100	Introduction to Business	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
BUS 116 <i>OR</i> BUS 117	Entrepreneurship <i>OR</i> Leadership Development	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>
BUS 265	Ethical Issues in Management	3	0	3
BUS 165 <i>OR</i> BUS 205	Small Business Management <i>OR</i> Human Resource Management	3	0	3
ECO 120 <i>OR</i> ECO 201	Survey of Economics <i>OR</i> Principles of Macroeconomics	3	0	3
AST 205	Business Communications	3	0	3
BUS 200	Principles of Management	3	0	3
____ <sup>1</sup>	Approved BUS Elective	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>

**Total Minimum Credits for Certificate in Management Development ..... 34**

- <sup>1</sup> BUS 111, BUS 205, and MKT 201 are acceptable electives. Any substitute must be approved by a faculty advisor.

## MEDICAL LABORATORY TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The Medical Laboratory Technology major is designed to prepare students for certification and employment as Medical Laboratory Technicians.

**OCCUPATIONAL OBJECTIVES:** Positions for Medical Laboratory Technicians are available in hospitals, private laboratories, physicians' offices, health departments, and industrial medical laboratories.

**ADMISSION REQUIREMENTS:** General college curricular admission

**ADDITIONAL ADMISSION REQUIREMENTS:** Students interested in the Medical Laboratory Technology program must submit an application to the program director for consideration prior to the deadline for acceptance in the corresponding semester. Students should first enroll in the Pre-Nursing and Allied Health Career Studies Certificate (CSC) to complete the prerequisite courses. Admission to the MDL program is competitive, and only a limited number of students will be accepted. Fully-qualified students will be ranked according to GPA, prior degrees achieved, and a completed application packet. (See the program application packet for full explanation of ranking of applicants.) A minimum GPA of 2.5 is required for consideration. Completion of the Pre-Nursing and Allied Health, Medical Laboratory Technology CSC does not guarantee admission into the AAS degree program.

**PROGRAM NOTES:** Students admitted into this program will be approved for entry into major/clinical courses (MDL 101 and higher) when they have satisfied the following requirements:

1. Completion of one unit of high school or college level biology with a grade of "C" or better or its equivalent (JSRCC BIO 1 or 101).
2. Completion of one unit of high school chemistry with a grade of "C" or better or its equivalent (JSRCC CHM 1).
3. Completion of one unit of high school mathematics with a grade of "C" or better or the equivalent (JSRCC MTE 3).
4. Official transcripts from all previously attended high schools and colleges submitted to Central Admissions and Records.
5. Completion of all relevant JSRCC developmental coursework prescribed as a result of JSRCC placement tests.
6. Completion of health forms obtained from program head for physical and eye examinations, including any required immunizations upon entry into the first MDL course. Students must be free of any physical or mental condition that might adversely affect their performance as laboratory technicians.
7. Students must have a criminal background check performed, and possibly a drug screen, depending on clinical site requirements, prior to placement for clinical rotations.
8. All applicants to the Medical Laboratory Technology AAS degree program must declare their curriculum plan as the Pre-Nursing and Allied Health Career Studies Certificate. (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.) In order to be officially accepted into the Medical Laboratory Technology program, applicants will need to fulfill certain prerequisites included in the career studies certificate, complete a Medical Laboratory Technology Application packet,

and submit to the program director for consideration for entry. A minimum GPA of 2.5 is required for consideration. See Additional Admission Requirements above for full explanation.

9. The program is open to qualified students who provide evidence of interest, aptitude, and motivation in the areas of both medical laboratory science and direct patient contact.

**ESSENTIAL SKILLS REQUIREMENTS:** Students entering the Medical Laboratory Technology program must possess the following skills:

- Sufficient eyesight, including color vision, to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs and test results.
- Sufficient hearing to communicate with patients and members of the health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment, lift, stoop, or bend in the delivery of safe laboratory testing.
- Satisfactory physical strength and endurance to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.
- Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks. The following skills are required: time management of multiple priorities, multiple stimuli, and fast paced environments; analysis and synthesis; and comprehension of detailed instructions to effectively operate in a laboratory setting.

The program provides opportunities for advanced placement based on evaluation of transcripts, clinical work experience, and training in other accredited medical laboratory education programs. Individuals interested in advanced placement should confer with the program head. Students may be required to retake all MDL courses if a delay in the completion of the program is encountered. All students must pass a clinical practicum prior to placement in clinical rotations. Attendance during one summer session may be required.

Any student who receives a final grade lower than "C" in any core course (MDL prefix) must repeat the course. Students failing to obtain "C" or better in any two MDL prefix courses will not be able to progress the Medical Laboratory Technology program. Courses with the MDL prefix must be completed successfully prior to entering the final Coordinated Internship courses.

Malpractice insurance coverage will be furnished by the college. It is recommended that the student have appropriate health insurance. The student is responsible for covering the cost of medical care required while in the clinical setting. Students are responsible for securing any required uniforms and lab coats as required by the clinical site.

Upon satisfactory completion of the five-semester program, the graduate will be eligible to take Medical Laboratory Technology registry examinations (e.g., ASCP, AMT or equivalent) for national certification.

The Medical Laboratory Technology (MDL) classes may be taken for retraining by certified technologists who have been out of the field for a period of time. Permission of the program head is required prior to registration.

Courses in the program are offered on campus as well as via distance learning with in-person or proctor required. Students in the distance program must attend mandatory laboratory classes offered at the distance learning sites. Tests may be taken at an approved Testing Center as determined by the faculty member and the program head.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Medical Laboratory program requires the items listed below:

- Books and Supplies (varies):.....\$2,000.00
- Uniforms and Shoes:.....\$200.00
- Physical, Lab Test, Immunizations: ...\$300.00
- Laboratory Coat: .....\$25.00
- Background Check (varies): .....\$45.00
- Drug Screen (varies): .....\$25.00
- Travel to Clinical Affiliates .....Variable

**NOTE:** An additional fee for the national registry examination is not a requirement for graduation and is not included above. The fee is approximately \$185.00.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**PROGRAM ACCREDITATION AND ADMINISTRATION:** The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences, 5600 N River Rd, Suite 720, Rosemont, IL 60018, (773) 714-8880 and NAACLSinfo@naaccls.org. The program's faculty medical director is Dr. Brad T. Siegmund, M.D., a board certified Pathologist, also serving as medical director, Southside Regional Medical Center, Petersburg, Virginia. The interim program director is D. Gayle Melberg, MS, MT (ASCP), an experienced medical laboratory scientist and Certified Medical Technologist.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*SDV 100	College Success Skills	1	0	1
*MTH 120 <sup>1</sup> OR *MTH 163 <sup>1</sup>	Introduction to Mathematics OR Precalculus	3	0	3
*CHM 101 <sup>2</sup> OR *CHM 111 <sup>2</sup>	General Chemistry OR College Chemistry I	3	3	4
*BIO 101	General Biology I	3	3	4
*ENG 111	College Composition I	3	0	3
MDL 101	Introduction to Medical Laboratory Techniques	2	3	3
	<b>TOTAL</b>	<b>15</b>	<b>9</b>	<b>18</b>
*ITE115	Introduction to Computer Applications and Concepts	3	0	3
*ENG 112	College Composition II	3	0	3
* _____ <sup>3</sup>	Social/Behavioral Science Elective	3	0	3
MDL 125 <sup>4</sup>	Clinical Hematology I	2	3	3
MDL 251 <sup>4</sup>	Clinical Microbiology I	2	4	3
* _____ <sup>3</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>13-15</b>	<b>7-11</b>	<b>17</b>
MDL 190 <sup>5</sup>	Coordinated Practice in Phlebotomy	0	8	2
MDL 210	Immunology and Serology	2	3	3
_____ <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
MDL 110	Urinalysis and Body Fluids	2	3	3
	<b>TOTAL</b>	<b>7</b>	<b>14</b>	<b>11</b>
MDL 216 <sup>6</sup>	Blood Banking	2	5	4
MDL 225 <sup>7</sup>	Clinical Hematology II	2	3	3
MDL 252 <sup>7</sup>	Clinical Microbiology II	2	3	3
MDL 262 <sup>8</sup>	Clinical Chemistry and Instrumentation II	3	3	4
	<b>TOTAL</b>	<b>9</b>	<b>14</b>	<b>14</b>
MDL 281 <sup>8</sup>	Clinical Correlations (online courses)	1	0	1
MDL 290 <sup>5,9</sup>	Coordinated Practice in Blood Bank/Transfusion Medicine	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Clinical Chemistry	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Hematology	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Microbiology	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Urinalysis/Serology/Coagulation	0	3	1
	<b>TOTAL</b>	<b>1</b>	<b>35</b>	<b>10</b>

**Total Minimum Credits for AAS Degree in Medical Laboratory Technology..... 70**



- \* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.
- <sup>1</sup> MTH 120 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take MTH 163.
- <sup>2</sup> CHM 101 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take CHM 111.
- <sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>4</sup> This course is offered only in the spring term.
- <sup>5</sup> For actual student contact laboratory hours per week for MDL 190 and MDL 290 courses, please refer to the course descriptions.
- <sup>6</sup> MDL 210 is a prerequisite or co-requisite for MDL 216.
- <sup>7</sup> This course is offered only in the fall term.
- <sup>8</sup> CHM 101 or CHM 111 is a prerequisite or co-requisite for MDL 262.
- <sup>9</sup> The final semester consists of clinical rotations with area hospitals or clinics.

4. Completion of one unit of high school or college algebra with a grade of “C” or better. MTE modules 1 through 6 at JSRCC are the equivalent of high school algebra.
5. Completion of JSRCC reading, writing, and mathematics placement tests and all required developmental courses (ENG 1, ENG 5, ENG 107, or equivalent courses, and MTE 1 through 3) based on the test results. The reading and writing placement tests are waived for students with credit for college English. Students must demonstrate competency in MTE 1 through MTE 3 on the math placement test or complete the identified courses on their placement test results report.
6. Receipt of a “C” grade or better in all courses taken at JSRCC and any college courses transferred from another institution to meet the Nursing curriculum requirements.
7. Completion of the Kaplan Nursing Admission Test with a reading score percentage of at least 73 and math score percentage of at least 75.
8. Completion of all courses in the Pre-Nursing and Allied Health Career Studies Certificate program. (See [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.)
9. A Pre-Nursing Career Studies Certificate (CSC) curricular GPA of at least 2.5 prior to admission to the Associate Degree in Nursing program.
10. Submission of application to the first nursing course after completion of the Pre-Nursing and Allied Health Career Studies Certificate (CSC) program. Completion of the Pre-Nursing CSC does not guarantee acceptance into the Nursing program.
11. Participation in a mandatory information session within 6 months of applying to the program. These information sessions will be scheduled periodically throughout the semester.

Qualified applicants who are not admitted for the semester of their choice may reapply for future semesters for admission to the Nursing AAS degree program. Admission to the Nursing program is competitive, and only a limited number of students will be accepted. Fully-qualified students will be ranked according to GPA, Kaplan Nursing Admission Test achievement, and their complete application. Due to the high demand for nurses, budget constraints, and faculty shortage, there are a limited number of seats, and the program routinely receives more applications than can be accepted. For this reason, it is imperative that applications be complete, that all procedures be followed, and that applicants prepare themselves academically to be competitive in the review process.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Nursing program must possess the following functional skills:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light.
- Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, hear necessary sounds during operation of equipment, and hear a patient whispering.

## NURSING

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The program in Nursing is designed to provide individuals from diverse backgrounds with a lifelong commitment to learning the nursing skills and knowledge needed to serve as a member of the interdisciplinary healthcare team. Upon satisfactory completion of the program, the student will be eligible to take the licensing examination for Registered Nurse (NCLEX-RN).

**OCCUPATIONAL OBJECTIVES:** Registered nurse positions in hospitals, extended care facilities, physicians’ offices, and other comparable health care facilities and agencies

**ADMISSION REQUIREMENTS:** General college curricular admission

**Program Notes:** The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia. Any student entering the Nursing program who has committed any illegal offenses other than minor traffic violations should discuss these matters with the coordinator of the Nursing program prior to admission for clarification. A criminal background check and drug screen are now required of all entering students. Inability of a student to be placed in a clinical site due to a negative background check will result in removal from the program.

**ADDITIONAL ADMISSION REQUIREMENTS:** Students seeking admission to the Nursing AAS degree program must have a high school diploma, a GED, or certificate of completion of home schooling. Applicants must first enroll in the Pre-Nursing and Allied Health Career Studies Certificate (CSC). (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.) Upon satisfaction of the additional admission requirements listed below, students may apply to the Nursing AAS degree program.

1. Submission of official high school and college (if applicable) transcripts to Central Admissions and Records.
2. Completion of one unit of high school biology with a grade of “C” or better; BIO 1 at JSRCC is the high school equivalent course.
3. Completion of one unit of high school chemistry with a grade of “C” or better; CHM 1 at JSRCC is the high school equivalent course.

- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient bilateral finger dexterity to manipulate equipment.
- Ability to lift, stoop, or bend in the delivery of safe nursing care.
- Satisfactory physical strength and endurance to be on one's feet for extended periods and to move immobile patients.
- Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.

**Application Deadlines for Entry into NUR 111:**

- For spring class, 4th Monday in September of each year, by 4 p.m.
- For summer class, the 4th Monday in January of each year, by 4 p.m.
- For fall class, 4th Monday in March of each year, by 4 p.m.

**ADVANCED PLACEMENT OPTIONS:** Applicants for advanced placement in the Nursing program are required to meet all admission requirements. Those eligible for advanced placement are LPNs and transfer students who have completed at least one semester of Nursing classes with a clinical component.

- Licensed Practical Nurses (LPNs) may qualify for advanced placement. An informational packet for the Nursing AAS degree program with specific information related to advanced placement for LPNs is available on the college's website, reynolds.edu.
- Transfer students from other nursing programs may be accepted on a space available basis. High school and college transcripts must be submitted with the application. Awarding credits for specific nursing courses will be determined by the Nursing Admission and Transfer Committee. Nursing transfer applicants must have a written statement indicating that they are in good standing and eligible to return to the previous institution. An informational packet for the Nursing AAS degree program with specific information related to advanced placement for Nursing transfer students is available on the college's website, reynolds.edu.

**EXPECTATIONS:** The student is required to complete a sequence of courses and learning experiences provided at the college and selected community agencies, such as acute care (hospitals) or long-term care facilities, clinics, physicians' offices, or comparable agencies and facilities. During these experiences, the Nursing faculty will observe, monitor, and evaluate the student's ability to achieve program outcomes through direct patient care.

**Clinical Contracts:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for 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 must be worn.
3. Published hospital policies must be followed.
4. Immunizations must be current.

5. The student releases the facility, its agents, and its employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility.
6. The student is financially responsible for any medical care required while in the clinical setting.
7. The student must have a current American Heart Association CPR certification at the BLS level for Health Care Provider.
8. A criminal background check and drug screen is required of all entering students and may be repeated during the program of study.

Contracts for each agency are available in the School of Nursing and Allied Health Office in the Division Office and may be reviewed by students upon request.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Nursing program requires the following:

Books and Supplies .....	\$1,500.00
Uniforms and Shoes .....	\$300.00
Special Testing .....	\$500.00
Physical (student's own physician)...	\$500.00
NCLEX-RN Application .....	\$400.00

These costs are approximate and subject to change. The student should also consider transportation and parking costs for clinical assignments.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants to the Nursing program must either pass the computer competency exam, administered in the testing centers at each campus, or successfully complete ITE 115 or CSC 155 or equivalent prior to entering NUR 111 or NUR 115. Students not passing the computer competency exam may retake the exam only once.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures and course scheduling.

As a result the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally the college may have to change the instructor for courses after instruction has started.

**CONTINUATION IN THE PROGRAM: Grading** – Students must achieve a course grade of C (80) in each nursing course to progress through the associate degree in nursing program.

**PRIORITY STATUS:** J. Sargeant Reynolds Community College (JSRCC) has entered into an implied contract with all accepted nursing program students via the JSRCC catalog. The catalog indicates that once accepted into the nursing program a student can complete the program within two years, assuming the student attends four consecutive semesters (summer is a session, not a semester). Continuation in the program is conditional upon those factors identified in the "Progression through the Program" statement above.

A Priority 1 student is a student who has never failed, withdrawn, or taken a leave of absence for any reason. A Priority 1 student may register for any available space for a course for which the student is eligible during Early Bird registration. Students who have not stopped program progress have a Priority 1 enrollment status for available seats.

A Priority 2 student is one who has withdrawn, failed, or taken a leave of absence. These students have stopped program progress and will be enrolled based on a random lottery drawing for available seats. Priority 2 students will not participate in Early Bird registration. The Nursing AAS program's Progression and Graduation Committee will place these students via a random lottery drawing into available seats.

Priority 2 students will return to Priority 1 status with the successful completion of the next nursing course.

**PROGRAM ACCREDITATION:** The program is approved by the Virginia State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). The NLN Accrediting Commission may be contacted at 3343 Peachtree Rd. NE, Suite 500, Atlanta, GA 30326; (404) 975-5000.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*ENG 111	College Composition I	3	0	3
*MTH 126 <sup>1</sup>	Mathematics for Allied Health	3	0	3
*BIO 141	Human Anatomy and Physiology I	3	3	4
*SDV 100	College Success Skills	1	0	1
*PSY 230	Developmental Psychology	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>3</b>	<b>14</b>
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
____	Elective	2	0	2
*BIO 142	Human Anatomy and Physiology II	3	3	4
*SOC 200	Principles of Sociology	3	0	3
	<b>TOTAL</b>	<b>11</b>	<b>3</b>	<b>12</b>
NUR 111 <sup>3,4,5</sup>	Nursing I	4	9	7
NUR 226 <sup>4</sup>	Health Assessment	2	3	3
	<b>TOTAL</b>	<b>6</b>	<b>12</b>	<b>10</b>

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
NUR 245	Maternal/Newborn Nursing	2	6	4
NUR 137	Principles of Pharmacology II	2	0	2
NUR 108	Nursing Principles and Concepts I	3	6	5
	<b>TOTAL</b>	<b>7</b>	<b>12</b>	<b>11</b>
NUR 247	Psychiatric/Mental Health Nursing	2	6	4
NUR 254	Dimensions of Professional Nursing	1	0	1
NUR 109	Nursing Principles and Concepts II	3	9	6
	<b>TOTAL</b>	<b>6</b>	<b>15</b>	<b>11</b>
NUR 246	Parent/Child Nursing	2	6	4
NUR 298	Seminar and Project	1	0	1
NUR 208	Acute Medical - Surgical Nursing	3	9	6
	<b>TOTAL</b>	<b>6</b>	<b>15</b>	<b>11</b>

**Total Minimum Credits for AAS Degree in Nursing ..... 69**

- \* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.
- <sup>1</sup> Students planning on pursuing a bachelor of science degree in Nursing are advised to talk to their advisor about taking MTH 240 instead of MTH 126.
- <sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>3</sup> All courses denoted with \* must be taken prior to NUR 111. Students must pass the computer competency exam or complete ITE 115 or CSC 155 prior to NUR 111. CPR certification (American Heart Association, "BLS for the Health Care Provider") is required prior to NUR 111.
- <sup>4</sup> NUR 111 and NUR 226 must be taken together. Each semester must be taken in sequence; however, courses within a semester may be taken in any order.
- <sup>5</sup> NUR 111 fulfills the general education personal wellness requirement.

**Note:** Nursing students interested in continuing on to a Bachelor of Science in Nursing (BSN) should consult with a Nursing advisor.

## LPN TO ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING, ADVANCED PLACEMENT OPTION

**PURPOSE:** The LPN to AAS degree in Nursing, advanced placement option, is designed to provide LPNs the opportunity to earn an AAS degree in Nursing. Upon satisfactory completion of the program outcomes, the graduate will be eligible to make application to take the NCLEX-RN licensure exam to become a Registered Nurse.

**ADMISSION REQUIREMENTS:** General college curricular admission

### PROGRAM NOTES:

- The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia. Any student entering the Nursing program who has committed any illegal offenses other than minor traffic violations should discuss these matters with the coordinator of the Nursing program prior to admission for clarification. A criminal background check and drug screen are now required of all entering students. Inability of a student to be placed in a clinical site due to a negative background check will result in removal from the program.
- The daytime program admits qualified students to begin the program in the fall and spring terms each year. The daytime program is structured for a student to complete the program in as quickly as four academic semesters. This track is ideal for the student who can commit to an academic schedule of 16 to 24 hours per week of lecture, nursing laboratory, and direct patient care in a healthcare facility.
- The evening/weekend program anticipates an admission cycle of every 12 to 18 months. The evening/weekend program is structured for a student to progress sequentially over a two calendar year period. This program was established to facilitate the student who has family and employment obligations that would impact progress if that student enrolled in the daytime advanced placement option. This track seeks a student commitment of approximately 10 to 14 hours per week of class and clinical experiences.

**ADDITIONAL ADMISSION REQUIREMENTS:** Applicants must present evidence of an unencumbered/unrestricted license as a practical nurse in the state of Virginia. This status must be maintained throughout the student's enrollment in the program. Students seeking admission to the LPN to AAS Nursing degree, advanced placement option, must have a high school diploma, a GED, or certificate of completion of home schooling. Applicants must have completed the courses identified in the Pre-Nursing and Allied Health Career Studies Certificate (CSC). (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.) Upon satisfaction of the additional admission requirements listed below, students may apply to the LPN to Nursing AAS degree, advanced placement option.

1. Submission of official high school and college (if applicable) transcripts to Central Admissions and Records.
2. Completion of one unit of high school biology with a grade of "C" or better; BIO 1 at JSRCC is the high school equivalent course.

3. Completion of one unit of high school chemistry with a grade of "C" or better; CHM 1 at JSRCC is the high school equivalent course.
4. Completion of one unit of high school or college algebra with a grade of "C" or better. MTE modules 1 through 6 at JSRCC are the equivalent of high school algebra.
5. Completion of JSRCC reading, writing, and mathematics placement tests and all required developmental courses (ENG 1, ENG 5, ENG 107, or equivalent courses, and MTE 1 through 3) based on the student's test results. The reading and writing placement tests are waived for students with credit for college English. Students must demonstrate competency in MTE 1 through MTE 3 on the math placement test or complete the identified courses on their placement test results report.
6. Receipt of a "C" grade or better in all courses taken at JSRCC and any college courses transferred from another institution to meet the Nursing curriculum requirements.
7. Completion of the Kaplan Nursing Admission Test with a reading score percentage of at least 73 and math score percentage of at least 75.
8. Completion of all courses in the Pre-Nursing and Allied Health Career Studies Certificate program. (See [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.)
9. A Pre-Nursing Career Studies Certificate curricular GPA of at least 2.5 prior to admission to NUR 115.
10. Participation in a mandatory information session within 6 months of applying. These information sessions will be scheduled periodically throughout the semester.

Qualified applicants who are not admitted for the semester of their choice may reapply for admission to the LPN to AAS degree in Nursing, advanced placement option. Admission to this Nursing program is competitive, and only a limited number of students will be accepted. Fully-qualified students will be ranked according to GPA, Kaplan Nursing Admission Test achievement, and their complete application.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the LPN to AAS in Nursing, advanced placement option, must possess the following functional skills:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light.
- Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, hear necessary sounds during operation of equipment, and hear a patient whispering.
- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient bilateral finger dexterity to manipulate equipment.
- Ability to lift, stoop, or bend in the delivery of safe nursing care.
- Satisfactory physical strength and endurance to be on one's feet for extended periods and to move immobile patients.



- Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.

Application Deadlines for Entry into NUR 115:

- Daytime program applicants:
  - For spring class, 4th Monday in September of each year, by 4 p.m.
  - For fall class, 4th Monday in March of each year, by 4 p.m.
- Evening/weekend program applicants:
  - For spring class, 4th Monday in September of each year, by 4 p.m.

**EXPECTATIONS:** The student is required to complete a sequence of courses and learning experiences provided at the college and selected community agencies, such as acute care (hospitals), rehabilitation or long-term care facilities, clinics, physicians’ offices, or comparable agencies and facilities. During these experiences, the Nursing faculty will observe, monitor, and evaluate the student’s ability to achieve program outcomes through direct patient care experiences.

**CLINICAL CONTRACTS:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for 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 must be worn.
3. Published hospital policies must be followed.
4. Immunizations must be current.
5. The student releases the facility, its agents, and its employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility.
6. The student is financially responsible for any medical care required while in the clinical setting.
7. The student must have a current American Heart Association CPR certification at the BLS level for Health Care Provider.
8. A criminal background check and drug screen is required of all entering students and may be repeated during the program of study.

Contracts for each agency are available in the School of Nursing and Allied Health Office in the Division Office and may be reviewed by students upon request.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Nursing program requires:

Books and Supplies .....	\$1,500.00
Uniforms and Shoes .....	\$300.00
Special Testing .....	\$500.00
Physical (student’s own physician)...	\$500.00
NCLEX-RN Application .....	\$400.00

These costs are approximate and subject to change. The student should also consider transportation and parking costs for clinical assignments.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants to the Nursing program must either pass the computer competency exam, administered in the testing centers at each campus, or successfully complete ITE 115 or CSC 155 or equivalent prior to entering NUR 111 or NUR 115. Students not passing the computer competency exam may retake the exam only once.

**PROGRAM ACCREDITATION:** The advanced placement option is approved by the Virginia State Board of Nursing.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*ENG 111	College Composition I	3	0	3
*MTH 126 <sup>1</sup>	Mathematics for Allied Health	3	0	3
*BIO 141	Human Anatomy and Physiology I	3	3	4
*SDV 100	College Success Skills	1	0	1
*PSY 230	Developmental Psychology	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>3</b>	<b>14</b>
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
____	Elective	2	0	2
*BIO 142	Human Anatomy and Physiology II	3	3	4
*SOC 200	Principles of Sociology	3	0	3
	<b>TOTAL</b>	<b>11</b>	<b>3</b>	<b>12</b>

- \* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.
- <sup>1</sup> Students planning on pursuing a bachelor of science degree in nursing are advised to talk to their advisor about taking MTH 240 instead of MTH 126.
- <sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

**Note:** Nursing students interested in continuing on to a Bachelor of Science in Nursing (BSN) should consult with a Nursing advisor.



## DAYTIME COURSE SEQUENCE

Students must have completed the Pre-Nursing Career Studies Certificate curriculum and have been accepted into the AAS degree in Nursing.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
NUR 115 <sup>3,4,5</sup>	LPN Transition	3	0	3
NUR 226 <sup>4,5</sup>	Health Assessment	2	3	3
	<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>6</b>
NUR 245	Maternal/Newborn Nursing	2	6	4
NUR 137	Principles of Pharmacology II	2	0	2
NUR 108	Nursing Principles and Concepts I	3	6	5
	<b>TOTAL</b>	<b>7</b>	<b>12</b>	<b>11</b>
NUR 247	Psychiatric/Mental Health Nursing	2	6	4
NUR 254	Dimensions of Professional Nursing	1	0	1
NUR 109	Nursing Principles and Concepts II	3	9	6
	<b>TOTAL</b>	<b>6</b>	<b>15</b>	<b>11</b>
NUR 246	Parent/Child Nursing	2	6	4
NUR 298	Seminar and Project	1	0	1
NUR 208	Acute Medical - Surgical Nursing	3	9	6
	<b>TOTAL</b>	<b>6</b>	<b>15</b>	<b>11</b>

**Total Credits Completed Prior to Credit by Able for NUR 111 .....\*65**

**Total Minimum Credits for AAS Degree in Nursing .....\*69**

- \* Students receive 7 credits by able for NUR 111, which results in a net gain of 4 credits.
- <sup>3</sup> All courses denoted with \* must be taken prior to NUR 115. CPR certification (American Heart Association, "BLS for the Health Care Provider") is required prior to NUR 115.
- <sup>4</sup> NUR 115 and NUR 226 must be taken together. Each semester must be taken in sequence.
- <sup>5</sup> Successful completion of NUR 115 and NUR 226 will result in the student receiving credit by able for NUR 111 (7 credits). NUR 111 fulfills the general education personal wellness requirement.

## EVENING/WEEKEND COURSE SEQUENCE

Students must have completed the Pre-Nursing Career Studies Certificate curriculum and have been accepted into the AAS degree in Nursing program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Term One</b>				
NUR 115 <sup>3,4,5</sup>	LPN Transition	3	0	3
NUR 226 <sup>4,5</sup>	Health Assessment	2	3	3
	<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>6</b>
<b>Term Two</b>				
NUR 137	Principles of Pharmacology II	2	0	2
NUR 245	Maternal/Newborn Nursing	2	6	4
	<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>6</b>
<b>Term Three</b>				
NUR 108	Nursing Principles and Concepts I	3	6	5
	<b>TOTAL</b>	<b>3</b>	<b>6</b>	<b>5</b>
<b>Term Four</b>				
NUR 109	Nursing Principles and Concepts II	3	9	6
	<b>TOTAL</b>	<b>3</b>	<b>9</b>	<b>6</b>
<b>Term Five</b>				
NUR 247	Psychiatric/Mental Health Nursing	2	6	4
NUR 254	Dimensions of Professional Nursing	1	0	1
	<b>TOTAL</b>	<b>3</b>	<b>6</b>	<b>5</b>
<b>Term Six</b>				
NUR 246	Parent/Child Nursing	2	6	4
NUR 298	Seminar and Project (in Nursing)	1	0	1
	<b>TOTAL</b>	<b>3</b>	<b>6</b>	<b>5</b>
<b>Term Seven</b>				
NUR 208	Acute Medical-Surgical Nursing	3	9	6
	<b>TOTAL</b>	<b>3</b>	<b>9</b>	<b>6</b>

**Total Credits Completed Prior to Credit by Able in NUR 111 .....\*65**

**Total Minimum Credits for AAS Degree in Nursing .....\*69**

- \* Students receive 7 credits by able for NUR 111, which results in a net gain of 4 credits.
- <sup>3</sup> All courses denoted with \* must be taken prior to NUR 115. CPR certification (American Heart Association, "BLS for the Health Care Provider") is required prior to NUR 115.
- <sup>4</sup> NUR 115 and NUR 226 must be taken together. Each semester must be taken in sequence.
- <sup>5</sup> Successful completion of NUR 115 and NUR 226 will result in the student receiving credit by able for NUR 111 (7 credits). NUR 111 fulfills the general education personal wellness requirement.

**Note:** Each term in the above sequence is extended over a period of 10 to 16 weeks. The commitment is to offer the program two evenings a week and one weekend day. Courses identified in each term must be completed successfully before a student can progress to the next term.

## OPTICIANRY

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The Opticianry degree program is a two-year curriculum that is designed to prepare individuals in the art and science of all phases of the making and fitting of eyeglasses and contact lenses: surfacing, finishing, eyeglass dispensing, contact lens fitting, and dispensing.

**OCCUPATIONAL OBJECTIVES:** Graduation from the program may lead to one of the following occupational goals: Optician, Private Practitioner, Ophthalmic Dispenser, Optical Laboratory Manager, Contact Lens Technician, Branch Manager, Optical Laboratory Technician, Ophthalmic Sales Representative, and Ophthalmic Research Technician.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students admitted into this program will be approved for entry into major/clinical courses (Optical Theory I or higher) when they have satisfied the following requirements:

1. Completion of one unit of high school algebra with a grade of "C" or better or its equivalent (JSRCC MTE 3).
2. Completion of all JSRCC developmental coursework prescribed as a result of JSRCC placement tests.
3. All applicants to the Opticianry AAS degree program must initially declare their curriculum plan as the Pre-Nursing and Allied Health Career Studies Certificate prior to acceptance into the program. (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.) In order to be officially accepted into the Opticianry program, applicants must meet with the program head to review their records and to discuss the requirements of a career in Opticianry.

It is also recommended, but not required, that students have completed one unit each of high school biology and physics.

Students acquire direct patient-related practical skills by taking clinical course work in eyeglass and contact lens at clinical sites assisting customers.

Courses in the program are offered on campus as well as via distance learning with in-person or proctor required. Students in the distance program must attend mandatory clinical classes offered at an approved distance learning site. Exams must be taken at an approved Testing Center as determined by the program head.

Students who receive a final grade lower than "71" in any of the Opticianry courses must obtain permission from the program head to continue the major in Opticianry. Graduation from this program prepares one for the licensing examination and contact lens fitting endorsement given by the Virginia State Board of Opticians. This accredited program is also approved by other states.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the following expenses may be required for the Opticianry program:

Eye examination (by the 4th semester) .....	\$35-85
Personal pair of safety glasses (Non-Rx safety eyewear are available for on-campus labs.) .....	\$15-50
White laboratory coat (by the 4th semester) .....	\$20-45
Name badge (by the 4th semester) .....	\$8-10
USB headset (for all distance courses) .....	\$25-75
Mailing costs (for distance clinical courses only) \$ varies by location*	
Testing center fees (for distance clinical courses only).....	\$ varies by location*

**Note:** The above costs are approximate, clinical site dependent, and subject to change.

\* Distance learning students are required to take proctored exams and complete projects to be sent back to the college throughout the curriculum. Each student must have an approved proctor and, if there is a fee, the student is required to pay for the services they decide to use.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Those students not passing the computer competency exam may retake the exam only once.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**ACCREDITATION:** The Opticianry program is accredited by the Commission on Opticianry Accreditation, PO Box 592, Canton, NY 13617; [director@coaccreditation.com](mailto:director@coaccreditation.com); (703) 468-0566 voice.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*SDV 100	College Success Skills	1	0	1
*MTH 126	Mathematics for Allied Health	3	0	3
OPT 121	Optical Theory I	3	0	3
OPT 150	Optical Laboratory Theory I	3	0	3
OPT 152	Optical Laboratory Clinical I	0	6	3
* ____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
<b>TOTAL</b>		<b>10-12</b>	<b>6-10</b>	<b>15</b>
*ENG 111	College Composition I	3	0	3
*ITE 115	Introduction to Computer Applications and Concepts	3	0	3
OPT 122	Optical Theory II	3	0	3
OPT 151	Optical Laboratory Theory II	3	0	3
OPT 153	Optical Laboratory Clinical II	0	6	3
<b>TOTAL</b>		<b>12</b>	<b>6</b>	<b>15</b>
OPT 154	Optical Business Management	3	0	3
OPT 160	Optical Dispensing Theory I	3	0	3
OPT 165	Optical Dispensing Clinical I	0	4	2
OPT 273	Contact Lens Theory I	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>4</b>	<b>11</b>
*ENG 112	College Composition II	3	0	3
OPT 105	Anatomy, Physiology, and Pathology of the Eye	3	0	3
OPT 260	Optical Dispensing Theory II	3	0	3
OPT 271	Optical Dispensing Clinical II	0	12	3
OPT 274	Contact Lens Theory II	3	0	3
<b>TOTAL</b>		<b>12</b>	<b>12</b>	<b>15</b>
OPT 253	Current Optical Trends	2	0	2
OPT 280	Contact Lens Clinical	0	6	3
OPT 272	Optical Dispensing Clinical III	0	12	3
* ____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
* ____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>8</b>	<b>18</b>	<b>14</b>

**Total Minimum Credits for AAS Degree in Opticianry ..... 70**

\*This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

**PARALEGAL STUDIES**

**ASSOCIATE OF APPLIED SCIENCE**

**SPECIALIZATIONS:** General Practice  
Litigation

**PURPOSE:** There is a need in the greater Richmond area and throughout Virginia for paralegals. There is a concomitant need to train those who are presently employed in legal secretarial positions who wish to become paralegals. The Paralegal Studies Associate of Applied Science degree program is designed to meet these educational needs by preparing individuals to perform as legal assistants or paralegals under the supervision of an attorney. The program is approved by the American Bar Association.

**OCCUPATIONAL OBJECTIVES:** Paralegal or Legal Assistant for private law firms, administrative agencies, other governmental agencies, mortgage companies, title insurance companies, and corporations

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** It is strongly recommended that students meet with the program head before registering for classes, or as early as possible in their first semester of enrollment. Students whose placement test results require ENG 1 or ENG 4 or equivalent must successfully complete this course prior to admission to any Paralegal Studies course. ENG 107, if recommended, is a co-requisite to LGL 110, or permission of the instructor. Any student who receives a final grade lower than "C" in any of the courses in the Paralegal Studies curriculum must obtain permission from the program head to continue as a student in the Paralegal Studies program. Students will be required by the program head to repeat LGL-prefix courses and ENG 111-112 courses where grades below "C" are received. Legal assistants, paralegals, and other non-lawyers are prohibited from practicing law without a license. Paralegals and legal assistants may not provide legal services directly to the public, except as permitted by law.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115, Introduction to Computer Applications and Concepts. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**TRANSFER OF LEGAL SPECIALTY COURSES:** The Paralegal Studies program accepts the transfer of legal specialty course credits completed at other institutions as long as such institution is accredited by the appropriate regional accrediting body, such as the Southern Association of Colleges and Schools, the program is approved by the American Bar Association, and the program head determines that the course objectives and practical skills are comparable to the course offered by the Paralegal Studies program at J. Sargeant Reynolds Community College. For any specialty credits awarded at an institution that is accredited by the appropriate regional accrediting body, but not approved by the American Bar Association, such credits must also be from an institution within the Virginia Community College System or be awarded from an institution that has an articulation agreement with J. Sargeant Reynolds Community College. In all cases, the grade for such course must be a "C" or better, and no such credit will be given to any courses awarded at an institution outside of the United States.

No credit will be awarded from an institution not accredited by the appropriate regional accrediting agency. No credit by examination or portfolio is allowed for legal specialty course work, and no more than fifty percent (50%) of legal specialty credits required by the Paralegal Studies program shall be accepted for transfer credit.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
LGL 110	Introduction to Law and the Legal Assistant	3	0	3
LGL 117	Family Law	3	0	3
LGL 125	Legal Research	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
	<b>TOTAL</b>	<b>16-18</b>	<b>0-4</b>	<b>18</b>
ENG 112	College Composition II	3	0	3
LGL 126	Legal Writing	3	0	3
LGL 218	Criminal Law	3	0	3
LGL 235	Legal Aspects of Business Organizations	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
ITE 115 <sup>2</sup>	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>

**CURRICULUM – General Practice Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
LGL 295 <sup>3</sup>	Information Systems for the Paralegal	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
LGL 210	Virginia and Federal Procedure	3	0	3
LGL 228	Real Estate Settlement Practicum	3	0	3
CST 105	Oral Communication	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
LGL 225	Estate Planning and Probate	3	0	3
LGL 226	Real Estate Abstracting	3	0	3
LGL 238	Bankruptcy	3	0	3
LGL 290 <sup>4</sup>	Coordinated Internship	0	12	3
LGL 200	Ethics for the Legal Assistant	1	0	1
____ <sup>5</sup>	Elective	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>12</b>	<b>16</b>

**Total Minimum Credits for AAS Degree in Paralegal Studies, General Practice Specialization ..... 67**

**CURRICULUM – Litigation Specialization**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
LGL 295 <sup>3</sup>	Information Systems for the Paralegal	3	0	3
LGL 210	Virginia and Federal Procedure	3	0	3
LGL 215	Torts	3	0	3
LGL 216	Trial Preparation and Discovery Practice	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
LGL 245 <sup>6</sup>	Post-trial and Appellate Practice	3	0	3
LGL 220	Administrative Practice and Procedure	3	0	3
LGL 290 <sup>4</sup>	Coordinated Internship	0	12	3
LGL 200	Ethics for the Legal Assistant	1	0	1
CST 105	Oral Communication	3	0	3
____ <sup>5</sup>	Elective	3	0	3
	<b>TOTAL</b>	<b>13</b>	<b>12</b>	<b>16</b>

**Total Minimum Credits for AAS Degree in Paralegal Studies, Litigation Specialization ..... 67**

- <sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.
- <sup>2</sup> Keyboarding skills are a prerequisite for ITE 115.
- <sup>3</sup> LGL 125 and ITE 115 are prerequisites for this course.
- <sup>4</sup> Must be taken at the end of the program; approval of the program head is required.
- <sup>5</sup> Prior to selecting an elective, students planning to seek a bachelor's degree should acquaint themselves with the requirements for the major at the college or university to which transfer is intended.
- <sup>6</sup> LGL 210 and LGL 216 are prerequisites to LGL 245.



## PRACTICAL NURSING

### CERTIFICATE

**PURPOSE:** The Practical Nursing Certificate program is designed to prepare a nurse who participates as an integral member of the nursing or health care team involved in health promotion and maintenance activities for the client. The practical nurse provides direct care for individual clients experiencing common, well-defined health problems with predictable outcomes, in structured health care settings with supervision. Upon satisfactory completion of the program, the student will be eligible to take the national examination for licensure as a Practical Nurse (LPN).

**OCCUPATIONAL OBJECTIVES:** LPN positions in long-term care, hospitals, physicians' offices, and other comparable structured health care facilities and agencies

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must have a high school diploma, GED, or certificate of completion of home schooling to be admitted to the Practical Nursing Certificate program. There are two stages of acceptance into the program. First, all applicants to the program must declare their curriculum plan as the Pre-Practical Nursing and Dental Assisting Career Studies Certificate. (Please see [reynolds.edu/curriculum/programs/Pre-PracticalNursing\\_DentalAssistingCSC.htm](http://reynolds.edu/curriculum/programs/Pre-PracticalNursing_DentalAssistingCSC.htm) for information on this career studies certificate.)

The following steps must be completed as part of the first stage of the acceptance process:

1. Submit official high school transcript, GED, or certificate of completion of home schooling to Central Admissions and Records.
2. Submit official college transcripts, if applicable, to Central Admissions and Records. Courses taken at other colleges that contain equivalent content and credits may transfer to satisfy a program requirement.
3. Complete JSRCC's placement tests in reading, writing, and mathematics and all developmental coursework prescribed as a result of the placement tests. For mathematics, students should demonstrate successful mastery of BSK 1 and MTE 1-3 in order to be better prepared for the Kaplan exam, which is described below in item 2.

The second stage of the acceptance process requires that all individuals interested in entering the Practical Nursing Certificate program submit an application to the Practical Nursing program head and meet the following requirements:

1. Completion of all required developmental courses: Students may apply for the Practical Nursing Certificate program while enrolled in the Pre-Practical Nursing and Dental Assisting Career Studies Certificate. While it is advisable that students complete all courses in the Pre-Practical Nursing and Dental Assisting Career Studies Certificate prior to acceptance into the Practical Nursing program, this is not required. There are three courses that must be completed prior to applying to the Practical Nursing Certificate program: SDV 100, ENG 111 and NAS 150. Practical Nursing students interested in continuing on to the associate degree in Nursing and then to a Bachelor of Science in Nursing (BSN) should consult with a Nursing advisor prior to enrolling in the associate degree.

2. Successful completion of the Kaplan Pre-Admission Exam: Students must have a minimum score of 45 in reading and math to be eligible for admission to the program. Students who do not score at that level on the Kaplan exam will be required to complete specific remedial courses with a grade of "C" or better. Upon completion of the prescribed remedial courses, students must retake the Kaplan exam to achieve an acceptable score on the second attempt to qualify for the program.
3. Achievement of a "C" grade or better in all courses completed in the Pre-Practical Nursing and Dental Assisting Career Studies Certificate program and have a minimum cumulative GPA of 2.5 to be accepted into the Practical Nursing Certificate program.
4. Completion of CPR certification by the America Heart Association at the BLS level prior to beginning the first course in the Practical Nursing program.

**LEGAL REQUIREMENTS:** The Virginia Board of Nursing has the authority to deny licensure to an applicant who has violated any of the provisions of 54-367.32 of the Code of Virginia. Any student entering the program who has committed illegal offenses other than minor traffic violations should discuss these matters with the program head prior to admission for clarification. Criminal background checks are required of all applicants to the Practical Nursing program.

**ADDITIONAL REQUIREMENTS OF CLINICAL FACILITIES:** Clinical facilities used by the program have additional requirements for students that include updated immunizations, dress codes, and conformance with professional standards.

**PRE-ENTRANCE HEALTH REQUIREMENT:** Upon granting approval for entry into PNE 141, the program head will give students forms for physical examinations, including required immunizations. Students must be free of any physical or mental condition that might adversely affect their performance in clinical courses or as nurses. Medical forms must be submitted in complete form at the beginning of PNE 141. Validation of freedom from tuberculosis is required annually of all practical nursing students through skin testing or chest x-ray.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Practical Nursing program must possess the physical ability to 1) aid in the lifting and moving of patients; 2) hear audible alarms and sounds; 3) auscultate certain physical parameters, such as blood pressure, heart and lung sounds; and 4) interact effectively with patients, families, and health care team members. This includes the following:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light.
- Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient gross and fine motor coordination to manipulate equipment, lift, stoop, and bend in the delivery of safe nursing care.
- Satisfactory physical strength and endurance to be on one's feet for extended periods and to move immobile patients.

- Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.

**ACADEMIC PERFORMANCE POLICY:** A minimum grade of “C” is required for all courses in the Practical Nursing curriculum. Students must obtain permission from the program head to continue in the program under the following conditions: 1) repeating a nursing course with a grade below “C” or 2) withdrawal from a nursing course. In accordance with VCCS policy, a student may not normally enroll in the same course more than twice. Further policies for the program are listed in the Practical Nursing Student Handbook, which is given to students upon acceptance to the Practical Nursing Certificate program.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program’s course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants to the Practical Nursing program must either pass the computer competency exam, administered in the testing centers at each campus, or successfully complete ITE 115 or CSC 155 prior to entering PNE 141. Students not passing the computer competency exam may retake the exam only once. Students who do not pass the exam after retaking it once must then complete ITE 115 or CSC 155.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
*ENG 111	College Composition I	3	0	3
*SDV 100	College Success Skills	1	0	1
*NAS 150 <sup>1</sup>	Human Biology	3	0	3
*PSY 230	Developmental Psychology	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>10</b>
PNE 141 <sup>2</sup>	Nursing Skills I	2	3	3
PNE 142 <sup>3</sup>	Nursing Skills II	1	6	3
PNE 173 <sup>4</sup>	Pharmacology for Practical Nurses	2	0	2
PNE 116	Normal Nutrition	1	0	1
	<b>TOTAL</b>	<b>6</b>	<b>9</b>	<b>9</b>
PNE 162	Nursing in Health Changes II	5	15	10
	<b>TOTAL</b>	<b>5</b>	<b>15</b>	<b>10</b>
PNE 163	Nursing in Health Changes III	4	12	8
PNE 145	Trends in Practical Nursing	1	0	1
	<b>TOTAL</b>	<b>5</b>	<b>12</b>	<b>9</b>

### Total Minimum Credits for Certificate in Practical Nursing ..... 38

\*This course is included in the Pre-Practical Nursing and Dental Assisting Career Studies Certificate.

<sup>1</sup> Students planning to continue to the Nursing AAS Degree program should consult with a Practical Nursing advisor regarding the appropriate course substitutions for NAS 150.

<sup>2</sup> Students must pass the computer competency exam or complete ITE 115 or CSC 155 and must be CPR certified in Basic Life Support for Health Care Providers through the American Heart Association prior to taking PNE 141.

<sup>3</sup> PNE 141 is an eight-week course that is taken in the first session of the semester and must be passed before taking PNE 142 offered in the second eight-week session.

<sup>4</sup> Students satisfactorily completing PNE 141 and enrolled in PNE 142 and PNE 173 will be eligible to take the CNA Exam.

## RESPIRATORY THERAPY

### ASSOCIATE OF APPLIED SCIENCE

**PURPOSE:** The degree program in Respiratory Therapy is designed to prepare students for roles as contributing members of the modern health care team concerned with treatment, management, and care of patients with breathing, cardiovascular, and sleep abnormalities.

**OCCUPATIONAL OBJECTIVES:** Occupational objectives include employment opportunities as respiratory therapy practitioners in hospitals, clinics, research facilities, home care agencies, and alternate care sites. The respiratory therapy practitioner will be able to administer gas therapy, humidity therapy, aerosol therapy, and hyperinflation therapy; assist with mechanical ventilation, special therapeutic and diagnostic procedures, cardiopulmonary resuscitation, and airway management techniques; and follow therapeutic protocols. The respiratory therapy practitioner works under the supervision of a physician.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Respiratory Therapy program offers courses in both traditional and distance learning formats. All distance learning courses within the curriculum are classified as distance learning with in-person or proctor required. This means that most of the instruction for the course is delivered online and that students will be required to make a limited number of trips to a campus site for labs, presentations and other class activities or to a community site for clinicals or internships. Also, some courses may require proctored testing that can be done at JSRCC's testing centers, testing sites at other VCCS colleges, or an approved site outside the state of Virginia.

In order to complete the Respiratory Therapy program, students will be required to attend both day and evening classes.

All applicants to the Respiratory Therapy AAS degree program must declare their curriculum plan as Pre-Respiratory Therapy, which is located under Pre-Nursing and Allied Health Career Studies Certificate (CSC) program. (Please see [reynolds.edu/curriculum/programs/Pre-Nursing\\_AlliedHealthCSC.htm](http://reynolds.edu/curriculum/programs/Pre-Nursing_AlliedHealthCSC.htm) for information on this career studies certificate.)

In order to be officially accepted into the Respiratory Therapy AAS degree program, applicants will need to fulfill all prerequisites included in the Pre-Respiratory Therapy CSC. The CSC must be completed by the end of the spring semester in the year in which the student is applying for acceptance into the associate degree program. Applicants must also meet with the program head or director of clinical education to review their records prior to completing the CSC. The program head will notify students by the middle of May regarding acceptance.

The Pre-Respiratory Therapy Career Studies Certificate includes the following courses: ENG 111, Social/Behavioral Science Elective, Humanities/Fine Arts Elective, BIO 141, BIO 142, SDV 100, RTH 102, and RTH 121.

Students admitted into the Respiratory Therapy program must complete the requirements listed below before entry into major/clinical courses (RTH 110 or higher).

1. Take the Mathematics Virginia Placement Test (VPT) and complete through MTE 6 if developmental mathematics is required based on placement test results. Students with transferable college algebra with a grade of "C" or better will be exempt from the mathematics placement test.
2. Attain a minimum cumulative grade point average of 2.5 in all Pre-Respiratory Therapy CSC courses. Competitive admissions will be used for acceptance into the program.
3. Achieve a grade of "C" or better in BIO 141 and BIO 142. BIO 141 prerequisite: High school biology and chemistry completed within five years of registering for the course or BIO 101 (or equivalent) or advisor approval.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants must complete the college's computer competency exam, administered in the testing centers at each campus, prior to acceptance in the Respiratory Therapy program. Students not passing the computer competency exam will be given one additional opportunity to successfully pass the exam. Those students who do not pass the exam will be required to complete ITE 115 (Introduction to Computer Applications and Concepts) or CSC 155 (Computer Concepts and Applications) or equivalent courses prior to entering clinical.

**Acceptance into Clinical Courses:** Students who have been accepted into the program will be placed in clinical courses (RTH 190 and higher) when they have also done the following:

1. Submitted completed physical examination form provided by the program, which includes a completed immunization schedule.
2. Submitted documentations of a completed and current CPR Healthcare Providers Certification (American Heart or American Red Cross), with bi-annual recertification.
3. Completed a certified background check. (The inability of a student to be placed in a clinical site due to a negative background check will result in removal from the program.)
4. Secured transportation to and from facilities used for clinical experiences.

**\*Note:** The above requirements are at the student's expense.

**MENTORSHIP OPPORTUNITIES:** There is a mentorship in association with clinical courses for qualifying students on a space available basis.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Respiratory Therapy program must possess the following functional skills:

- Sufficient eyesight, including color vision, to observe patients, perform and visualize patient assessments, manipulate equipment, and visually read patient records, graphs and test results.
- Sufficient hearing to communicate with patients and members of the health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.

- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment, lift, stoop, and bend in the delivery of safe patient care.
- Satisfactory physical strength and endurance to be on one's feet for extended periods and move heavy equipment, patients, and supplies. Sitting, walking, bending, and reaching motions are also requirements for respiratory therapists.
- Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.
- Time management of multiple priorities, multiple stimuli, and fast-paced environments.
- Analysis and critical-thinking skills.

5. The student releases the facility, its agency, and employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility.
6. The student is financially responsible for any medical care required while in the clinical setting.
7. The student must have a current American Heart Association or American Red Cross CPR certification at the BLS level for Health Care provider.
8. A criminal background check is required of all entering students.

**FINANCIAL REQUIREMENTS:**

Books and Supplies .....	\$1000
Miscellaneous Fees ( Exit exam, and Seminar).....	\$500 for program
Identification Badge .....	\$15
Uniform (approximately).....	\$60
Background Check .....	\$50
Physical Examination .....	Varies

**Note:** The above costs are approximate and subject to change.

**PROGRAM EXIT EXAM:** Every student is required to pass a comprehensive exit exam before being added to the National Board for Respiratory Care's electronic eligibility database. The cost of the exam is to be paid by the student.

**PROGRAM ACCREDITATION AND PRACTITIONER CERTIFICATION:**

The Respiratory Therapy program is accredited through the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835. Graduates of this program must first pass the Certified Respiratory Therapist (CRT) exam before being eligible for the Registered Respiratory Therapist (RRT) exam administered by the National Board for Respiratory Care Inc. Successful completion of the CRT credentialing exam is required before state licensure can be obtained.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**CONTINUATION IN THE PROGRAM:** A student must obtain permission from the program head to continue in the Respiratory Therapy program under the following conditions: 1) a grade below "C" is earned in any major course; 2) overall GPA falls below a 2.0 average in any one semester.

**RE-ENTRY INTO THE PROGRAM:** Should a student leave the program for any reason and subsequently wish to be readmitted, a new application must be submitted. Re-entry into the program will be determined by available space in the program and with the student demonstrating a cumulative GPA of at least a 2.5. If a student is readmitted into the program, an objective evaluation(s) will be used to determine placement within the curriculum.

**CLINICAL CONTRACTS:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for 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 advanced notice except in an emergency.
2. Proper uniform must be worn.
3. Published hospital policies must be followed.
4. Immunizations must be current.

**CURRICULUM**

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
RTH 102	Integrated Sciences for Respiratory Care	3	0	3
RTH 110	Fundamental Theory and Procedures for Respiratory Care	2	6	4
RTH 121	Cardiopulmonary Science I	3	0	3
RTH 135 <sup>1</sup>	Diagnostic and Therapeutic Procedures I	1	3	2
RTH 145	Pharmacology for Respiratory Care I	1	0	1
*ENG 111	College Composition I	3	0	3
*SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>14</b>	<b>9</b>	<b>17</b>
RTH 112	Pathology of the Cardiopulmonary System	3	0	3
RTH 131	Respiratory Care Theory and Procedures I	3	3	4
RTH 190	Coordinated Practice in Respiratory Therapy-NCC I	0	10	2
RTH 190	Coordinated Practice in Respiratory Therapy-NCC II	0	10	2
*BIO 141	Human Anatomy and Physiology I	3	3	4
	<b>TOTAL</b>	<b>9</b>	<b>26</b>	<b>15</b>
RTH 132	Respiratory Care Theory and Procedures II	3	3	4
RTH 222	Cardiopulmonary Science II	3	0	3
RTH 190	Coordinated Practice in Respiratory Therapy-NCC Internship	0	10	2
*BIO 142	Human Anatomy and Physiology II	3	3	4
RTH 215	Pulmonary Rehabilitation	1	0	1
	<b>TOTAL</b>	<b>10</b>	<b>16</b>	<b>14</b>

<b>COURSE</b>	<b>TITLE</b>	<b>LEC. HRS.</b>	<b>LAB. HRS.</b>	<b>CRS. CRE.</b>
RTH 265	Current Issues in Respiratory Care	2	0	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC I	0	10	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC II	0	10	2
RTH 223	Cardiopulmonary Science III	2	0	2
RTH 226	Theory of Neonatal and Pediatric Respiratory Care	2	0	2
* _____ <sup>3</sup>	Social/Behavioral Science Elective	3	0	3
* _____ <sup>3</sup>	Humanities/Fine Arts Electives	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>20</b>	<b>16</b>
RTH 236	Critical Care Monitoring	2	3	3
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC III	0	10	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC IV	0	5	1
	<b>TOTAL</b>	<b>2</b>	<b>18</b>	<b>6</b>
RTH 227	Integrated Respiratory Therapy Skills II	2	0	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC Internship	0	10	2
	<b>TOTAL</b>	<b>2</b>	<b>10</b>	<b>4</b>

**Total Minimum Credits Required for AAS Degree in Respiratory Therapy ..... 72**

- \* This course is included in the Pre-Nursing and Allied Health Career Studies Certificate.
- <sup>1</sup> RTH 135 fulfills the general education personal wellness requirement.
- <sup>2</sup> Students must pass the computer competency exam or complete either ITE 115 or CSC 155 prior to entering clinical.
- <sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.



# Career Studies Certificate Requirements

## AMERICAN SIGN LANGUAGE

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This curriculum prepares individuals to communicate in American Sign Language (ASL), primarily with persons who are deaf or hard of hearing. Students also study the U.S. deaf community from a cultural perspective.

**OCCUPATIONAL OBJECTIVES:** The American Sign Language Career Studies Certificate leads to employment opportunities primarily as a classroom aide or teacher assistant in “Deaf and Hard of Hearing” or “Hearing Impaired” K-12 programs. The content learned and skills attained may also form a foundation for further study in numerous careers including the following: sign language interpretation, teacher of “Deaf and Hard of Hearing” children, American Sign Language instructor, linguistics, and deaf studies. With an additional year of “pre-interpreting” course work at J. Sargeant Reynolds Community College, students are prepared to engage in direct communication in ASL with clients in another career of preference (e.g., nurse, real estate agent, paramedic, etc.).

Preparation to become a sign language interpreter, as opposed to engaging in direct communication using ASL, is facilitated through completion of the American Sign Language - English Interpretation AAS degree.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must take ASL 100, Orientation to Acquisition of ASL as an Adult, during the first semester of study. Students must also begin language study with ASL 101 (ASL I), unless placed into a more appropriate level by the ASL and IE program head via the ASL placement test. Students must attain a grade of “C” or better as a final grade in a prerequisite ASL course before enrolling in a more advanced ASL course.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ASL 100	Orientation to Acquisition of ASL as an Adult	2	0	2
ASL 101	American Sign Language I	4	0	4
ASL 102	American Sign Language II	4	0	4
ASL 125	History and Culture of the Deaf Community I	3	0	3
ASL 201	American Sign Language III	3	0	3
ASL 202	American Sign Language IV	3	0	3
ASL 220 <sup>1</sup>	Comparative Linguistics: ASL & English	3	0	3
ASL 261	American Sign Language V	4	0	4
ENG 111 <sup>1</sup>	College Composition I	3	0	3
	<b>TOTAL</b>	<b>29</b>	<b>0</b>	<b>29</b>

**Total Minimum Credits for Career Studied Certificate in American Sign Language ..... 29**

<sup>1</sup> ASL 201 and ENG 111 are the prerequisites for ASL 220.

## COMPUTER-AIDED DESIGN SPECIALIST

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The rapidly evolving field of computer technology has had a dramatic impact on the architectural/engineering professions. The Computer-Aided Design Specialist Career Studies Certificate was created to meet the contemporary graphic needs of architectural and industrial design firms. This program provides the student with thorough training in two- and three-dimensional computer graphics, including studies in visualization and animation.

**OCCUPATIONAL OBJECTIVES:** CAD Technician, Forensic Computer Technician, Presentation (Rendering) Graphics Specialist, and possibly CAD Manager

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CSC 155	Computer Concepts and Applications	3	0	3
DRF 231	Computer-Aided Drafting I	2	2	3
DRF 232	Computer-Aided Drafting II	2	2	3
DRF 238	Computer-Aided Modeling and Rendering	2	2	3
ARC 211 OR CIV 270	Computer-Aided Drafting Applications OR Utilizing Surveying Software	2	2	3
DRF 233	Computer-Aided Drafting III	2	2	3
____ <sup>1</sup>	General Education Elective	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>10</b>	<b>21</b>

**Total Minimum Credits for Career Studies Certificate in Computer-Aided Design Specialist..... 21**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## CRIMINAL JUSTICE

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program provides an overview of criminal justice and basic police officer training. It is designed for those who have an interest in understanding societal issues associated with crime and the work performed by criminal justice professionals. The curriculum examines various approaches to understanding crime. Topics include maintaining law and order, police-citizen conflict, crime prevention, collecting evidence, conducting criminal investigations, the juvenile justice system, and the interface between police and other criminal justice agencies. Issues pertaining to criminal justice and law enforcement in a modern society are addressed. Students completing this career studies certificate may apply the courses completed to the Administration of Justice AAS degree.

**OCCUPATIONAL OBJECTIVES:** The Criminal Justice Career Studies Certificate prepares students for entry-level careers with general law enforcement responsibilities. This career studies certificate may lead to civilian and sworn positions including dispatchers, police officers, correctional officers, or security personnel.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Certain illegal activities and/or convictions may prohibit employment in law enforcement. Employing agencies may require additional training such as completion of a Police Academy for some positions. Employing agencies may have minimum age requirements for some positions and may require a physical examination.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 105	The Juvenile Justice System	3	0	3
ADJ 228	Narcotics and Dangerous Drugs	3	0	3
ADJ 128	Patrol Administration and Operations	3	0	3
CST 100	Principles of Public Speaking	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>

**Total Minimum Credits for Career Studies Certificate in Criminal Justice..... 18**

## DENTAL LABORATORY TECHNOLOGY

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program provides basic job skills training designed for employees of dental laboratories. The program concentrates on current acceptable techniques and their application. Specific studies deal with anatomy and physiology, dental materials, complete dentures, partial dentures, crown and bridge, and ceramics. Individuals involved in the field should consider this program as a means to advance their careers and develop their job skills.

**OCCUPATIONAL OBJECTIVES:** Dental Laboratory Technology Career Studies Certificate graduates have employment opportunities in commercial dental laboratories, private dental offices, hospital dental clinics, military base dental laboratories, and dental products manufacturers as technical researches and technical sales representatives. In addition, dental laboratory technology graduates have the opportunity to own and operate commercial dental laboratory businesses.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to meeting the requirements for general college curricular admission, those interested in entering this program must be engaged in work in a dental laboratory. Courses in the program are offered on campus as well as via distance learning with in-person or proctor required. Students in the distance learning program must attend mandatory laboratory classes offered at the distance learning sites. Tests may be taken at an approved testing center as determined by the faculty member and the program head.

**PROGRAM ACCREDITATION:** The Dental Laboratory Technology Career Studies Certificate is not accredited by the Commission on Dental Accreditation. Courses can be transferred into the Dental Laboratory Technology AAS degree program (117), which is accredited by the Commission on Dental Accreditation

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
DNL 110	Dental Laboratory Materials	2	3	3
DNL 120	Dental Anatomy and Physiology	2	3	3
DNL 130 <sup>1</sup> OR DNL 135 <sup>1</sup> OR DNL 138 <sup>1</sup> OR DNL 220 <sup>1</sup>	<b>(choose two)</b> Introduction to Complete Dentures OR Introduction to Removable Partial Dentures OR Introduction to Fixed Prosthodontics OR Introduction to Dental Ceramics	6	18	12
DNL 240	Comprehensive Review in Dental Laboratory Technology	2	0	2
____ <sup>2</sup>	General Education Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>24</b>	<b>23</b>

**Total Minimum Credits for Career Studies Certificate in  
Dental Laboratory Technology ..... 23**

<sup>1</sup> Participants in the Dental Laboratory Technology option are required to complete two of these dental technology specialty courses (12 credits). Selection requires the approval of the program head.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## EARLY CHILDHOOD EDUCATION

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is designed to provide students with the basic skills needed in the care and development of young children in a variety of child care settings. The program provides training appropriate for persons entering the field of early childhood education, as well as in-service training for persons presently working in the field who wish to upgrade their skills. The program also offers a well-organized course of study for parents who wish to increase their understanding of child development.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading of skills for positions as childcare center assistant directors, teachers or assistant teachers, aides, playroom attendants, home based providers or day care workers, camp directors and before and after school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before and after school programs, hospital based childcare programs, pre-school at risk programs and pre-kindergarten church sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, a personal interview with the program head is recommended. Students must attain a grade of “C” or higher in all courses completed in this program with CHD, EDU, and PSY course prefixes.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 145	Teaching Art, Music, and Movement to Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
EDU 235	Health, Safety, and Nutrition Education	3	0	3
____ <sup>1</sup>	General Education Elective	3	0	3
	<b>TOTAL</b>	<b>14</b>	<b>2</b>	<b>15</b>

**Total Minimum Credits for Career Studies Certificate in Early Childhood Education ..... 15**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## EARLY CHILDHOOD EDUCATION – ADVANCED

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is designed to provide students with the additional early childhood skills needed in the care and development of young children in a variety of child care settings. The program provides training appropriate for persons presently working in the field who wish to continue to upgrade their knowledge and skills in child development and care. The program also offers a well-organized course of study for parents who wish to increase their understanding of child development.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading of skills for positions as childcare center assistant directors, teachers or assistant teachers, aides, playroom attendants, home based providers or day care workers, camp directors and before and after school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before and after school programs, hospital based childcare programs, pre-school at risk programs and pre-kindergarten church sponsored programs.

**ADMISSIONS REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, those interested in entering the Early Childhood Education – Advanced Career Studies Certificate should hold the Early Childhood Education Career Studies Certificate or be approved by the program head. A personal interview with the program head is recommended. Students must attain a grade of “C” or higher in all courses with CHD and PSY prefixes.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CHD 118	Language Arts for Young Children	2	2	3
CHD 146	Math, Science, and Social Studies for Children	2	2	3
CHD 210	Introduction to Exceptional Children	3	0	3
PSY 235	Child Psychology	3	0	3
	<b>TOTAL</b>	<b>10</b>	<b>4</b>	<b>12</b>

**Total Minimum Credits for Career Studies Certificate in Early Childhood Education – Advanced ..... 12**

## EARLY CHILDHOOD SCHOOL-AGE CHILD CARE

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This career studies certificate is designed to train students who want to work with school-age children, ages 6-12, in before and after-school programs. The curriculum also offers an organized course of study for those who wish to increase their knowledge and understanding of child development.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities for graduates include positions as teachers, teacher aides, and program leaders in settings that provide before and after-school care for school-age children, including day care centers, schools, churches and synagogues, youth organizations, and camps.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, a personal interview with the program head is recommended. Students must attain a grade of "C" or higher in all courses with CHD, HLT, and PSY course prefixes.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CHD 220	Introduction to School-Age Child Care	3	0	3
CHD 225	Curriculum Development for School-Age Child Care	3	0	3
CHD 230	Behavior Management for School-Age Child Care	3	0	3
CHD 235	Health and Recreation for School-Age Child Care	3	0	3
____ <sup>1</sup>	Approved General Education Elective	3	0	3
HLT 105	Cardiopulmonary Resuscitation	1	0	1
HLT 106	First Aid and Safety	2	0	2
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>

**Total Minimum Credits for Career Studies Certificate in Early Childhood School-Age Child Care..... 18**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111 or CST 100.

## eCOMMERCE

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This certificate program is designed to meet the needs of employed persons desiring to extend their knowledge of internet marketing concepts, as well as those seeking training to prepare for employment in the marketing industry and eCommerce.

**OCCUPATIONAL OBJECTIVES:** Advertising Manager, Media Buyer, Salesperson, Internet Retailer, Web Designer, Marketing Manager, Retail Manager, and Marketing Consultant

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITD 110	Web Page Design I	3	0	3
ITD 210	Web Page Design II	4	0	4
MKT 201	Introduction to Marketing	3	0	3
MKT 271	Consumer Behavior	3	0	3
MKT 281	Principles of Internet Marketing	3	0	3
MKT 282	Principles of eCommerce	3	0	3
MKT 283	Social, Ethical and Legal Issues in eCommerce	3	0	3
	<b>TOTAL</b>	<b>28</b>	<b>0</b>	<b>28</b>

**Total Minimum Credits for Career Studies Certificate in eCommerce..... 28**



## ELECTRONICS TECHNOLOGY

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is designed to provide basic skill development and competence for students seeking a career in electronics or related technologies.

**OCCUPATIONAL OBJECTIVES:** Students completing this program will have basic skills leading toward an entry-level job in electronics technology or a related field, such as industrial electronics, PC hardware upgrade and repair, or home entertainment/security systems.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to general college curricular admission, applicants to this program will have (a) completed placement testing and (b) met with their advisor to establish a planned course of study prior to being allowed to register for courses. Proficiency in arithmetic is required to begin this program, and students not meeting this requirement must successfully complete MTH 2 or an equivalent course before beginning the ETR course sequence. Students interested in proceeding beyond the career studies certificate should consult with an advisor or counselor prior to beginning the program.

**COMPUTER COMPETENCY:** It is important that students demonstrate computer competency early in this program by either completing ITE 115 or passing the college's computer competency exam, administered in the testing centers on each campus. Students passing the computer competency exam will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

Students should allow time in their planned course sequencing for completion of prerequisite courses. Please see course descriptions for course co- and prerequisites.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ETR 164 <sup>1</sup>	Upgrading and Maintaining PC Hardware	2	2	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ETR 113 <sup>2</sup>	DC and AC Fundamentals I	2	3	3
ETR 203 <sup>3</sup>	Electronic Devices I	2	3	3
ETR ____ <sup>4</sup>	Technical Elective	2-3	0-3	2-4
ETR ____ <sup>4</sup>	Technical Elective	2-3	0-3	2-4
	<b>TOTAL</b>	<b>13-15</b>	<b>8-14</b>	<b>16-20</b>

**Total Minimum Credits for Career Studies Certificate in Electronics Technology ..... 16**

- <sup>1</sup> ITE 221 may be substituted for ETR 164.
- <sup>2</sup> The prerequisite for ETR 113 is MTH 2 or equivalent.
- <sup>3</sup> The prerequisite for ETR 203 is ETR 113 or equivalent.
- <sup>4</sup> Technical electives include: ELE 239, ETR 273, ETR 214, ITN 101, or other courses as approved in advance of registration by the program head.

## EMERGENCY MEDICAL SERVICES – EMERGENCY MEDICAL TECHNICIAN

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program prepares students to become Emergency Medical Technicians at the entry level.

**OCCUPATIONAL OBJECTIVES:** Certified Emergency Medical Technician

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students desiring to further their emergency medical training and capabilities should consider the Emergency Medical Services Intermediate Career Studies Certificate or Emergency Medical Services Paramedic Associate of Applied Science degree after completing this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 111 <sup>1,2,4</sup> OR EMS 112 <sup>1</sup> and	Emergency Medical Technician – Basic OR Emergency Medical Technician – Basic I	5 3	4 2	7 4
EMS 113 <sup>3,4</sup>	Emergency Medical Technician – Basic II	2	2	3
EMS 120 <sup>4</sup>	Emergency Medical Technician – Basic Clinical	0	2	1
BIO 141 <sup>5</sup>	Human Anatomy and Physiology I	3	3	4
BIO 142 <sup>5</sup>	Human Anatomy and Physiology II	3	3	4
SDV 100	College Success Skills	1	0	1
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>17</b>

**Total Minimum Credits for Career Studies Certificate in  
Emergency Medical Services –  
Emergency Medical Technician ..... 17**

- <sup>1</sup> Required CPR Certification is included as part of the course.
- <sup>2</sup> EMS 111 is a one semester certification course. EMS 112 and 113 are taken over two semesters. EMS 111 is equivalent to taking both EMS 112 and EMS 113.
- <sup>3</sup> EMS 112 is a prerequisite for EMS 113.
- <sup>4</sup> EMS 120 must be taken concurrently with EMS 111 and EMS 113.
- <sup>5</sup> BIO 141 is a prerequisite for BIO 142.

## EMERGENCY MEDICAL SERVICES – INTERMEDIATE

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program prepares students to become an Intermediate EMS provider at both the national and state level.

**OCCUPATIONAL OBJECTIVES:** Certified National Registry of EMTs Intermediate

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Applicants must have completed the Emergency Medical Services EMT Career Studies Certificate or hold a current Commonwealth of Virginia EMT Certification and have the permission of the program head. Students desiring to further their emergency medical training and capabilities should consider the EMS Paramedic Associate of Applied Science degree after completing this career studies certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 151	Introduction to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS – Trauma Care	2	2	3
EMS 155	ALS – Medical Care	3	2	4
EMS 159	ALS – Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship II	0	3	1
	<b>TOTAL</b>	<b>12</b>	<b>17</b>	<b>19</b>

**Total Minimum Credits for Career Studies Certificate Degree in  
Emergency Medical Services – Intermediate..... 19**

## EMERGENCY MEDICAL SERVICES – PARAMEDIC

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program provides a bridge from the EMS Intermediate level to the EMS Paramedic level.

**OCCUPATIONAL OBJECTIVES:** National Registry of EMTs Paramedic

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Applicants must have completed the Emergency Medical Services Intermediate Career Studies Certificate or hold a current Virginia or NREMT – Intermediate certification and have the permission of the program head. Students desiring to further their emergency medical training and capabilities should consider the EMS Paramedic Associate of Applied Science degree after completing this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 205	Advanced Pathophysiology	4	0	4
EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
EMS 201	EMS Professional Development	3	0	3
EMS 209	Advanced Pharmacology	3	2	4
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship IV	0	3	1
	<b>TOTAL</b>	<b>13</b>	<b>18</b>	<b>20</b>

**Total Minimum Credits for Career Studies Certificate Degree in  
Emergency Medical Services – Paramedic ..... 20**

## ENTREPRENEURSHIP IN SMALL BUSINESS

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is designed for persons who wish to acquire the knowledge and skills necessary to organize and manage a small business. This program addresses management concerns unique to small businesses including organizational structure, marketing plans, financial analysis, tax requirements, legal issues, and computer applications.

**OCCUPATIONAL OBJECTIVES:** This program trains students to own, operate, and manage a small business with 100 or fewer employees.

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BUS 100	Introduction to Business	3	0	3
BUS 116	Entrepreneurship	3	0	3
BUS 165	Small Business Management	3	0	3
ACC 115	Applied Accounting	3	0	3
AST 205	Business Communications	3	0	3
FIN 215	Financial Management	3	0	3
MKT 215	Sales and Marketing Management	3	0	3
ITE 115 <i>OR</i>	Introduction to Computer Applications and Concepts <i>OR</i>	3	0	3
BUS 226	Computer Business Applications	2	2	3
	<b>TOTAL</b>	<b>23-24</b>	<b>0-2</b>	<b>24</b>

**Total Minimum Credits for Career Studies Certificate in Entrepreneurship in Small Business ..... 24**

## FLORAL DESIGN

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is intended primarily for students who are seeking employment in the floral design business or who are presently employed in this field and wish to upgrade or enhance their skills. The program is also available for those who wish to establish credentials to demonstrate their expertise for exhibiting and judging.

**OCCUPATIONAL OBJECTIVES:** Careers include serving as an owner/operator of an independent florist business; a floral department manager/staff in a supermarket or garden center; and a floral designer in partnership with a caterer, wedding coordinator or corporate client. There is also tremendous growth in production, sale and display of cut flowers at farmer's markets.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students need good manual dexterity skills to fulfill job requirements in almost all applications of floral design training. In addition, an eye for color and an appreciation for design elements are very helpful.

All courses required for completion of this certificate can be applied to the AAS degree in Horticulture Technology.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRT 260	Introduction to Floral Design	2	2	3
HRT 266	Advanced Floral Design	2	2	3
HRT 268	Advanced Floral Design Applications	2	2	3
HRT 110	Principles of Horticulture	3	0	3
____ <sup>1</sup>	Approved General Education Elective	3	0	3
	<b>TOTAL</b>	<b>12</b>	<b>6</b>	<b>15</b>

**Total Minimum Credits for Career Studies Certificate in Floral Design ..... 15**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## HEALTH CARE TECHNICIAN

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is designed to provide course work preparation for those seeking entry-level employment in the health care field. To become a certified nurse aide, a student must satisfactorily complete at least NUR 27 and then pass a national exam that includes both written and practical components.

**OCCUPATIONAL OBJECTIVES:** The program includes basic training for persons seeking to become nurse aides or home health aides working in private homes, residential living facilities, nursing homes, retirement and life care communities, and hospitals.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students will be required to repeat any course in which a grade lower than "C" is received. Criminal background checks may be required of all applicants to the Health Care Technician program.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**PRE-ENTRANCE HEALTH REQUIREMENTS:** Applicants must be free of any physical or mental condition that might adversely affect safety and performance as a nurse. Validation of freedom from tuberculosis is required annually of all students through skin testing or chest X-ray.

**FUNCTIONAL SKILLS REQUIREMENT:** Students entering the Health Care Technician program must possess the physical ability to 1) aid in the lifting and moving of patients; 2) hear audible alarms and sounds; 3) auscultate certain physical parameters, such as blood pressure, heart, and lung sounds; and 4) interact effectively with patients, families, and health care team members. This includes the following:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light.
- Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient gross and fine motor coordination to manipulate equipment, lift, stoop, or bend in the delivery of safe nursing care.

- Satisfactory physical strength and endurance to be on one's feet for extended periods and to move immobile patients.
- Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.

Clinical facilities used by the program may mandate additional requirements for students that include updated immunizations, dress codes, and conformance with professional standards.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HLT 105 <sup>1</sup>	Cardiopulmonary Resuscitation	1	0	1
NUR 27 <sup>2</sup>	Nurse Aide	3	6	5
SDV 100	College Success Skills	1	0	1
NAS 150 <sup>3</sup> OR NAS 161	Human Biology OR Health Science I	3 3	0 3	3 4
NUR 135 <sup>4</sup>	Drug Dosage Calculations	2	0	2
HLT 143	Medical Terminology	3	0	3
MDL 105	Phlebotomy	2	3	3
	<b>TOTAL</b>	<b>15</b>	<b>9-12</b>	<b>18-19</b>

**Total Minimum Credits for Career Studies Certificate in  
Health Care Technician..... 18**

<sup>1</sup> Must be American Heart Association BLS level or above.

<sup>2</sup> NUR 27 must be taken at JSRCC unless the student is a certified nurse aide (CNA), in which case NUR 27 may be transferred from another educational institution. CNAs who have not completed NUR 27 may petition for credit by examination for NUR 27.

<sup>3</sup> Students wishing to enter the registered Nursing AAS degree program should take NAS 161 in place of NAS 150.

<sup>4</sup> Students must complete the math placement test with a passing score or complete MTH 2 prior to taking this course.

## HEALTH RECORDS CODING TECHNICIAN

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This program is designed to provide the technical knowledge and skills, along with the practical experience, needed for employment as a health records coding technician. Assisted by specialized computer equipment and software, health records coding technicians analyze and interpret the patient's record to determine the proper standardized code that represents the patient's diagnosis and treatment. These codes may be used to create accurate standardized records, to maintain health statistics, or for billing purposes. The need for health records coding technicians will increase rapidly in the next ten years as the health field continues to move toward a greater focus on health care analysis and reimbursement challenges. Upon satisfactory completion of the program, the students will be eligible to take national accrediting exams offered by AHIMA and the AAPC.

**OCCUPATIONAL OBJECTIVES:** Health records coding technicians work in hospitals, doctors' offices, legal firms, insurance companies, government agencies, and as independent freelance consultants.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This program is not accredited; however, upon completion of this program, students will be prepared to take the national certification exams. Students with significant on-the-job training may be given permission by the program head to enroll in select courses only. These students will not earn the career studies certificate from the college, but will be prepared to take the national certification exams. Due to faculty availability, each course may not be offered every semester.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants must pass the computer competency exam, administered in the testing centers at each campus, or successfully complete ITE 115 or CSC 155 or equivalent prior to completion of the program. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
NAS 150 <sup>1</sup>	Human Biology	3	0	3
HLT 143 <sup>1</sup>	Medical Terminology I	3	0	3
HIM 150	Health Records Management	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>9</b>
HIM 110 <sup>1,2</sup>	Introduction to Human Pathology	3	0	3
NUR 136 <sup>2</sup>	Principles of Pharmacology I	1	0	1
HIM 253 <sup>1</sup>	Health Records Coding	4	0	4
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
	<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>10</b>
HIM 143	Managing Electronic Billing in Medical Practice	2	0	2
HIM 151	Reimbursement Issues in Medical Practice Management	2	0	2
HIM 254 <sup>3</sup>	Advanced Coding and Reimbursements	4	0	4
HIM 295 <sup>3</sup>	Topics in Advanced Health Records Coding	2	0	2
	<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>10</b>

**Total Credits for Career Studies Certificate in Health Records Coding ..... 29**

<sup>1</sup> HLT 143 and NAS 150 must be taken prior to HIM 253 and HIM 110.

<sup>2</sup> HIM 110 and NUR 136 must be taken concurrently.

<sup>3</sup> HIM 254 and HIM 295 must be taken concurrently.



## HOSPITALITY LEADERSHIP

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The Hospitality Leadership program is intended to develop the leadership and human resources management capabilities of individuals employed in hotels and restaurants.

**OCCUPATIONAL OBJECTIVES:** This instruction will enable individuals with hospitality operations experience to succeed in supervisory and managerial positions.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, students must demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated by the following:

1. Submission of official college transcripts that record completion of a college level composition course, or
2. Submission of SAT or ACT scores, taken within the past five years, at the following levels:
  - ACT Verbal 19
  - SAT Verbal 480 (taken on or after April 1, 1995)
  - SAT Critical Reading 480 (taken on or after March 1, 2005), or
3. Successful completion of the COMPASS English placement test for ENG 111, with a satisfactory score on the reading test. Students with deficiencies in reading or writing may require developmental studies to be commenced during their first semester of enrollment and completed sequentially every subsequent semester until all developmental requirements are satisfied.

Faculty provide advising to enhance student success. All students wishing to enroll in this program must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link: [reynolds.edu/hospitality/Advising.htm](http://reynolds.edu/hospitality/Advising.htm).

This course of study yields multiple awards. Students who complete this program earn the Human Resources Management Certificate of Specialization from the Educational Institute (EI) of the American Hotel & Lodging Association (AH&LA), in addition to the Hospitality Leadership Career Studies Certificate from the college. Additionally, students who complete this program are eligible to enter the EI Certified Hospitality Supervisor (CHS) program and sit for the EI Certified Hospitality Supervisor (CHS) Examination. Acceptance into the CHS program allows 6 months from successful completion of the CHS examination to secure full-time employment as a qualifying supervisor in the hospitality industry and to have held one or more such positions for a minimum of 3 months. A qualifying supervisor is a person who supervises two or more individuals and has job duties that are at least 20 percent supervisory in nature, such as the following: scheduling, training, interviewing, disciplining, inspecting, and conducting performance reviews; making decisions and judgment calls while performing daily duties; and providing input on hiring and firing decisions within a department. Once the EI verifies this experience

through a letter from a candidate's employer(s), the individual will be awarded the CHS designation.

Students who earn a final grade lower than "C" in any HRI course must obtain permission from their advisor to continue the major in Hospitality Leadership. Students will normally be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be approved in writing by the program head.

The recommended two-semester sequence can be viewed at [reynolds.edu/hospitality/hospitalityleadershipsequence.htm](http://reynolds.edu/hospitality/hospitalityleadershipsequence.htm).

**SECOND DEGREE OR CERTIFICATE:** The college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 241	Supervision in the Hospitality Industry	3	0	3
HRI 275	Hospitality Law	3	0	3
HRI 242	Training and Development for the Hospitality Industry	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>9</b>
_____ <sup>1</sup>	General Education Elective	3	0	3
HRI 140	Fundamentals of Quality for the Hospitality Industry	3	0	3
HRI 255	Human Resources Management and Training for Hospitality and Tourism	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>9</b>

**Total Minimum Credits for Career Studies Certificate in Hospitality Leadership..... 18**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## HOTEL ROOMS DIVISION MANAGEMENT

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The Hotel Rooms Division Management program is intended to develop the management capabilities of individuals employed in the rooms division of a lodging property.

**OCCUPATIONAL OBJECTIVES:** This instruction will enable individuals with rooms division employment experience to succeed in rooms division managerial positions.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, students must demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated by the following:

1. Submission of official college transcripts that record completion of a college level composition course, or
2. Submission of SAT or ACT scores, taken within the past five years, at the following levels
  - ACT Verbal 19
  - SAT Verbal 480 (taken on or after April 1, 1995)
  - SAT Critical Reading (taken on or after March 1, 2005)
3. Successful completion of the COMPASS English placement test for ENG 111, with a satisfactory score on the reading test. Students with deficiencies in reading or writing may require developmental studies to be commenced during their first semester of enrollment and completed sequentially every subsequent semester until all developmental requirements are satisfied.

Faculty provide advising to enhance student success. All students wishing to enroll in this program must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link: [reynolds.edu/hospitality/Advising.htm](http://reynolds.edu/hospitality/Advising.htm).

This course of study yields multiple awards. Students who complete this program earn the Rooms Division Management Certificate of Specialization from the Educational Institute (EI) of the American Hotel & Lodging Association (AH&LA), in addition to the Hotel Rooms Division Management Career Studies Certificate from the college. Additionally, students who complete this program are eligible to enter the (EI) Certified Rooms Division Executive (CRDE) program and sit for the (EI) Certified Rooms Division Executive (CRDE) Examination. Plan C Eligibility for CRDE Certification may be obtained by a combination of experience in a qualifying rooms division management position and completion of the (EI) Rooms Division Management Certificate of Specialization.

Students who earn a final grade lower than "C" in any HRI course must obtain permission from their advisor to continue the major in Hotel Rooms Division Management. Students will normally be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be approved in writing by the program head.

The recommended 2-semester sequence can be viewed at [reynolds.edu/hospitality/roomsdivisionsequence.htm](http://reynolds.edu/hospitality/roomsdivisionsequence.htm).

**SECOND DEGREE OR CERTIFICATE:** The college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 265	Hotel Front Office Operations	3	0	3
HRI 241	Supervision in the Hospitality Industry	3	0	3
HRI 275	Hospitality Law	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>9</b>
_____ <sup>1</sup>	General Education Elective	3	0	3
HRI 160	Executive Housekeeping	3	0	3
HRI 240	Managing Technology in the Hospitality Industry	3	0	3
	<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>9</b>

**Total Minimum Credits for Career Studies Certificate in Hotel Rooms Division Management..... 18**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## HYBRID AND ELECTRIC VEHICLE TECHNOLOGY

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This curriculum is designed to meet the need for automotive technicians with education in the advanced technologies used on current vehicles. This includes electric, plug-in hybrid, and fuel cell electric vehicles, as well as the advanced control systems used on these and other advanced vehicles. The program provides instruction on the theory of operation, application, and diagnosis of the systems used in these vehicles.

**OCCUPATIONAL OBJECTIVES:** Auto Mechanic, State Safety Inspector, Service Advisor, Maintenance Technician, Parts Clerk, and Service Writer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** To enroll in this program, students must have the following background or the program head's approval: (1) experience in the automotive repair field and (2) completed AUT 241 – Automotive Electricity I, AUT 242 – Automotive Electricity II, and AUT 245 – Automotive Electronics. Students interested in entering this program are required to meet with the program head before registering for their first semester.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
AUT 230	Introduction to Alternate Fueled and Hybrid Vehicles	3	0	3
AUT 253	Electric Vehicles	3	3	4
AUT 254	Plug-In Hybrid Vehicles	3	3	4
AUT 243	Automotive Control Electronics	3	3	4
AUT 256	Fuel Cell Electric Vehicles	3	3	4
_____ <sup>1</sup>	Humanities/Social Science Elective	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>12</b>	<b>22</b>

**Total Minimum Credits for Career Studies Certificate in Hybrid And Electric Vehicle Technology ..... 22**

<sup>1</sup> A list of approved electives is available from the program head.

## INFORMATION SYSTEMS TECHNOLOGY – COMPUTER PROGRAMMER

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The Computer Programmer Career Studies Certificate is designed to provide knowledge and skills in computer programming and application software development.

**OCCUPATIONAL OBJECTIVES:** Computer Programmer, Applications Programmer, Programmer/Analyst, Internet Programmer, and related computer occupations

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must attain the grade of “C” or higher in IT courses taken for this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITP 136	C# Programming I	4	0	4
ITP 236	C# Programming II	4	0	4
ITP 251	Systems Analysis and Design	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITP 244	ASP.Net--Server Side Programming	4	0	4
ITP 298	Seminar and Project: Programming Capstone	4	0	4
<b>TOTAL</b>		<b>26</b>	<b>0</b>	<b>26</b>

**Total Minimum Credits for Career Studies Certificate in Computer Programmer..... 26**

**INFORMATION SYSTEMS TECHNOLOGY –  
INTERNET APPLICATIONS DEVELOPMENT (WEB DESIGN)**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** The Internet Applications Development (Web Design) Career Studies Certificate provides knowledge and skills for web page design.

**OCCUPATIONAL OBJECTIVES:** Web Page Designer, Webmaster

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must attain the grade of “C” or higher in IT courses taken for this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see reynolds.edu/curriculum/plan\_info.htm to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITD 110	Web Page Design I	3	0	3
ITD 112	Designing Web Page Graphics	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITD 212	Interactive Web Design	4	0	4
ITD 210	Web Page Design II	4	0	4
ITD 298	Seminar and Project: Web Design Capstone	4	0	4
	<b>TOTAL</b>	<b>29</b>	<b>0</b>	<b>29</b>

**Total Minimum Credits for Career Studies Certificate in  
Internet Applications Development (Web Design) ..... 29**

**INFORMATION SYSTEMS TECHNOLOGY –  
MICROCOMPUTER APPLICATIONS**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** This program is designed to provide microcomputer education and training required by business and industry. Specifically, this includes skills necessary to function in today’s highly technical and computerized environment. Students will use microcomputer application software to develop business applications.

**OCCUPATIONAL OBJECTIVES:** Information Center Microcomputer Specialist, Microcomputer Training Specialist, Microcomputer Sales, and related microcomputer occupations.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must attain the grade of “C” or higher in IT courses taken for this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see reynolds.edu/curriculum/plan\_info.htm to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
AST 141	Word Processing I	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITE 215	Advanced Computer Applications and Integration	3	0	3
ITD 110	Web Page Design I	3	0	3
____ <sup>1</sup>	Information Technology Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>25-26</b>	<b>0</b>	<b>25-26</b>

**Total Minimum Credits for Career Studies Certificate in  
Microcomputer Applications..... 25**

<sup>1</sup> The Information Technology elective can be selected from one of the following areas: Information Technology Design (ITD), Information Technology Essentials (ITE), Information Technology Networking (ITN), or Information Technology Programming (ITP).

**INFORMATION SYSTEMS TECHNOLOGY –  
MICROSOFT NETWORK ADMINISTRATION**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** This program provides the information to enhance the student’s networking skills and prepares the student to study for the core exams that may lead to the Microsoft Certified Technology Specialist (MCTS) certification and the Microsoft Certified IT Professional (MCITP) certification.

**OCCUPATIONAL OBJECTIVES:** Server Administrator, Network Administrator, Technical Support Analyst, and Entry Level Systems Engineer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students enrolling in this certificate should have completed the Network Fundamentals Career Studies Certificate or equivalent as well as have a strong foundation in microcomputer applications for Windows, word processing, spreadsheet, and database. Students must attain the grade of “C” or higher in IT courses taken for this career studies certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see reynolds.edu/curriculum/plan\_info.htm to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITN 110	Client Operation Systems (Windows 7)	4	0	4
ITN 111	Server Administration (Windows 2008)	4	0	4
ITN 112	Network Infrastructure (Windows 2008)	4	0	4
ITN 113	Active Directory (Windows 2008)	4	0	4
_____ <sup>1</sup>	Information Technology Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>19-20</b>	<b>0</b>	<b>19-20</b>

**Total Minimum Credits for Career Studies Certificate in  
Microsoft Network Administration ..... 19**

<sup>1</sup> The Information Technology elective can be selected from one of the following areas: Information Technology Design (ITD), Information Technology Essentials (ITE), Information Technology Networking (ITN), or Information Technology Programming (ITP).

**INFORMATION SYSTEMS TECHNOLOGY –  
NETWORK ENGINEERING**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** This program provides information to enhance the student’s networking skills and prepares the student to study for the Cisco Certified Entry Networking Technician (CCENT) and the Cisco Certified Network Associate (CCNA) certifications.

**OCCUPATIONAL OBJECTIVES:** Network Administrator, Technical Support Analyst and Entry-Level Systems Engineer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students enrolling in this program must have a strong foundation in Computer Concepts, PC Hardware and OS Architecture, and Telecommunications. Students must attain the grade of “C” or higher in IT courses taken for this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see reynolds.edu/curriculum/plan\_info.htm to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITN 154	Networking Fundamental-Cisco	4	0	4
ITN 155	Introductory Routing-Cisco	4	0	4
ITN 156	Basic Switching and Routing-Cisco	4	0	4
ITN 157	WAN Technologies-Cisco	4	0	4
_____ <sup>1</sup>	Information Technology Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>19-20</b>	<b>0</b>	<b>19-20</b>

**Total Minimum Credits for Career Studies Certificate in  
Network Engineering..... 19**

<sup>1</sup> The Information Technology elective can be selected from one of the following areas: Information Technology Design (ITD), Information Technology Essentials (ITE), Information Technology Networking (ITN), or Information Technology Programming (ITP).



**INFORMATION SYSTEMS TECHNOLOGY –  
NETWORK FUNDAMENTALS**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** This program provides instruction in beginning networking skills and prepares students to study for the A+ and the Network+ certification exams. The program also prepares students for the college’s administrative level career studies certificates, Microsoft Network Administration and Network Engineering.

**OCCUPATIONAL OBJECTIVES:** Hardware Technician, Entry Level Help Desk Technician, and Entry Level Technical Support

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students enrolling in this certificate should have a strong foundation in microcomputer applications for word processing, spreadsheet, database, and Windows. Students must attain the grade of “C” or higher in IT courses taken for this certificate.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 221	PC Hardware and OS Architecture	4	0	4
ITN 100	Introduction to Telecommunications	3	0	3
ITN 101	Introduction to Network Concepts	4	0	4
ITN 260	Network Security Basics	3	0	3
ITN 171	UNIX I	3	0	3
____ <sup>1</sup>	Information Technology Elective	3-4	0	3-4
	<b>TOTAL</b>	<b>20-21</b>	<b>0</b>	<b>20-21</b>

**Total Minimum Credits for Career Studies Certificate in  
Network Fundamentals ..... 20**

<sup>1</sup> The Information Technology elective can be selected from one of the following areas: Information Technology Design (ITD), Information Technology Essentials (ITE), Information Technology Networking (ITN), or Information Technology Programming (ITP).

**LEGAL OFFICE TECHNOLOGY**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** The Legal Office Technology Career Studies Certificate program is designed to prepare students for employment in the legal office and in other offices where legal services are required.

**OCCUPATIONAL OBJECTIVES:** Legal Secretary, Calendar Clerk, Document Processor, Records Clerk, Administrative Assistant, and Court Clerk

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students will be required to repeat English and major courses in which grades lower than “C” are received. Major courses are those with prefixes of LGL or AST.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
LGL 110	Introduction to Law and the Legal Assistant	3	0	3
LGL 125 <i>OR</i> LGL 210	Legal Research <i>OR</i> Virginia and Federal Procedure	3	0	3
BUS 240	Introduction to Business Law	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
AST 243	Office Administration I	3	0	3
AST 205	Business Communications	3	0	3
	<b>TOTAL</b>	<b>21</b>	<b>0</b>	<b>21</b>

**Total Minimum Credits for Career Studies Certificate in  
Legal Office Technology ..... 21**

## OPTICIANS APPRENTICE

### CAREER STUDIES CERTIFICATE

**PURPOSE:** Successful completion of the Opticians Apprentice Career Studies Certificate will prepare students for employment in the eye care field throughout the Commonwealth of Virginia. This program is designed to develop basic essential knowledge and performance skills necessary to function as an optician.

**OCCUPATIONAL OBJECTIVES:** Students who successfully complete this career studies certificate program and complete the 6,000 hours of on-the-job training as a registered apprentice will be eligible to sit for the licensure examination to become an optician in the State of Virginia.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, an interview with the Opticianry program head is required before beginning the curriculum. Students must be registered as an Apprentice Optician with the Virginia Department of Labor and Industry. This career studies certificate program may be completed in one to three years. Apprentice students are required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours, along with the required courses in this certificate program. Students will be required to repeat any OPT course in which a grade lower than "71" is received.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
OPT 150	Optical Laboratory Theory I	3	0	3
OPT 151	Optical Laboratory Theory II	3	0	3
OPT 121	Optical Theory I	3	0	3
OPT 122	Optical Theory II	3	0	3
OPT 105	Anatomy, Physiology, and Pathology of the Eye	3	0	3
OPT 160	Optical Dispensing Theory I	3	0	3
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>

**Total Minimum Credits for Career Studies Certificate in Opticians Apprentice..... 18**

## PASTRY ARTS

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The Pastry Arts program is intended to develop knowledge and skills in modern and classical pastry and baking techniques and products. The curriculum provides technical education in baking, pastry production, confections and artistic product presentation and leads to employment in a variety of culinary and retail career paths.

**OCCUPATIONAL OBJECTIVES:** The Pastry Arts Career Studies Certificate prepares graduates to enter the following positions: Baker, Pastry Sous Chef, and Pastry Chef.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated by the following:

1. Submission of official college transcripts that record completion of a college level composition course, or
2. Submission of SAT or ACT scores, taken within the past five years, at the following levels:
  - ACT Verbal 19
  - SAT Verbal 480 (taken on or after April 1, 1995)
  - SAT Critical Reading 480 (taken on or after March 1, 2005), or
3. Successful completion of the COMPASS English placement test for ENG 111, with a satisfactory score on the reading test. Students with deficiencies in reading or writing may require developmental studies to be commenced during their first semester of enrollment and completed sequentially every subsequent semester until all developmental requirements are satisfied.

Faculty provide advising to enhance student success. All students wishing to enroll in Pastry Arts must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link: [reynolds.edu/hospitality/Advising.htm](http://reynolds.edu/hospitality/Advising.htm).

Students who earn a final grade lower than "C" in any HRI course must obtain permission from their advisor to continue the major in Pastry Arts. Students will normally be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be approved in writing by the program head.

The recommended two-semester sequence can be viewed at [reynolds.edu/hospitality/pastryartssequence.htm](http://reynolds.edu/hospitality/pastryartssequence.htm).

The competency-based nature of the curriculum allows students with previous educational studies or training experience to be evaluated for advanced standing. Students who believe they are eligible for such consideration are required to meet with their advisor to discuss eligibility for evaluation and possible advanced standing.

**SECOND DEGREE OR CERTIFICATE:** The college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 128	Principles of Baking	2	3	3
HRI 158 <sup>1</sup>	Safety and Sanitation	3	0	3
HRI 280 <sup>2</sup>	Principles of Advanced Baking and Pastry	2	3	3
HRI 283 <sup>2</sup>	Custards and Crèmes	2	3	3
HRI 285 <sup>2</sup>	Chocolate and Sugar Arts	2	3	3
	<b>TOTAL</b>	<b>11</b>	<b>12</b>	<b>15</b>
HRI 282 <sup>2</sup>	European Tortes and Cakes	2	3	3
HRI 284 <sup>2</sup>	Specialty, Spa, and Plated Desserts	2	3	3
HRI 286 <sup>2</sup>	Wedding and Specialty Cakes	2	3	3
HRI 281 <sup>2</sup>	Artisan Breads	2	3	3
	<b>TOTAL</b>	<b>8</b>	<b>12</b>	<b>12</b>

**Total Minimum Credits for Career Studies Certificate in Pastry Arts ..... 27**

- <sup>1</sup> Students must take HRI 158-Safety and Sanitation during the fall semester.
- <sup>2</sup> Students enrolled in HRI classes involving food laboratory usage will be allowed in laboratories only when wearing the required uniforms. Uniform specifications may be obtained at [reynolds.edu/hospitality/uniforms.htm](http://reynolds.edu/hospitality/uniforms.htm) or from program faculty.

**PHARMACY TECHNICIAN**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** The Pharmacy Technician program is designed to prepare students to assist and support licensed pharmacists in providing health care and medications to patients. Students will obtain a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, prepare, and dispense medications under the supervision of a licensed pharmacist.

**OCCUPATIONAL OBJECTIVES:** Pharmacy technicians work in hospital, retail, home health care, nursing home, clinic, nuclear medicine, and mail order prescription pharmacies. Pharmacy technicians can be employed with medical insurance companies, pharmacy software companies, drug manufacturing and wholesale companies, food processing companies, and as instructors in pharmacy technician training programs. Currently, hospital, home health care, and retail pharmacies hire the majority of technicians.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must complete the reading, writing, and mathematics placement testing and any required developmental courses based on the placement test results. Students must place at MTE 4 or take MTH 126 for entry into the Pharmacy Technician program. Students choosing to enroll in HLT 290 must have transportation and must be able to complete the 160-hour internship of HLT 290. Students may have to complete hours during the day, evening, or weekend depending on intern site. Students must pass HLT 143, HLT 250, and HLT 261 with a “C” or better to advance to HLT 262, HLT 290, or HLT 298.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HLT 143	Medical Terminology I	3	0	3
HLT 250	General Pharmacology	3	0	3
HLT 261 <sup>1</sup>	Basic Pharmacy I	3	0	3
HLT 262	Basic Pharmacy II	3	0	3
HLT 298 <i>OR</i>	Seminar and Project in Health (Pharmacy Technician) <i>OR</i>	4	0	4
HLT 290	Coordinated Internship	1	15	4
	<b>TOTAL</b>	<b>13-16</b>	<b>0-15</b>	<b>16</b>

**Total Minimum Credits for Career Studies Certificate in Pharmacy Technician ..... 16**

- <sup>1</sup> AST 101 should be taken if student does not have a keyboarding speed of at least 25 wpm. AST 101 may be taken prior to or concurrently with HLT 261.

## PRE-NURSING AND ALLIED HEALTH

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The Pre-Nursing and Allied Health Career Studies Certificate (CSC) program is designed to help prepare students for admission to the Nursing and other allied health AAS degree programs at JSRCC. These programs include Medical Laboratory Technology, Emergency Medical Services Paramedic, and Respiratory Therapy. Students enrolled in this CSC program are not yet accepted into the Nursing or Allied Health AAS degree programs, but are completing their general education and prerequisite courses. After completing this CSC, students will need to apply for admission to their program of study. Students wishing to enroll in the Pre-Nursing and Allied Health CSC or AAS degrees in Dental Laboratory Technology or Opticianry must meet with the program heads prior to enrollment.

**OCCUPATIONAL OBJECTIVES:** This program is designed to prepare students to succeed in the nursing or chosen allied health program. Completion of this program does not guarantee admission into those programs. Students enrolled in this CSC are encouraged to meet with their respective program advisor after completing their first semester of courses.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This program takes new students in the spring, summer, and fall semesters of each year.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Those students not passing the computer competency exam may retake the exam only once.

The following curriculum is required for those students seeking entrance into the Nursing AAS degree program.

### CURRICULUM – Pre-Nursing

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111	College Composition I	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
MTH 126	Mathematics for Allied Health	3	0	3
BIO 141	Human Anatomy and Physiology I	3	3	4
BIO 142	Human Anatomy and Physiology II	3	3	4
PSY 230	Developmental Psychology	3	0	3
SOC 200	Principles of Sociology	3	0	3
	<b>TOTAL</b>	<b>25</b>	<b>6</b>	<b>27</b>

**Total Minimum Credits for Career Studies Certificate in Pre-Nursing and Allied Health, Nursing..... 27**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

The following curriculum is required for those students seeking entrance into the Emergency Medical Services Paramedic AAS degree program.

### CURRICULUM – Pre-Emergency Medical Services Paramedic

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111	College Composition I	3	0	3
HLT 143	Medical Terminology	3	0	3
BIO 141	Human Anatomy and Physiology I	3	3	4
BIO 142	Human Anatomy and Physiology II	3	3	4
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Electives	3	0	3
	<b>TOTAL</b>	<b>22</b>	<b>6</b>	<b>24</b>

**Total Minimum Credits for Career Studies Certificate in Pre-Nursing and Allied Health, Emergency Medical Services Paramedic ..... 24**

<sup>1</sup> PSY 230 is the recommended social/behavioral science elective. A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

The following curriculum may be required for those students seeking entrance into the Dental Laboratory Technology AAS degree program. Advising with the program head is required prior to enrollment.

**CURRICULUM – Pre-Dental Laboratory Technology**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
ENG 111	College Composition I	3	0	3
ENG 112	College Composition II	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
NAS 105	Natural Science Topics for Modern Society	2	0	2
PSY 120 <i>OR</i> PSY 201	Human Relations <i>OR</i> Introduction to Psychology I	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>21-23</b>	<b>0-4</b>	<b>23</b>

**Total Minimum Credits for Career Studies Certificate in Pre-Nursing and Allied Health, Dental Laboratory Technology ..... 23**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

The following curriculum is required for those students seeking entrance into the Medical Laboratory AAS degree program.

**CURRICULUM – Pre-Medical Laboratory Technology**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
ENG 111	College Composition I	3	0	3
ENG 112	College Composition II	3	0	3
BIO 101	General Biology I	3	3	4
CHM 101 <i>OR</i> CHM 111	General Chemistry <i>OR</i> College Chemistry I	3	3	4
MTH 120 <i>OR</i> MTH 163	Introduction to Mathematics <i>OR</i> Pre-Calculus	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
	<b>TOTAL</b>	<b>25-27</b>	<b>6-10</b>	<b>29</b>

**Total Minimum Credits for Pre-Nursing and Allied Health, Medical Laboratory Technology ..... 29**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.





The following curriculum is required for those students seeking entrance into the Respiratory Therapy AAS degree program.

**CURRICULUM – Pre-Respiratory Therapy**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111	College Composition I	3	0	3
RTH 102	Integrated Sciences for Respiratory Care	3	0	3
RTH 121	Cardiopulmonary Science I		0	3
BIO 141	Human Anatomy and Physiology I	3	3	4
BIO 142	Human Anatomy and Physiology II	3	3	4
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>25</b>	<b>6</b>	<b>27</b>

**Total Minimum Credits for Pre-Nursing and Allied Health, Respiratory Therapy curriculum ..... 27**

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

**PRE-PRACTICAL NURSING AND DENTAL ASSISTING**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** The Pre-Practical Nursing and Dental Assisting Career Studies Certificate (CSC) is designed to help prepare students for admission to the Practical Nursing and Dental Assisting Certificate programs. Students enrolled in this CSC are not yet accepted into the Practical Nursing or Dental Assisting Certificate programs, but are completing their general education and pre-requisite courses. After completing this certificate, students will apply for admission to their intended program of study.

**OCCUPATIONAL OBJECTIVES:** This program is designed to prepare students to succeed in either the Practical Nursing or Dental Assisting Certificate program. Completion of this CSC does not guarantee admission into the Dental Assisting or Practical Nursing Certificate programs. Students enrolled in this CSC are encouraged to meet with their respective program advisor after completing their first semester courses.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This program takes new students in the spring, summer, and fall semesters of each year.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college’s computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Those students not passing the computer competency exam may retake the exam only once.

The following curriculum is required for those students seeking entrance into the Dental Assisting Certificate program.

**CURRICULUM – Pre-Dental Assisting**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
HLT 105	Cardiopulmonary Resuscitation	1	0	1
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
ENG 111	College Composition I	3	0	3
ENG 107 <sup>1</sup>	Critical Reading	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
PSY 201	Introduction to Psychology	3	0	3
<b>TOTAL</b>		<b>14-16</b>	<b>0-4</b>	<b>16</b>

**Total Minimum Credits for Career Studies Certificate in Pre-Dental Assisting ..... 16**

<sup>1</sup> Students must consult the Dental Assisting program head prior to registering for this course.

The following curriculum is required for those students seeking entrance into the Practical Nursing Certificate program.

**CURRICULUM – Pre-Practical Nursing**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
HLT 105	Cardiopulmonary Resuscitation	1	0	1
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
ENG 111	College Composition I	3	0	3
NAS 150	Human Biology	3	0	3
PSY 230	Developmental Psychology	3	0	3
	<b>TOTAL</b>	<b>14-16</b>	<b>0-4</b>	<b>16</b>

**Total Minimum Credits for Career Studies Certificate in Pre-Practical Nursing ..... 16**

<sup>1</sup> Students must consult the Practical Nursing program head prior to registering for this course.

**REAL ESTATE**

**CAREER STUDIES CERTIFICATE**

**PURPOSE:** The curriculum is designed for persons who seek full-time employment in the real estate field, for those presently in the field who are seeking promotion, and for those who wish to improve or acquire understanding and knowledge of essential real estate subjects, and those who wish recertification.

**OCCUPATIONAL OBJECTIVES:** Include Real Estate Salespersons, Real Estate Broker, Real Estate Office Manager, Real Estate Sales Manager

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Real Estate option in the career studies certificate program satisfies the Virginia Real Estate Commission's Educational Requirements for Salespersons.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

**CURRICULUM**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
REA 100	Principles of Real Estate	4	0	4
REA 215	Real Estate Brokerage	3	0	3
REA 216	Real Estate Appraisal	4	0	4
REA 217	Real Estate Finance	3	0	3
REA 290	Real Estate Broker Coordinated Internship	0	15	3
____ <sup>1</sup>	Approved Elective	3	0	3
	<b>TOTAL</b>	<b>17</b>	<b>15</b>	<b>20</b>

**Total Minimum Credits for Career Studies Certificate in Real Estate..... 20**

<sup>1</sup> Students may select from the following courses: BUS 100, BUS 240, REA 225, REA 247, REA 219, REA 245, REA 246, REA 256, MKT 271, and CST 100.

## SLEEP TECHNOLOGY FOR POLYSOMNOGRAPHY

### CAREER STUDIES CERTIFICATE

#### *Offered only through distance learning*

**PURPOSE:** This program is designed to prepare individuals, in conjunction with a physician, to perform and interpret sleep studies. The sleep technologist provides comprehensive clinical evaluations and interventions to assist patients in attaining more healthful sleep. Graduates of this program will be eligible to take the registry examination given by the Board of Registered Polysomnographic Technologists through several pathways. Applicants should discuss the various pathways with the program head.

**OCCUPATIONAL OBJECTIVES:** Sleep technologists are employed in sleep disorder centers located in medical centers, hospitals, and clinic/office settings. Registered sleep technologists are in high demand across the country.

**ADMISSION REQUIREMENTS:** General college curricular admission

**Program Notes:** This program admits students only in the fall semester. Students must complete an application by June 1st. The number of students accepted is based on the number of clinical seats at the clinical facilities and the number of available instructors. When students apply, they select their preferred clinical sites. If the number of applicants for any clinical site is larger than the number of clinical seats, an applicant lottery will be used to fill available seats.

Students must test into MTE 3 or a higher recommendation on the mathematics placement test. Students must also demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated by the following:

1. Submission of official college transcripts that record completion of a college-level composition course, or
2. Passing scores on the English placement test for ENG 111 and the reading placement test. Students with deficiencies in reading or writing may require developmental studies.

A Health Care Provider CPR certification course needs to be completed before clinical rotations. All students are required to submit a completed physical on forms provided by the program; this includes proof of immunizations before beginning clinical courses. Applicants must be free of any physical or mental condition which may adversely affect their performance. Drug testing and college approved criminal background checks may be required by clinical affiliates at the student's expense.

All interested potential applicants should review the program information packet found on the Reynolds.edu website at the following URL: [reynolds.edu/jsr\\_hmt/programs.htm](http://reynolds.edu/jsr_hmt/programs.htm).

All courses are offered online with internships at clinical sites. The recommended course sequence below assumes that the student will start and attend sequentially through two semesters. The program must be completed in two years.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

## CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
NAS 150	Human Biology	3	0	3
HLT 143	Medical Terminology I	3	0	3
PSG 195	Topics in Polysomnography: Introduction to the Science of Sleep Medicine	1	0	1
PSG 101	Polysomnography I	3	0	3
PSG 190	Coordinated Internship	0	10	2
PSG 103	Polysomnography Record Evaluation	3	0	3
PSG 164	Polysomnography Clinical Procedures I	0	16	4
PSG 295 <sup>1</sup>	Topics in Polysomnography: Anatomy, Physiology, and Advanced Principles of Sleep	4	0	4
PSG 295	Topics in Polysomnography: Sleep Technology Theory and Practice Integration	1	0	1
<b>TOTAL</b>		<b>21</b>	<b>26</b>	<b>27</b>

**Total Minimum Credits for Career Studies Certificate in Sleep Technology for Polysomnography ..... 27**

<sup>1</sup> RTH 121 and RTH 122 may be substituted for PSG 295, Topics in Polysomnography: Anatomy, Physiology, and Advanced Principles of Sleep.

## SUBSTANCE ABUSE COUNSELING EDUCATION

### CAREER STUDIES CERTIFICATE

**PURPOSE:** The Human Services program offers a career studies certificate in Substance Abuse Counseling Education designed to prepare students with the requisite professional knowledge, intervention skills, and values for delivering services in substance abuse counseling programs and addictions treatment. Courses in this curriculum can be used to meet the certification requirements of substance abuse counselors and substance abuse counseling assistants designated by the Health Professions Board of Counseling in the Commonwealth of Virginia.

**OCCUPATIONAL OBJECTIVES:** Graduates may be employed in a variety of settings, including, but not limited to, hospital and residential-based treatment programs, community-based treatment programs, group homes, homeless shelters, residential halfway houses, and institutional and community-based juvenile and adult corrections.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, an interview with the Human Services program head is recommended. While a face-to-face interview is preferable, an interview can also be conducted via telephone or electronic conference. Students should see their program advisor for information on the certification requirements of the Virginia Health Professions Board of Counseling for credentialing certified substance abuse counselors and certified substance abuse counselor assistants.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111 or CST 100	College Composition I or Principles of Public Speaking	3	0	3
HLT 121	Introduction to Drug Use and Abuse	3	0	3
HMS 260	Substance Abuse Counseling	3	0	3
HMS 220	Addiction and Prevention	3	0	3
HMS 270	Treatment Systems	3	0	3
HMS 258	Case Management and Substance Abuse	3	0	3
HMS 266	Counseling Psychology	3	0	3
HMS 290	Coordinated Internship in Human Services	0	15	3
	<b>TOTAL</b>	<b>21</b>	<b>15</b>	<b>24</b>

**Total Minimum Credits for Career Studies Certificate in Substance Abuse Counseling Education ..... 24**

## SURVEYING TECHNOLOGY

### CAREER STUDIES CERTIFICATE

**PURPOSE:** This option is designed to provide course work preparation to prospective examinees for the Virginia land surveyor licensing examination. The courses are encouraged and accepted by the State Board of Architects, Professional Engineers, Land Surveyors and Certified Landscape Architects under the auspices of the Commerce Department. Practical field experience will also be evaluated by the State Board to determine an individual's eligibility for licensing. As practical surveying experience is a necessary component for becoming licensed as a surveyor, occupational objectives include working in various capacities with surveying and engineering firms—with the ultimate objective of becoming a licensed surveyor.

**OCCUPATIONAL OBJECTIVES:** Graduates of the program may find work as surveyors and surveying technicians in architectural, engineering, and related services firms. Opportunities also exist in Federal, State, and local governmental agencies and in construction firms that concentrate on projects related to site design, land development, and transportation.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, those interested in entering the Surveying Technology option must be proficient in algebra, plane geometry, and trigonometry. Students found to be deficient in these areas will be advised to enroll in appropriate mathematics courses.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ECO 120	Survey of Economics	3	0	3
LGL 226	Real Estate Abstracting	3	0	3
CIV 171	Surveying I	2	3	3
CIV 265	Curves and Earthwork	3	0	3
CIV 172	Surveying II	2	3	3
CIV 241	Applied Hydraulics and Drainage I	3	0	3
CIV 242	Applied Hydraulics and Drainage II	3	0	3
	<b>TOTAL</b>	<b>19</b>	<b>6</b>	<b>21</b>

**Total Minimum Credits for Career Studies Certificate in Surveying Technology ..... 21**

## WELDING

### CAREER STUDIES CERTIFICATE

**PURPOSE:** Employment opportunities exist for individuals proficient in advanced welding techniques. This program is designed for students with no previous experience in welding, as well as for individuals currently employed in the welding field who wish to upgrade their skills. Individuals entering the Welding Career Studies Certificate program should consider this program as a means of developing or advancing their job skills over a one-year period of time and as a means of acquiring the skills necessary to test for the various levels of welding certification.

**Occupational Objectives:** Opportunities for graduates include construction welder, fabrication welder, and welding supply salesperson.

**Admission Requirements:** General college curricular admission

**Gainful Employment Disclosure Information:** Please see [reynolds.edu/curriculum/plan\\_info.htm](http://reynolds.edu/curriculum/plan_info.htm) to access gainful employment disclosure information for this program.

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
WEL 120	Fundamentals of Welding	1	3	2
WEL 121	Arc Welding	1	3	2
WEL 122	Welding II (Electric Arc)	2	3	3
WEL 130	Inert Gas Welding	2	3	3
WEL 145	Welding Metallurgy	3	0	3
WEL 150	Welding Drawing and Interpretation	2	0	2
ENG 111	College Composition I	3	0	3
	<b>TOTAL</b>	<b>14</b>	<b>12</b>	<b>18</b>

**Total Minimum Credits for Career Studies Certificate in Welding ..... 18**





# COURSE INFORMATION

## EXPLANATORY NOTES

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### COURSE NUMBERS

**NUMBERS 1-9** indicate Developmental Studies courses. Credits earned in these courses are not applicable toward certificate or associate degree programs.

**NUMBERS 10-99** indicate basic occupational courses (except for ESL courses). Credits earned for these courses are applicable toward certificate programs. These credits are not applicable toward an associate degree.

**NUMBERS 100-199** indicate freshman-level courses. Credits earned for these courses are applicable toward associate degree and certificate programs.

**NUMBERS 200-299** indicate sophomore-level courses. Credits earned for these courses are applicable toward associate degree and certificate programs.

### COURSE CREDITS

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The credit for each course is indicated in parentheses after the title in the course description. One credit is equivalent to one collegiate semester-hour credit.

### COURSE HOURS

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The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in each week (including laboratory, shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. In addition to the lecture and laboratory hours in class each week, students must spend some time on out-of-class assignments under their own direction.

### PREREQUISITES AND CO-REQUISITES

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If any prerequisites are required before enrolling in a course, they will be identified in the course description or by an indication of course sequence. Courses listed as ACC 111-112 and ENG 111-112, for example, must be taken in sequence unless otherwise noted in the course description. Courses in special sequences (usually identified by the numerals I-II or I-II-III) must also be taken in sequence unless otherwise noted in the course description. The prerequisites must be completed satisfactorily before enrolling in a course unless special permission is obtained from the school dean. Co-requisite courses are to be taken simultaneously.

## GENERAL USAGE COURSES

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The following "General Usage Courses" apply to multiple curricula and may carry a variety of prefix designations. The descriptions of the courses are normally identical for each different prefix and are as follows:

### **90-190-290 COORDINATED INTERNSHIP IN [DISCIPLINE]**

Supervises on-the-job training in selected health agencies, 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.

### **93-193-293 STUDIES IN [DISCIPLINE]**

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours.

### **95-195-295 TOPICS IN [DISCIPLINE]**

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.

### **96-196-296 ON-SITE TRAINING IN [DISCIPLINE]**

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.

### **97-197-297 COOPERATIVE EDUCATION IN [DISCIPLINE]**

Provides on-the-job training for pay in approved businesses, industrial, and service firms. Is applicable to all occupational/technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

### **98-198-298 SEMINAR AND PROJECT IN [DISCIPLINE]**

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

### **99-199-299 SUPERVISED STUDY IN [DISCIPLINE]**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

## COURSE DESCRIPTIONS A-Z

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Course descriptions are presented alphabetically by prefix in this section.

Here is a list of the disciplines and their prefixes:

<b>PREFIX</b>	<b>DESCRIPTION</b>
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ACC	Accounting
ADJ	Administration of Justice
ARA	Arabic
ARC	Architecture
ART	Arts
ASL	American Sign Language
AST	Administrative Support Technology
AUT	Automotive
BIO	Biology
BLD	Building
BSK	Basic Skills
BUS	Business Management & Administration
CHD	Childhood Development
CHM	Chemistry
CIV	Civil Engineering Technology
CSC	Computer Science
CST	Communication Studies & Theatre
DIT	Dietetics
DNA	Dental Assisting
DNL	Dental Laboratory
DRF	Drafting
DSL	Diesel
ECO	Economics
EDU	Education
EGR	Engineering
ELE	Electrical Technology
EMS	Emergency Medical Services
ENG	English
ESL	English as a Second Language
ETR	Electronics Technology
FIN	Financial Services
FRE	French
FST	Fire Science
GEO	Geography
GER	German
GIS	Geographic Information Systems
GOL	Geology
HIM	Health Information Management
HIS	History
HLT	Health
HMS	Human Services
HRI	Hospitality Management
HRT	Horticulture
HUM	Humanities
INT	Interpreter Education
ITD	Information Technology Design
ITE	Information Technology Essentials
ITN	Information Technology Networking
ITP	Information Technology Programming
LGL	Paralegal Studies
MDL	Medical Laboratory
MEC	Mechanical Engineering Tech
MEN	Mental Health
MKT	Marketing

<b>PREFIX</b>	<b>DESCRIPTION</b>
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MTE	Math Essentials
MTH	Mathematics
MUS	Music
NAS	Natural Science
NUR	Nursing
OPT	Opticianry
PED	Physical Education
PHI	Philosophy
PHT	Photography
PHY	Physics
PLS	Political Science
PSG	Polysomnographic Tech
PNE	Practical Nursing
PSY	Psychology
REA	Real Estate
REL	Religion
RTH	Respiratory Therapy
SDV	Student Development
SOC	Sociology
SPA	Spanish
WEL	Welding

# COURSE LISTINGS

## ACC – ACCOUNTING

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### ACC 115 – APPLIED ACCOUNTING (3 CR.)

Presents practical accounting procedures for retail stores, professional individuals in firms, and personal service occupations. Covers the accounting cycle, journals, ledgers, preparation of financial statements and payrolls, and checking account management. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of developmental reading if required by reading placement test. Prerequisite or co-requisite: MTH 120.* Lecture 3 hours per week. Offered in fall, spring, and summer.

### ACC 124 – PAYROLL ACCOUNTING (3 CR.)

Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation. Lecture 3 hours per week. Offered in spring and summer.

### ACC 134 – SMALL BUSINESS TAXES (3 CR.)

Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Studies the fundamentals of income tax preparation for small businesses organized as proprietorships and partnerships. Includes sales and property taxes and income tax preparation related to business assets; business of the home; employment taxes; excise taxes; schedules C, SE and 1040; self-employed retirement plans; tip reporting and allocation rules, etc. Lecture 3 hours per week. Offered in spring.

### ACC 211 – PRINCIPLES OF ACCOUNTING I (3 CR.)

Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Studies services, merchandising, and internal controls. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of developmental reading if required by reading placement test. Prerequisite or co-requisite: MTH 120.* Waivers must be granted by program, school, or counselor approval. Lecture 3 hours per week. Offered in fall, spring, and summer.

### ACC 212 – PRINCIPLES OF ACCOUNTING II (3 CR.)

Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations, and the study of financial analysis. Includes an introduction to cost and managerial accounting concepts. *Prerequisite: ACC 211.* Lecture 3 hours per week. Offered in fall, spring, and summer.

### ACC 215 – COMPUTERIZED ACCOUNTING (3 CR.)

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. *Prerequisite: ACC 115 or ACC 211 or equivalent or school approval.* Lecture 3 hours per week. Offered in summer.

### ACC 217 – ANALYZING FINANCIAL STATEMENTS (3 CR.)

Explains how financial data are generated and limitations of the data, techniques for analyzing the flow of a business's funds, and the methods of selecting and interpreting financial ratios. Highlights the conceptual framework for analysis, and offers basic and advanced analytical techniques through the use of comprehensive case studies. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week. Offered in summer, even years.

### ACC 219 – GOVERNMENT AND NON-PROFIT ACCOUNTING (3 CR.)

Introduces fund accounting as used by governmental and nonprofit entities. Stresses differences between accounting principles of for-profit and not-for-profit organizations. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week. Offered in fall.

### ACC 221 – INTERMEDIATE ACCOUNTING I (3 CR.)

Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities, and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week. Offered in fall.

### ACC 222 – INTERMEDIATE ACCOUNTING II (3 CR.)

Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. *Prerequisite: ACC 221 or equivalent.* Lecture 3 hours per week. Offered in spring.

### ACC 231 – COST ACCOUNTING I (3 CR.)

Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control, capital budgeting, and pricing decisions. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week. Offered in fall.

### ACC 240 – FRAUD EXAMINATION (3 CR.)

Covers the principles and methodology of fraud detection and deterrence. Provides an introduction to the various ways fraud and occupational abuses occur, methods to identify the risk of exposure to loss from fraud, and appropriate prevention, detection, and investigation approaches. Lecture 3 hours per week.

### ACC 241 – AUDITING I (3 CR.)

Covers the principles and methodology of fraud detection and deterrence. Provides an introduction to the various ways fraud and occupational abuses occur, methods to identify the risk of exposure to loss from fraud, and appropriate prevention, detection, and investigation approaches. Lecture 3 hours per week.

### ACC 261 – PRINCIPLES OF FEDERAL TAXATION I (3 CR.)

Presents the study of federal taxation as it relates to individuals and related entities. Covers gross income, deductions and credits, sales and other disposition of property, capital gains, losses and timing. Includes tax planning, compliance, and reporting. Emphasizes personal tax burden minimization and preparation of personal tax returns. *Prerequisite: ACC 211 or equivalent.* Lecture 3 hours per week. Offered in fall.

## **ADJ – ADMINISTRATION OF JUSTICE**

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### **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. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 107 if recommended by reading placement test. Prerequisite and co-requisite courses may be waived only by program or school approval.* 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. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 107 if recommended by reading placement test. Prerequisite and co-requisite courses may be waived only by program or school approval.* 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. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 107 if recommended by reading placement test. Prerequisite and co-requisite courses may be waived only by program or school approval.* Lecture 3 hours per week.

### **ADJ 116 – SPECIAL ENFORCEMENT TOPICS (3 CR.)**

Considers contemporary issues, problems, and controversies in modern law enforcement. *Prerequisite: ADJ 100.* Lecture 3 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. *Prerequisite: ADJ 100.* 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. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 107 if recommended by reading placement test. Prerequisite and co-requisite courses may be waived only by program or school approval.* Lecture 3 hours per week.

### **ADJ 159 – PHYSICAL SECURITY (3 CR.)**

Studies the various forms of perimeter barriers which impact upon security operations; examines insurance considerations, underwriters licensing certification, fire prevention and fire code regulations, and the general health and safety requirements for all employees and contact persons within the organization. Lecture 3 hours 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 195 – TOPICS IN ADMINISTRATION OF JUSTICE: TRANSPORTATION AND BORDER SECURITY (3 CR.)**

Provides an overview of modern border and transportation security challenges and the different methods employed to address these challenges from post 9/11 to the present. Focuses on legal, economic, political, and cultural concerns and impacts associated with transportation and border security. Lecture 3 hours per week.

### **ADJ 195 – TOPICS IN ADMINISTRATION OF JUSTICE: INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT (3 CR.)**

Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors as well as the threats posed to these institutions by terrorist, man-made disasters, and natural disasters. Lecture 3 hours per week.

### **ADJ 195 – TOPICS IN ADMINISTRATION OF JUSTICE: INTRODUCTION TO HOMELAND SECURITY (3 CR.)**

Presents students with an overview of the vocabulary and important components of homeland security. Discusses the importance of agencies associated with homeland security and their interrelated duties and responsibilities. Lecture 3 hours per week.

### **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. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 107 if recommended by reading placement test. Prerequisite and co-requisite courses may be waived only by program or school approval.* Lecture 3 hours per week.

### **ADJ 212 – 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. Lecture 3 hours per week.



**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.

**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.

**ADJ 233 – DIGITAL CRIME AND DIGITAL TERRORISM (3 CR.)**

Provides instruction in the techniques and practices used to identify incidents of digital crime and digital terrorism, methods of detection of incidents, methods of protection from digital crime and digital terrorism, and the future of digital crime and digital terrorism.

*Prerequisites: ADJ 100 and 107 or 201, basic computer literacy, experience using the Internet, or permission of the instructor.* 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 or equivalent.* Lecture 3 hours per week.

**ADJ 235 – RESEARCH IN CRIMINAL JUSTICE (3 CR.)**

Presents research methodology, including the development of research questions, quantification techniques, collection procedures, analysis tools, and the means of establishing relationships between theory, policy, and practice. *Prerequisites: ENG 112, ADJ 100, ADJ 105, and ADJ 107.* Lecture 3 hours per week.

**ADJ 236 – PRINCIPLES OF CRIMINAL INVESTIGATION (3 CR.)**

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search and collecting, handling, and preserving evidence. 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. *Prerequisite: Students enrolling in the course must be certified law enforcement personnel currently employed in a police agency.* Lecture 3 hours per week.

**ADJ 246 – CORRECTIONAL COUNSELING (3 CR.)**

Presents concepts and principles of interviewing and counseling as applied in the correctional setting. Lecture 3 hours per week.

**ADJ 289 – COMPARATIVE SYSTEMS OF CRIMINAL JUSTICE (3 CR.)**

Surveys administration of justice in a variety of nations, comparing workings and results of different law enforcement, judicial, and correctional components. Lecture 3 hours per week.

**ADJ 290 – COORDINATED INTERNSHIP IN ADMINISTRATION JUSTICE (3 CR.)**

Provides supervised on-the-job training in selected businesses, industrial or service firms coordinated by the college. Laboratory 15 hours per week.

**ARA – ARABIC**

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**ARA 101 – BEGINNING ARABIC I (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures, as well as the arts and literature in the Arab world. Part I of II. *Prerequisite: Students must be functionally fluent in English.* Lecture 4 hours per week.

**ARA 102 – BEGINNING ARABIC II (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures, as well as the arts and literature in the Arab world. Part II of II. *Prerequisites: ARA 101 and functional fluency in English.* Lecture 4 hours per week.

**ARA 201 – INTERMEDIATE ARABIC I (3 CR.)**

Continues to develop understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Classes are conducted in Arabic. *Prerequisite: ARA 102.* Lecture 3 hours per week.

**ARC – ARCHITECTURE**

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**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 a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details, and pictorial drawings. Part I of II. *Prerequisite: DRF 231 or school approval.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ARC 122 – ARCHITECTURAL DRAFTING II (3 CR.)**

Introduces techniques of architectural drafting, including lettering, dimensioning, and symbols. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details, and pictorial drawings. Part II of II. *Prerequisite: ARC 121 or school approval.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ARC 131 – MATERIALS AND METHODS OF CONSTRUCTION I (3 CR.)**

Covers use of wood as a building material in all phases of construction. Deals with species used, growth characteristics, hygroscopic properties, and applications of lumber and plywood. Includes wood framing systems, pre-manufactured components, modular systems, windows, doors, cabinets, and flooring. Lecture 3 hours per week.



**ARC 132 – MATERIALS AND METHODS OF CONSTRUCTION II (3 CR.)**

Studies masonry and concrete materials related to the construction industry: materials, mixtures, handling and placing, finishing and curing, and protection of concrete work. Includes brick and cementitious materials, mortar, and workmanship, and iron, steel, and aluminum as used in construction. Lecture 3 hours per week.

**ARC 211 – COMPUTER-AIDED DRAFTING APPLICATIONS (3 CR.)**

Utilizes computer's hardware and software to create orthographic and pictorial drawings. Requires creation of working drawings by adding the necessary sections, dimensions, and notes to the computer generated views. *Prerequisite: DRF 231 or equivalent.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ARC 212 – ARCHITECTURAL DRAFTING III (3 CR.)**

Provides fundamental knowledge of the principles and techniques of architectural drawings and procedures. Familiarizes students with the design process to provide a better understanding of the relationship between architectural design and structural systems. Computer-aided design/drafting begins to assume a dominant role in the drawing production process. *Prerequisites: ARC 122 or equivalent and DRF 231. Prerequisite or co-requisite: ARC 211.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ARC 213 – ARCHITECTURAL DRAFTING IV (3 CR.)**

Requires preparation of complete set of working drawings according to principles and techniques of architectural drawing procedures used in professional firms. CAD is the primary means for drawing production, as well as design presentation, including 3D renderings and animations. *Prerequisites: ARC 212 or equivalent and DRF 232.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ARC 241 – BUILDING MECHANICAL SYSTEMS (3 CR.)**

Studies components and design for systems in residential and commercial building. Covers plumbing supply and drainage, including storm drainage and private sewage disposal. Requires calculation of overall heat balances for buildings as basis for design of heating and cooling systems. *Prerequisite: ARC 122 or equivalent.* Lecture 3 hours per week.

**ARC 242 – BUILDING ELECTRICAL SYSTEMS (3 CR.)**

Studies components and design for lighting and electrical systems, security, fire, and smoke alarms. Lecture 3 hours per week.

**ARC 295 – TOPICS IN ARCHITECTURE: BUILDING INFORMATION MODELING (3 CR.)**

Teaches advanced operations in building-information-modeling. *Prerequisite: ARC 211 or equivalent.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ART – ARTS**

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**ART 100 – ART APPRECIATION (3 CR.)**

Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

**ART 101 – HISTORY AND APPRECIATION OF ART I (3 CR.)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. ART 101 and 102 may be taken out of order. Part I of II. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

**ART 102 – HISTORY AND APPRECIATION OF ART II (3 CR.)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. ART 101 and 102 may be taken out of order. Part II of II. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

**ART 106 – HISTORY OF MODERN ART (3 CR.)**

Surveys the history of modern architecture, sculpture, painting, and graphic arts in representational and nonrepresentational forms. Focuses on the periods and movements that influenced the arts of the twentieth century. Emphasizes contemporary art forms, particularly the interaction between art and society, industry, and design. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

**ART 121 – DRAWING I (4 CR.)**

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

**ART 122 – DRAWING II (4 CR.)**

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone, and composition as applied to still life, landscape, and the figure. Uses drawing media such as pencil, charcoal, ink wash, and color media. Includes field trips and gallery assignments as appropriate. Part II of II. *Prerequisite: ART 121 or permission of the instructor.* Lecture 2 hours. Studio instruction 4 hours. Total 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. This course is intended to be an art elective for students who do not plan to pursue a degree in the visual arts. Lecture 2 hours. Studio instruction 3 hours. Total 5 hours per week.

**ART 131 – FUNDAMENTALS OF DESIGN I (4 CR.)**

Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Part I of II. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 132 – FUNDAMENTALS OF DESIGN II (4 CR.)**

Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Part II of II. *Prerequisite: ART 131 or instructor's approval.* Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 133 – VISUAL ARTS FOUNDATION (4 CR.)**

Covers tools and techniques, design concepts and principles, color theory, and an introduction to the computer for graphic use. Applies to all fields of Visual Art. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 138 – FIGURE DRAWING (3 CR.)**

Develops drawing skills for beginning and experienced students. Explores a broad range of drawing problems dealing with the human figure in costume using various media and techniques. *Prerequisite: ART 120 or equivalent course or school approval.* Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week.

**ART 217 – ELECTRONIC GRAPHIC DESIGN I (4 CR.)**

Focuses on creative concepts of graphic design problem solving using electronic technology; includes techniques specific to computer generated publication design and imagery. Required for students pursuing careers in graphic design with emphasis on use of the computer. Part I of II. *Prerequisites: ART 131 and passing score on computer competency exam or satisfactory completion of ITE 115 or CSC 155 or equivalent.* Lecture 2 hours. Studio Instruction 4 hours. Total 6 hours per week.

**ART 218 – ELECTRONIC GRAPHIC DESIGN II (4 CR.)**

Focuses on creative concepts of graphic design problem solving using electronic technology; includes techniques specific to computer generated publication design and imagery. Includes use of electronic color models and principles of pre-press production. Required for students pursuing careers in graphic design with emphasis on use of the computer. Part II of II. *Prerequisites: ART 217 and ART 131 or instructor's approval and passing score on computer competency exam or satisfactory completion of ITE 115 or CSC 155 or equivalent.* Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 241 – PAINTING I (4 CR.)**

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Part I of II. *Prerequisite: ART 122 or instructor's approval.* Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 242 – PAINTING II (4 CR.)**

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Part II of II. *Prerequisite: ART 122 or instructor's approval. ART 241 and 242 must be taken in order except with instructor's approval.* Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 243 – WATERCOLOR I (3 CR.)**

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. *Prerequisite: ART 131 or instructor's approval.* Lecture 1.5 hours. Studio instruction 3.5 hours. Total 5 hours per week.

**ART 293 – STUDIES IN ART: PAINTING (4 CR.)**

Provides directed study in painting in the student's chosen medium with emphasis on investigation of personal style and development of portfolio. *Prerequisite: ART 242 or instructor's approval.* Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ASL – 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. Introduces students to the various ASL and IE curricular options offered at JSRCC. Lecture 2 hours per week.

**ASL 101 – AMERICAN SIGN LANGUAGE I (4 CR.)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part I of II and the first course in a six-semester sequence. Lecture 4 hours per week.

**ASL 102 – AMERICAN SIGN LANGUAGE II (4 CR.)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part II of II and the second course in a six-semester sequence. *Prerequisite: ASL 101.* Lecture 4 hours per week.

**ASL 125 – HISTORY AND CULTURE OF THE DEAF COMMUNITY I (3 CR.)**

Examines the history of the Deaf Community and presents an overview of various aspects of Deaf Culture, including educational and legal issues. *Prerequisite: Placement for ENG 111.* Lecture 3 hours per week.

**ASL 201 – AMERICAN SIGN LANGUAGE III (3 CR.)**

Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf Community to enhance linguistic and cultural knowledge. Part I of II and the third course in a six-semester sequence. *Prerequisite: ASL 102 or permission of instructor.* Lecture 3 hours per week.

**ASL 202 – AMERICAN SIGN LANGUAGE IV (3 CR.)**

Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf Community to enhance linguistic and cultural knowledge. Part II of II and the fourth course in a six-semester sequence. *Prerequisite: ASL 201 or permission of instructor.* Lecture 3 hours per week.

**ASL 220 – COMPARATIVE LINGUISTICS: ASL AND ENGLISH (3 CR.)**

Describes spoken English and ASL (American Sign Language) on five levels: phonological, morphological, lexical, syntactic, and discourse. Compares and contrasts the two languages on all five levels using real-world examples. Documents similarities between signed languages and spoken languages in general. Describes the major linguistic components and processes of English and ASL. Introduces basic theories regarding ASL structure. Emphasizes ASL's status as a natural language by comparing and contrasting similarities and unique differences between the two languages. *Prerequisites: ASL 201 and ENG 111.* Lecture 3 hours per week.

**ASL 225 – LITERATURE OF THE U.S. DEAF COMMUNITY (3 CR.)**

Presents an overview of various aspects of literature common in the U.S. Deaf Community, including those forms written in English and those forms signed in ASL. Applies the recurring themes and metaphors in the context of the history of the U.S. Deaf Community. *Prerequisites: ASL 125, ASL 202, ASL 220, and ENG 111.* Lecture 3 hours per week.

**ASL 261 – AMERICAN SIGN LANGUAGE V (4 CR.)**

Develops advanced American Sign Language comprehension and production skills. Emphasizes advanced linguistic aspects of ASL. Presents ASL literary forms. Encourages contact with the Deaf Community. Part I of II and the fifth course in a six-semester sequence. *Prerequisite: ASL 202.* Lecture 4 hours per week.

**ASL 262 – AMERICAN SIGN LANGUAGE VI (4 CR.)**

Develops advanced American Sign Language comprehension and production skills. Emphasizes advanced linguistic aspects of ASL. Presents ASL literary forms. Encourages contact with the Deaf Community. Part II of II and the sixth course in a six-semester sequence. *Prerequisite: ASL 261.* Lecture 4 hours per week.

**ASL 295 – TOPICS IN AMERICAN SIGN LANGUAGE:  
SIGN TUNING (3 CR.)**

Provides an opportunity to explore various language elements in ASL, including advanced and colloquial aspects of: phonology, morphology, grammar/syntax, semantics, variation and historical change. *Prerequisite: ASL 201. Co-requisites: ASL 125 and ASL 220.* Lecture 3 hours per week.

**AST – ADMINISTRATIVE SUPPORT TECHNOLOGY****AST 101 – KEYBOARDING I (3 CR.)**

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation using a software package. Lecture 3 hours per week.

**AST 102 – KEYBOARDING II (3 CR.)**

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. *Prerequisite: AST 101.* Lecture 3 hours per week.

**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.

**AST 137 – RECORDS MANAGEMENT (3 CR.)**

Teaches filing and records management procedures for hard copy, electronic, and micrographic systems. Identifies equipment, supplies, and solutions to records management problems. Lecture 3 hours per week.

**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 hours per week.

**AST 142 – WORD PROCESSING II (3 CR.)**

Teaches advanced software applications. *Prerequisite: AST 141 or equivalent.* Lecture 3 hours per week.

**AST 205 – BUSINESS COMMUNICATIONS (3 CR.)**

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. *Prerequisite: ENG 111 or equivalent.* Lecture 3 hours per week.

**AST 243 – OFFICE ADMINISTRATION I (3 CR.)**

Develops an understanding of the administrative support role and the skills and knowledge necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. *Prerequisite: AST 101.* Lecture 3 hours per week.

**AST 245 – MEDICAL MACHINE TRANSCRIPTION (3 CR.)**

Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats with proper grammar and punctuation. *Pre- or co-requisite: AST 102 or equivalent.* Lecture 3 hours per week.

**AST 260 – PRESENTATION SOFTWARE (POWERPOINT) (3 CR.)**

Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and hand-outs. Incorporates use of sound and video clips. Lecture 3 hours per week.

**AUT – AUTOMOTIVE****AUT 111 – AUTOMOTIVE ENGINES I (4 CR.)**

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 112 – AUTOMOTIVE ENGINES II (3 CR.)**

Continues study of the analysis of power, cylinder condition, and valves and bearings in the automotive engine to establish the present condition, repairs, or adjustments. *Prerequisite: AUT 111.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 126 – AUTO FUEL AND IGNITION SYSTEMS (5 CR.)**

Studies automobile ignition and fuel systems and their functions in operation of the engine. Includes carburetors, fuel pumps, ignition systems, troubleshooting, engine testing and adjustment, and tune-up. *Prerequisite: AUT 242.* Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

**AUT 130 – INTRODUCTION TO AUTO MECHANICS (2 CR.)**

Introduces auto mechanics, including auto shop safety and tool identification and use. Explains automobile system theory and function. Stresses quality work practices and job opportunities. Lecture 1 hour. Laboratory 3 hours. Total 4 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 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 disassembly, reconditioning, overhaul and reassembly in the lab. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AUT 165 – AUTO DIAGNOSIS AND TUNE-UP (2 CR.)**

Presents the techniques for diagnosis of malfunctions in systems of the automobile. Uses dynamometers, oscilloscopes and other specialized diagnostic and testing equipment. Demonstrates tune-up of conventional and rotary engines. *Prerequisite: AUT 126.* Lecture 1 hour. Laboratory 3 hours. Total 4 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. Includes clutches, synchronizers, torque multiplication/gear reduction, along with differentials, transmission/transaxles, drive axels, U-joints, CV joints, 4-wheel drive, and all-wheel drive systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 197 – COOPERATIVE EDUCATION IN AUTOMOTIVE (2 CR.)**

Provides on-the-job training for automotive technology students. Laboratory 10 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 236 – AUTOMOTIVE CLIMATE CONTROL (4 CR.)**

Introduces principles of refrigeration, air conditioning controls, and adjustment and general servicing of automotive air conditioning systems. *Prerequisite: AUT 241.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 241 – AUTOMOTIVE ELECTRICITY I (3 CR.)**

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 242 – AUTOMOTIVE ELECTRICITY II (3 CR.)**

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part II of II. *Prerequisite: AUT 241.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 243 – AUTOMOTIVE CONTROL ELECTRONICS (4 CR.)**

Covers the electronic control systems found in hybrid electric vehicle systems, battery electric vehicle systems, and fuel cell electric vehicle systems. Teaches theory, function, and operation of each electronic control systems and provides students an opportunity to perform diagnostic procedures and maintenance for these systems. Focuses on safety. *Prerequisites: Experience in the automotive repair field, AUT 241, AUT 242, AUT 245, and AUT 230 or approval of the program head.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 245 – AUTOMOTIVE ELECTRONICS (4 CR.)**

Introduces the field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis and repair of digital indicator and warning systems. *Prerequisites: AUT 241 and AUT 242.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 251 – AUTOMATIC TRANSMISSIONS (4 CR.)**

Studies several types of automatic transmissions, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 253 – ELECTRIC VEHICLES (4 CR.)**

Covers electric vehicle systems and advanced automotive electronics. Provides students an opportunity to perform diagnostic procedures and maintenance of electric vehicle systems. Teaches theory, function, and operation of electric vehicle systems. Focuses on safety. *Prerequisites: Experience in the automotive repair field, AUT 241, AUT 242, AUT 245, and AUT 230.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 254 – PLUG-IN HYBRID VEHICLES (4 CR.)**

Covers plug-in hybrid electric vehicle systems, extended-range electric vehicle systems, and advanced automotive electronics. Teaches theory, function, and operation of each plug-in hybrid vehicle system and provides students an opportunity to perform diagnostic procedures and maintenance on these vehicles. Focuses on safety. *Prerequisites: Experience in the automotive repair field, AUT 241, AUT 242, AUT 245, and AUT 230 or approval of the program head.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 256 – FUEL CELL ELECTRIC VEHICLES (4 CR.)**

Covers hydrogen fuel cell electric vehicle systems and advanced automotive electronics. Teaches theory, function, and operation of fuel cell electric vehicles and provides students an opportunity to perform diagnostic procedures and maintenance for fuel cell electric vehicle systems. Focuses on safety. *Prerequisites: Experience in the automotive repair field, AUT 241, AUT 242, AUT 245, and AUT 230 or approval of the program head.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 265 – AUTOMOTIVE BRAKING SYSTEMS (3 CR.)**

Presents operation, design, construction, repair, and servicing of braking system, including Anti-Lock Brake Systems (ABS). Explains uses of tools and test equipment, evaluation of test results, estimation of repair cost for power, standard and disc brakes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 266 – AUTO ALIGNMENT, SUSPENSION AND STEERING (3 CR.)**

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.



**AUT 297 – COOPERATIVE EDUCATION IN AUTOMOTIVE (2 CR.)**

Provides on-the-job training for automotive technology students. Laboratory 10 hours per week.

**BIO – BIOLOGY****BIO 1 – FOUNDATIONS OF BIOLOGY (4 CR.)**

Develops a basic understanding of plant and animal form, function, and relationships. Prepares students who have a deficiency in high school biology or may require a refresher course before beginning college-level biology. Taught as pass/fail, the course can be taken in subsequent semesters as necessary until course objectives are completed. The credits are not applicable to any of the college's academic programs, although high school level biology or higher may be required for entrance into certain college level programs. The credits do not transfer. Lecture 4 hours per week.

**BIO 101 – GENERAL BIOLOGY I (4 CR.)**

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Part I of II. *Prerequisite: Satisfactory score on reading placement test.* Credit toward graduation cannot be awarded for both Biology 106 and Biology 101 or Biology 102. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 102 – GENERAL BIOLOGY II (4 CR.)**

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Part II of II. *Prerequisite: BIO 101.* Credit toward graduation cannot be awarded for both Biology 106 and Biology 101 or Biology 102. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 106 – LIFE SCIENCE (4 CR.)**

Provides a topical approach to basic biological principles. Includes the scientific process, characteristics of living organisms, molecular aspects of cells, bioenergetics, cellular and organismal reproduction genetics, evolution, some human organ systems, and ecology. Designed for the non-science major. *Prerequisite: Satisfactory score on the reading and writing placement test; students should not be enrolled in a remedial reading or writing course while enrolled in this course.* Credit toward graduation cannot be awarded for both Biology 106 and Biology 101 or Biology 102. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 107 – BIOLOGY OF THE ENVIRONMENT (4 CR.)**

Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth and migration, use of natural resources and waste management, ecosystem simplification and recovery, evolution, biogeochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate, and ozone depletion, pollution examples and anti-pollution laws, and acid deposition. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 141 – HUMAN ANATOMY AND PHYSIOLOGY I (4 CR.)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. *Prerequisites: High school biology and chemistry completed within five years of registering for this course or BIO 101 (or an equivalent) or advisor approval.* Lecture 3 hours. Laboratory 3 hours. Total 6 contact hours per week.

**BIO 142 – HUMAN ANATOMY AND PHYSIOLOGY II (4 CR.)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. *Prerequisite: BIO 141.* Lecture 3 hours. Laboratory 3 hours. Total 6 contact hours per week.

**BIO 205 – GENERAL MICROBIOLOGY (4 CR.)**

Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. *Prerequisites: BIO 101-102 and CHM 111-112 or equivalent, or permission of the School of Mathematics and Science. CHM 101-102 are acceptable equivalent courses.* Credits for CHM 101-102 do not count toward the AS degree in Science. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 206 – CELL BIOLOGY (4 CR.)**

Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. *Prerequisite: One year of college biology and one year of college chemistry.* Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**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. Part I of II. *Prerequisite: One year of college biology and one year of college chemistry or school approval.* Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**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. Part II of II. *Prerequisites: One year of college biology and one year of college chemistry or school approval and BIO 231.* Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 256 – GENERAL GENETICS (4 CR.)**

Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. *Prerequisites: BIO 101, BIO 102, CHM 111, and CHM 112.* Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 270 – GENERAL ECOLOGY (3 CR.)**

Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. *Prerequisites: BIO 101 and 102 or departmental approval.* Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 hours per week.



**BIO 299 – SUPERVISED STUDY IN ECOLOGY- INTERMEDIATE (2 CR.)**

Assigns problems for independent study by the student incorporating previous instruction and supervised by the instructor. Provides students the opportunity to research scientific literature on their selected topic, design a field study to be conducted, assemble and analyze observed field data, and complete a final report on this research. *Prerequisites: One year of college biology (including BIO 102) and MTH 163 or MTH 166 or faculty approval.* Lecture 1 hour per week. Laboratory 3 hours. Total 4 hours per week.

**BIO 299 – SUPERVISED STUDY IN ECOLOGY- ADVANCED (4 CR.)**

Assigns problems for independent study by the student incorporating previous instruction and supervised by the instructor. Provides the student an opportunity to research scientific literature on their selected topic, design a field study to be conducted, assemble and analysis observed field data, and complete a final report on this research. *Prerequisites: One year of college biology (including BIO 102) and MTH 163 or MTH 166 or faculty approval.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**BLD – BUILDING****BLD 101 – CONSTRUCTION MANAGEMENT I (3 CR.)**

Presents overview of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, business methods, including basic computer usage, safety, and general project management procedures. Lecture 3 hours per week.

**BLD 103 – PRINCIPLES OF RESIDENTIAL BUILDING CONSTRUCTION INSPECTION (3 CR.)**

Introduces general principles of residential building inspection including materials, foundations, framing, finishing, and building codes. Lecture 3 hours per week.

**BLD 210 – BUILDING STRUCTURES (3 CR.)**

Introduces analysis and design of steel, wood, and reinforced concrete structural members including loads, reactions, bending moments, stresses, and deflection for selection of beam and column sizes. Considers bolted and welded connections in steel design. Introduces determination of reinforcing steel sizes and arrangements in concrete members. *Prerequisite: MTH 116.* Lecture 3 hours per week.

**BLD 231 – CONSTRUCTION ESTIMATING (3 CR.)**

Focuses on materials take-off and computing quantities from working drawings and specifications. Includes methods for computing quantities of concrete, steel, masonry, roofing, excavation. Deals with pricing building components, materials and processes, as well as transportation and handling costs, markup discount procedures, equipment costs, and labor rates. *Prerequisites: ARC 131 and ARC 132 or instructor's approval.* Lecture 3 hours per week.

**BLD 247 – CONSTRUCTION PLANNING AND SCHEDULING (3 CR.)**

Introduces principles of planning and scheduling a construction project. Includes sequence of events and processes on a construction site. Studies scheduling techniques, including the critical path method. Lecture 3 hours per week.

**BSK – BASIC SKILLS****BSK 1 – WHOLE NUMBERS (1 CR.)**

Covers whole number principles and computations. Develops the mathematical mastery necessary for MTE 1. Credits not applicable toward graduation. Lecture 4 hours per week for ¼ semester.

**BUS – 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.

**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.

**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 start-up, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

**BUS 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.

**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.

**BUS 146 – INTRODUCTION TO LABOR RELATIONS (3 CR.)**

Examines history of the labor unions, labor contracts, bargaining processes, philosophy of unionism; use of bargaining techniques for non-wage issues; legal, social, and economic context of labor-management relations; responsibilities and duties of unions and management; analysis of public policy; and current state of the labor movement. May apply simulation and cases of arbitration and collective bargaining procedures. Lecture 3 hours per week.

**BUS 165 – SMALL BUSINESS MANAGEMENT (3 CR.)**

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. *Prerequisite: BUS 116 or BUS 200, or school approval.* Lecture 3 hours per week.

**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.

**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 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.

**BUS 202 – APPLIED MANAGEMENT PRINCIPLES (3 CR.)**

Focuses on management practices and issues. May use case studies and/or management decision models to analyze problems in developing and implementing a business strategy while creating and maintaining competitive advantage. *Prerequisite: BUS 200.* Lecture 3 hours per week.

**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. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

**BUS 208 – QUALITY AND PRODUCTIVITY MANAGEMENT (3 CR.)**

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams, evaluation matrices, and implementation road maps. Lecture 3 hours per week.

**BUS 209 – CONTINUOUS QUALITY IMPROVEMENT (3 CR.)**

Presents the different philosophies in Quality Control. Introduces students to Process Improvement, Team Development, Consensus Building, and Problem-Solving Strategies. Identifies methods for Process Improvement in manufacturing and service organizations, which includes Statistical Process Control when used in the quality control function of business and industry. Lecture 3 hours per week.

**BUS 220 – INTRODUCTION TO BUSINESS STATISTICS (3 CR.)**

Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis. *Prerequisite or co-requisite: keyboarding competence.* Lecture 3 hours per week.

**BUS 221 – BUSINESS STATISTICS I (3 CR.)**

Focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution and hypotheses for means and proportions. *Prerequisite: MTH 163 or school approval.* Lecture 3 hours per week.

**BUS 226 – COMPUTER BUSINESS APPLICATIONS (3 CR.)**

Provides a practical application of software packages, including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application. *Prerequisite or co-requisite: keyboarding competence.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BUS 240 – INTRODUCTION TO BUSINESS LAW (3 CR.)**

Presents an introduction to the American legal system, including an overview of the courts, civil, and criminal law. Develops an in-depth understanding of contracts, agency law, and business organizations. Also includes an overview of property, UCC Sales, and Commercial Paper. Lecture 3 hours per week.

**BUS 260 – PLANNING FOR SMALL BUSINESS (3 CR.)**

Provides knowledge of the development of a business plan, which can be used to acquire capital and serve as a management guide. Combines knowledge that has been acquired in the areas of planning, management, and finance using proforma statements and marketing. Covers internet searching techniques. Recommended as a capstone course. Lecture 3 hours per week.

**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.

**BUS 290 – COORDINATED INTERNSHIP IN BUSINESS MANAGEMENT AND ADMINISTRATION (3 CR.)**

Provides supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Laboratory 15 hours per week.

**BUS 298 – SEMINAR AND PROJECT IN BUSINESS MANAGEMENT AND ADMINISTRATION (3 CR.)**

Requires completion of a project or research report related to the student's occupational objective and a study of approached to the selection and pursuit of career opportunities in the field. *Prerequisite: Students should have completed most of the management courses before enrolling in this course.* Lecture 3 hours per week.

## **CHD – CHILDHOOD DEVELOPMENT**

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### **CHD 118 – LANGUAGE ARTS FOR YOUNG CHILDREN (3 CR.)**

Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality storytelling and story reading, and stresses the use of audiovisual materials. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 119 – INTRODUCTION TO READING METHODS (3 CR.)**

Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic principles, print awareness and concepts, comprehension and early reading and writing. Addresses strategies for intervention and support for exceptional children and English Language Learners.

NOTE: This course replaces CHD 117. *Prerequisite: Placement test recommendation for ENG 111 required.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 120 – INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 CR.)**

Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

### **CHD 121 – CHILDHOOD EDUCATIONAL DEVELOPMENT I (3 CR.)**

Focuses attention on the observable characteristics of children from birth through adolescence. Concentrates on cognitive, physical, social, and emotional changes that occur. Emphasizes the relationship between development and child's interactions with parents, siblings, peers, and teachers. Lecture 3 hours per week.

### **CHD 145 – TEACHING ART, MUSIC, AND MOVEMENT TO CHILDREN (3 CR.)**

Provides experiences in developing the content, methods, and materials for directing children in art, music, and movement activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 146 – MATH, SCIENCE, AND SOCIAL STUDIES FOR CHILDREN (3 CR.)**

Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 165 – OBSERVATION AND PARTICIPATION IN EARLY CHILDHOOD/PRIMARY SETTINGS (3 CR.)**

Observes and participates in early childhood settings such as child care centers, pre-schools, Montessori schools or public schools in Kindergarten through 3rd grade levels. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

### **CHD 166 – INFANT AND TODDLER PROGRAMS (3 CR.)**

Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care. Emphasizes meeting physical, social, emotional, and cognitive needs. Covers scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Lecture 3 hours per week.

### **CHD 205 – GUIDING THE BEHAVIOR OF CHILDREN (3 CR.)**

Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for encouraging pro-social behavior in children and emphasizes basic skills and techniques in classroom and group management. Lecture 3 hours per week.

### **CHD 210 – INTRODUCTION TO EXCEPTIONAL CHILDREN (3 CR.)**

Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children, including the gifted child. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

### **CHD 215 – MODELS OF EARLY CHILDHOOD PROGRAMS (3 CR.)**

Studies and discusses the various models and theories of early childhood education programs, including current trends and issues. Presents state licensing and staff requirements. Lecture 3 hours per week.

### **CHD 216 – EARLY CHILDHOOD PROGRAMS, SCHOOL, AND SOCIAL CHANGE (3 CR.)**

Explores methods of developing positive, effective relations between staff and parents to enhance the developmental goals of home and school. Reviews current trends and issues in education, describes symptoms of homes in need of support, investigates nontraditional family and cultural patterns, and lists community resources. Lecture 3 hours per week.

### **CHD 220 – INTRODUCTION TO SCHOOL-AGE CHILD CARE (3 CR.)**

Examines the purposes of school-age child care in today's society, the role of adults within school-age child care, and the state of the profession of school-age child care. Lecture 3 hours per week.

### **CHD 225 – CURRICULUM DEVELOPMENT FOR SCHOOL-AGE CHILD CARE (3 CR.)**

Explores the creative activities, techniques, interactions, and program development that promote positive social and emotional growth in school-age children. Emphasizes positive development through everyday programming and experiences. Lecture 3 hours per week.

### **CHD 230 – BEHAVIOR MANAGEMENT FOR SCHOOL-AGE CHILD CARE (3 CR.)**

Discusses the development of social skills that school-age children need for self management, including self-discipline, self-esteem, and coping with stress and anger. Explores ways to effectively guide and discipline school-age children, focusing on how adults can facilitate positive prosocial and self-management skills. Lecture 3 hours per week.

### **CHD 235 – HEALTH AND RECREATION FOR SCHOOL-AGE CHILD CARE (3 CR.)**

Examines the physical growth of school-age children and the role of health and recreation in school-age child development. Explores the use of medication, misuse of drugs, health issues of children, and the availability of community resources. Lecture 3 hours per week.

### **CHD 240 – PLAY AND EARLY CHILDHOOD CURRICULUM DEVELOPMENT (3 CR.)**

Explores and examines how curriculum supports play. Focuses on competencies that are appropriate to early childhood education. Studies theories of play development, instructional strategies that place play at the center of curriculum, and how play can be used to improve developmentally-based early childhood education. Lecture 3 hours per week.

### **CHD 265 – ADVANCED OBSERVATION & PARTICIPATION IN EARLY CHILDHOOD/PRIMARY SETTINGS (3 CR.)**

Observes and participates in early childhood settings such as child care centers, pre-school, Montessori schools, or public school settings (kindergarten through third grade). Emphasizes planning and implementation of appropriate activities and materials for children. Students will spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

### **CHD 270 – ADMINISTRATION OF CHILD CARE PROGRAMS (3 CR.)**

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week

### **CHD 298 – SEMINAR AND PROJECT IN CHILDHOOD DEVELOPMENT: PORTFOLIO DEVELOPMENT (1 CR.)**

Requires the 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. Serves, in conjunction with CHD 265, as the capstone course for the Early Childhood Development Associate of Applied Science degree. Focuses on the development of a portfolio to demonstrate professional competence in the field of early care and education. The resulting portfolio will be reviewed by early childhood faculty and other designated early childhood professionals. Laboratory 2 hours per week.

## **CHM – CHEMISTRY**

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### **CHM 1 – CHEMISTRY I (4 CR.)**

Presents basic inorganic and organic principles to students with little or no chemistry background. Taught as pass/fail, the course can be taken in subsequent semesters as necessary until course objectives are completed. The credits are not applicable to any of the college's academic programs, although high school level chemistry or higher may be required for entrance into certain programs. The credits do not transfer. *Prerequisite: MTE 4 or MTH 126.* Lecture 4 hours per week.

### **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. Part I of II. *Prerequisite: MTE 6 or equivalent.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **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. Part II of II. *Prerequisite: CHM 101.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 111 – COLLEGE CHEMISTRY I (4 CR.)**

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part I of II. *Co-requisite: MTH 163, MTH 166, or MTH 173.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 112 – COLLEGE CHEMISTRY II (4 CR.)**

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part II of II. *Prerequisite: CHM 111.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 241 – ORGANIC CHEMISTRY I (3 CR.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical and chemical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part I of II. *Prerequisite: CHM 112 or equivalent. Co-requisite: CHM 245.* Lecture 3 hours per week.

### **CHM 242 – ORGANIC CHEMISTRY II (3 CR.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical and chemical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part II of II. *Prerequisite: CHM 241. Co-requisite: CHM 246.* Lecture 3 hours per week.

### **CHM 243 – ORGANIC CHEMISTRY LABORATORY I (1 CR.)**

Provides a laboratory experience for students in organic synthesis and qualitative organic analysis. Part I of II. *Prerequisite: CHM 112 or permission of instructor. Co-requisite: CHM 241.* Laboratory 3 hours per week.

### **CHM 244 – ORGANIC CHEMISTRY LABORATORY II (1 CR.)**

Provides a laboratory experience for students in organic synthesis and qualitative organic analysis. Part II of II. *Prerequisite: CHM 112 or permission of instructor. Co-requisite: CHM 242.* Laboratory 3 hours per week.

### **CHM 245 – ORGANIC CHEMISTRY LABORATORY I (2 CR.)**

Introduces fundamental chemistry of carbon compounds, structures, and properties. Emphasizes reaction mechanisms and synthesis. Includes qualitative organic analysis. *Co-requisite: CHM 241.* Laboratory 6 hours per week.

### **CHM 246 – ORGANIC CHEMISTRY LABORATORY II (2 CR.)**

Introduces fundamental chemistry of carbon compounds, structures, and properties. Emphasizes reaction mechanisms and synthesis. Includes qualitative organic analysis. *Co-requisite: CHM 242.* Laboratory 6 hours per week.

## **CIV – CIVIL ENGINEERING TECHNOLOGY**

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### **CIV 135 – CONSTRUCTION MANAGEMENT AND ESTIMATING (3 CR.)**

Teaches the equipment and methods used in construction. Includes principles and economics of construction, planning and management, and principles of estimating primarily using highway and building project examples. *Co-requisite: MTH 115 or equivalent.* Lecture 3 hours per week.

### **CIV 160 – TRANSPORTATION ENGINEERING (3 CR.)**

Presents the practical application of transportation design including administration, location studies, traffic surveys, alignment design, drainage design, intersection and interchange design, pavement types and pavement design. *Co-requisite: MTH 115 or instructor's approval.* Lecture 3 hours per week.



**CIV 171 – SURVEYING I (3 CR.)**

Introduces surveying equipment, procedures, and computations, including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations, and introduction to topography. *Prerequisite or co-requisite: MTH 115 or equivalent.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 172 – SURVEYING II (3 CR.)**

Introduces surveys for transportation systems, including the preparation and analysis of topographic maps, horizontal and vertical curves, earthwork, and other topics related to transportation construction. *Prerequisite: CIV 171 or equivalent.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 190 – COORDINATED INTERNSHIP IN CIVIL ENGINEERING (3 CR.)**

Provides supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Laboratory 15 hours per week.

**CIV 225 – SOIL MECHANICS (2 CR.)**

Focuses on soil in its relationship to engineering construction. Includes soil composition and structure, weight-volume relationships, sampling procedures, classification systems, water in soil, stresses, strains, bearing capacity, settlement and expansion, compaction, stabilization, and introduction to foundations and retaining walls. *Prerequisite: MTH 115 or equivalent.* Lecture 2 hours per week.

**CIV 226 – SOIL MECHANICS LABORATORY (1 CR.)**

Introduces practical soil sampling; classification of unified, ASTM and ASSHTO specifications; laboratory testing of soils to predict engineering performance. *Co-requisite: CIV 225.* Laboratory 2 hours per week.

**CIV 241 – APPLIED HYDRAULICS AND DRAINAGE I (3 CR.)**

Presents the basic fundamentals of hydrology and hydraulics to the practical problems of drainage design. Stresses the use of design aids with supportive theory to ensure an understanding of the background, the theory of development, basic assumptions and limitations of the various methods of estimating storm water runoff, and hydraulic structure design. Part I of II. *Prerequisite: MTH 116 or equivalent.* Lecture 3 hours per week.

**CIV 242 – APPLIED HYDRAULICS AND DRAINAGE II (3 CR.)**

Presents the basic fundamentals of hydrology and hydraulics to the practical problems of drainage design. Stresses the use of design aids with supportive theory to ensure an understanding of the background, the theory of development, basic assumptions and limitations of the various methods of estimating storm water runoff, and hydraulic structure design. Part II of II. *Prerequisite: CIV 241.* Lecture 3 hours per week.

**CIV 245 – STORM WATER MANAGEMENT (3 CR.)**

Focuses on hydrographic analysis and flood routing conforming to soil conservation techniques and applied methods of retention-detention design employed by various governmental agencies in Virginia. *Prerequisite: CIV 242 or equivalent.* Lecture 3 hours per week.

**CIV 260 – SURVEYING EXAM PREPARATION (3 CR.)**

Provides preparation for licensure of surveyors by explaining and practicing problems typical of those appearing in the surveyors' state board examination. Reviews state requirements for licensing of surveyors, including rules, regulations and ethics. *Prerequisites: CIV 171 and 172 or instructor approval.* Lecture 3 hours per week.

**CIV 265 – CURVES AND EARTHWORK (3 CR.)**

Studies computations of simple, compound and transition curves: grades and vertical curves; earthwork and haul quantities. *Prerequisite: CIV 172 or equivalent.* Lecture 3 hours per week.

**CIV 270 – UTILIZING SURVEYING SOFTWARE (3 CR.)**

Introduces computer applications for conventional coordinate-geometry (COGO) calculations. Studies and evaluates numerous COGO software and their associated drafting packages. Includes calculations and drafting of traverse adjustment, subdivision, curves, and others. *Prerequisite: CIV 172 or equivalent.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIV 299 – SUPERVISED STUDY IN CIVIL ENGINEERING:****CAD FOR HYDRAULICS AND DRAINAGE DESIGN (3 CR.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Develops expertise in the use of computer-aided-design specifically in relation to the design of drainage and hydraulic systems as addressed in civil engineering projects. *Prerequisite: MTH 116.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

**CSC – COMPUTER SCIENCE****CSC 130 – SCIENTIFIC PROGRAMMING (3 CR.)**

Introduces a science and engineering-oriented, high-level programming language. Studies the C language and its application in problem solving in a structured programming environment. Includes the concepts and practice of structured programming, problem solving, top-down design of algorithms, basic C syntax, control structures, arrays, and data structures. *Co-requisite or prerequisite: MTH 173 or equivalent. Prerequisite: CSC 110 or permission of the instructor.* Lecture 3 hours per week.

**CSC 155 – COMPUTER CONCEPTS AND APPLICATIONS (3 CR.)**

Introduces basic hardware and software concepts of computer usage, programming languages and the computer's impact on society. Includes applications of various types of software to illustrate how computers are used in sciences, social sciences, humanities, and education. Covers the use of an operating system, word processing, spreadsheets, email, library access, database access and retrieval, presentation graphics, and the Internet. Lecture 3 hours per week.

**CSC 200 – INTRODUCTION TO COMPUTER SCIENCE (3 CR.)**

Provides a broad introduction to computer science. Discusses architecture and function of computer hardware, including networks and operating systems, data and instruction representation and data organization. Covers software, algorithms, programming languages and software engineering. Discusses artificial intelligence and theory of computation. Includes a hand-on component with oral and written presentations. *Prerequisite: MTH 166 or equivalent with a grade of "C" or better.* Lecture 3 hours per week.

**CSC 201 – COMPUTER SCIENCE I (4 CR.)**

Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures, and the study and use of a high level programming language. *Co-requisite: MTH 173 or equivalent or school approval.* Lecture 4 hours per week.



## **CSC 202 – COMPUTER SCIENCE II (4 CR.)**

Examines data structures, introduction to object oriented design, and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), polymorphism, inheritance, exceptions, interfaces, abstract data types, algorithm analysis (including searching and sorting methods), and file structures. *Prerequisite: CSC 201 with a grade of “C” or better.* *Co-requisite: MTH 174.* Lecture 4 hours per week.

## **CSC 205 – COMPUTER ORGANIZATION (4 CR.)**

Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. A simple assembler language is used by students to complete programming projects. Includes processors, instruction execution, addressing techniques, data representation and digital logic. *Prerequisite: CSC 202.* Lecture 4 hours per week.

## **CSC 210 – PROGRAMMING WITH C++ (4 CR.)**

Includes language syntax, problem solving techniques, top-down refinement, procedure definition, loop invariance, theory of numerical errors and debugging. Covers the syntax of the C++ language. *Prerequisites: CSC 201 and 202, EGR 125, or approval from instructor.* *Co-requisite: MTH 173.* Lecture 4 hours per week.

## **CST – COMMUNICATION STUDIES AND THEATRE**

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### **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 105 – ORAL COMMUNICATION (3 CR.)**

Studies effective communication with emphasis on speaking and listening techniques, interpersonal communications and public speaking. Lecture 3 hours per week.

### **CST 110 – INTRODUCTION TO SPEECH COMMUNICATION (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 3 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. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

### **CST 229 – INTERCULTURAL COMMUNICATION (3 CR.)**

Emphasizes the influence of culture on the communication process including differences in values, message systems, and communication; focuses on the importance of culture in everyday living; acknowledges the growing need to communicate across cultures in an era of rapid globalization; presents strategies for effective communication in a culturally diverse workplace and community. Lecture 3 hours per week.

## **DIT – DIETETICS**

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### **DIT 121 – NUTRITION I (3 CR.)**

Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

## **DNA – DENTAL ASSISTING**

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### **DNA 100 – INTRODUCTION TO ORAL HEALTH PROFESSIONS (1 CR.)**

Provides an introduction to the oral health profession and covers basic terminology, historical perspective, the credentialing process, accreditation, professional organizations, and legal and ethical considerations. *Prerequisite or co-requisite: Completion of courses in Pre-Dental Assisting Career Studies Certificate.* Lecture 1 hour per week.

### **DNA 103 – INTRODUCTION TO ORAL HEALTH (1 CR.)**

Teaches anatomy of the head and neck, the hard and soft tissues of the oral cavity, tooth morphology, deciduous and permanent dentition, as well as dental pathology and terminology. *Prerequisite or co-requisite: Completion of courses in Pre-Dental Assisting Career Studies Certificate.* Lecture 1 hour per week.

### **DNA 108 – DENTAL SCIENCE (3 CR.)**

Studies head and neck anatomy, tooth morphology, pathological conditions of the oral cavity, disease processes, and microbiology. *Prerequisites: Completion of courses in Pre-Dental Assisting Career Studies Certificate. Prerequisites or co-requisites: DNA 100 and DNA 103.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNA 109 – PRACTICAL INFECTION CONTROL (3 CR.)**

Studies principles of management of disease producing microorganisms and associated diseases. Emphasizes sterilization, asepsis, and disinfection techniques applicable in the dental office. *Prerequisites: Completion of courses in Pre-Dental Assisting Career Studies Certificate. Prerequisites or co-requisites: DNA 100, DNA 103, and DNA 108.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNA 110 – DENTAL MATERIALS (3 CR.)**

Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasizes the characteristics, manipulation, economical control, storage, and delivery of materials. *Prerequisites: Completion of courses in Pre-Dental Assisting Career Studies Certificate. Prerequisites or co-requisites: DNA 100, DNA 103, DNA 108, and DNA 109.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNA 113 – CHAIRSIDE ASSISTING I (3 CR.)**

Provides instruction on the principles of clinical chairside dental assisting, dental equipment use and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. Emphasizes patient management during restorative procedures. *Prerequisite: Completion of courses in Pre-Dental Assisting Career Studies Certificate. Prerequisites or co-requisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNA 114 – CHAIRSIDE ASSISTING II (4 CR.)**

Introduces the student to the various dental specialties, including oral surgery, orthodontics, periodontics, prosthodontics, endodontics, and pediatric dentistry. Emphasizes integration and application of previous course content to operative dental procedures. *Prerequisite: DNA 190.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

### **DNA 119 – DENTAL THERAPEUTICS (1 CR.)**

Exposes students to concepts and terminology related to pharmacology, pain control, and dental medicinal agents. Emphasizes the use of materials in patient treatment. *Prerequisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110.* Lecture 1 hour per week.

### **DNA 120 – COMMUNITY HEALTH (1 CR.)**

Studies topics related to community health issues including identification of specific diseases, symptoms, causes and effects. Emphasizes the promotion of oral health in the community through patient education in oral home care techniques, dietary counseling, plaque control procedures, and application of medicinal agents. *Prerequisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110.* Lecture 1 hour per week.

### **DNA 130 – DENTAL OFFICE MANAGEMENT (3 CR.)**

Exposes students to and provides practical experience in the legal aspects of dental office management with regard to ethics, jurisprudence, appointment control, recall systems, reception techniques, telephone techniques, accounts receivable and payable, payroll insurance claims, inventory control, and professional conduct in a dental office. *Prerequisites: DNA 100 and DNA 103.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNA 134 – DENTAL RADIOLOGY AND PRACTICUM (3 CR.)**

Teaches the physics of dental radiation and safety, equipment operation, cone placement for the parallel and bisection techniques, panoramic exposures, mounting and film processing. *Prerequisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110. Students must be at least 18 years old to enroll in course.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNA 140 – EXTERNSHIP (5 CR.)**

Exposes students to the fast pace of a dental practice while they perform support services with an established team. *Prerequisites: DNA 114 and DNA 190. Co-requisites: DNA119, DNA 120, and DNA 134.* Lecture 1 hour. Laboratory 12 hours. Total 13 hours per week.

### **DNA 190 – COORDINATED INTERNSHIP IN DENTAL ASSISTING (2 CR.)**

Provides students clinical experience to supplement DNA 113 through hands-on experience in the dental clinic at JSRCC. Students will be assisting staff. *Prerequisite: Completion of Pre-Dental Assisting Career Studies Certificate. Prerequisites or co-requisites: DNA 100, DNA 103, DNA 108, DNA 109, DNA 110, and DNA 113.* Laboratory 8 hours per week.

## **DNL – DENTAL LABORATORY**

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### **DNL 100 – PROFESSIONAL ETHICS AND DENTAL HISTORY (2 CR.)**

Introduces students to dental professional and supporting personnel; history and development of dentistry; the role of the dental auxiliaries in clinical settings and to members of dental laboratory craft and others of the dental health team; dental ethics and jurisprudence; professional and educational opportunities. *Prerequisites: Successful completion of all placement tests and an interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours per week.

### **DNL 110 – DENTAL LABORATORY MATERIALS (3 CR.)**

Studies the chemical composition, physical properties, and uses of metallic and non-metallic dental materials, dentures and tooth resins, porcelain, waxes and duplicating materials. The laboratory exercises are designed to illustrate the properties and uses of the materials studied, including their inherent limitations. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisites: Successful completion of all placement tests and an interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNL 120 – DENTAL ANATOMY AND PHYSIOLOGY (3 CR.)**

Introduces students to human anatomy and physiology. Emphasizes regions of the head and neck and the primary and permanent teeth. Laboratory exercises include accurate scale drawings of the permanent teeth and tooth carvings of the permanent teeth. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisites: Successful completion of all placement tests and an interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNL 130 – INTRODUCTION TO COMPLETE DENTURES (6 CR.)**

Introduces the student to the basic principles, knowledge, and skills involved in the proper construction of complete dentures. Includes introduction to articulation and occlusal harmony followed by repair, relining, and reconstruction techniques. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisites: Successful completion of all placement tests and an interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

### **DNL 135 – INTRODUCTION TO REMOVABLE PARTIAL DENTURES (6 CR.)**

Introduces students to the principles of surveying and designing of removable partial denture frame works followed by the fabrication and repair of removable partial dentures. Students will observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisites: Successful completion of all placement tests and an interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

### **DNL 136 – PRINCIPLES OF OCCLUSION (3 CR.)**

Provides a general overview of the masticatory system and the dynamics of mandibular movement. Occlusal restorations are fabricated in wax on a semi-adjustable articulator according to functional criteria. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DNL 137 – ORTHODONTIC AND PEDODONTIC APPLIANCES (3 CR.)**

Develops the student's ability to fabricate and repair pedodontic and orthodontic appliances. This laboratory-didactic course utilizes programmed instruction augmented by individualized assistance and demonstration. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNL 138 – INTRODUCTION TO FIXED PROSTHODONTICS (6 CR.)**

Introduces students to fixed prosthodontic restorations. The student practices the techniques of die preparation and the fabrication of inlays, crowns, and fixed partial dentures utilizing gold alloy, shaded acrylic and composite materials. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**DNL 160 – REMOVABLE PROSTHODONTIC TECHNIQUES (3 CR.)**

Introduces the student to repairing, rebasing, and relining complete and partial dentures. Provides additional experience in fabricating upper and lower complete dentures. Introduces the student to mounting, setting of teeth, processing and finishing removal partial dentures. Studies the need for, and how to, attain balanced occlusion in removable partial denture prosthetics. *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNL 175 – DENTAL LABORATORY MANAGEMENT (2 CR.)**

Teaches ethical principles, laws, and organizations, which regulate the dental technician and the commercial dental laboratory. Introduces the business fundamentals of operating the dental laboratory. Includes management, marketing, accounting fundamentals, human resources, production, finance, and dental laboratory design. Develops job survival skills. *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology. Co-requisite: passing score on computer competency placement test or satisfactory completion of ITE 115 or CSC 155.* Lecture 2 hours per week.

**DNL 216 – DENTAL LABORATORY PRACTICUM (6 CR.)**

Provides practical experiences in two specialties of dental laboratory technique. Designed to strengthen the student's skill and knowledge by experience in the utilization of advanced techniques. Gives practical experience in a commercial dental laboratory. Seminars conducted. Student's laboratory work evaluated for clinical acceptability during each laboratory session. *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 1 hour. Laboratory 15 hours. Total 16 hours per week.

**DNL 220 – INTRODUCTION TO DENTAL CERAMICS (6 CR.)**

Introduces students to ceramic and porcelain-fused-to-metal dental restorations. Includes techniques of design and fabrication of metal substructures followed by ceramic firing techniques. Discusses various ceramic alloy techniques. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. *Prerequisites: Successful completion of all placement tests and an interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**DNL 231 – ADVANCED DENTAL LABORATORY TECHNIQUES I (2 CR.)**

Introduces the theory of advanced dental laboratory techniques and new technological developments that are currently used in dentistry. *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours per week.

**DNL 240 – COMPREHENSIVE REVIEW IN DENTAL LABORATORY TECHNOLOGY (2 CR.)**

Provides concentrated review of related subject matter pertaining to the recognized graduate examination (National Certification Examination). *Prerequisite: An interview with the program head to establish interest, motivation, and aptitudes for dental laboratory technology.* Lecture 2 hours per week.

**DNL 298 – SEMINAR AND PROJECT IN DENTAL LABORATORY (1 CR.)**

Provides the opportunity for in-depth study and research of an aspect of dental laboratory technology that is of particular interest to the student. A student may fabricate a type of dental appliance or demonstrate a particular technique using a table clinic with visual displays or a Power Point presentation. Students must select a topic of interest that must be approved by their Instructor. The project's content must be more comprehensive in scope and depth than all other DNL courses offered in the Dental Lab Technology AAS degree curriculum. Lecture 1 hour per week.

**DNL 298 – SEMINAR AND PROJECT IN DENTAL LABORATORY (2 CR.)**

Requires completion of a comprehensive dental technology or dental laboratory business research project related to the student's occupational objective. Students are required to complete a research paper describing a dental laboratory procedure/technique or business model for the operation of a commercial dental laboratory. Students will also complete a table clinic presentation illustrating in detail the laboratory procedure/technique or business model. The content and scope of the project must be more comprehensive than all other DNL courses offered in the Dental Lab Technology AAS degree curriculum. Lecture 2 hours per week.

**DNL 298 – SEMINAR AND PROJECT IN DENTAL LABORATORY (3 CR.)**

Provides students an opportunity to participate in lecture and dental laboratory experiences that include the following: basic prosthetic fabrication procedures in complete and partial dentures, fixed prosthetics, orthodontic appliances, and various articulators. *Prerequisites: Acceptance into the Pre-Nursing and Allied Health, Dental Laboratory Technology CSC and Dental Laboratory Technology AAS degree program.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF – DRAFTING****DRF 111 – TECHNICAL DRAFTING I (3 CR.)**

Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 165 – ARCHITECTURAL BLUEPRINT READING (3 CR.)**

Emphasizes reading, understanding and interpreting standard types of architectural drawings, including plans, elevation, sections, and details. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 231 – COMPUTER-AIDED DRAFTING I (3 CR.)**

Teaches computer-aided drafting concepts and equipment. Develops a general understanding of components and operating a typical CAD system. *DRF 111 is recommended for individuals with no experience in technical drawing prior to enrolling in DRF 231.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



**DRF 232 – COMPUTER-AIDED DRAFTING II (3 CR.)**

Teaches advanced operation in computer-aided drafting. *Prerequisite:* DRF 231. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 233 – COMPUTER-AIDED DRAFTING III (3 CR.)**

Introduces programming skills and exposes student to geometric modeling. Focuses on proficiency in production drawing using a CAD system. *Prerequisite:* DRF 232. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 238 – COMPUTER-AIDED MODELING AND RENDERING I (3 CR.)**

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. 3-D Studio is the primary software used in this course. *Prerequisite:* DRF 232. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 239 – COMPUTER-AIDED MODELING AND RENDERING II (3 CR.)**

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part II of II. *Prerequisite:* DRF 238. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DSL – DIESEL****DSL 111 – INTRODUCTION TO THE 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. Part I of II. *Prerequisites:* Sponsorship by a public transit authority and school approval. Lecture 2 hours per week.

**DSL 124 – DIESEL ENGINE SYSTEMS II (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. Part II of II. *Prerequisites:* Sponsorship by a public transit authority and school approval. 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 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 hours. Laboratory 4 hours. Total 6 hours per week.

**DSL 141 – TRANSPORTATION ELECTRICAL SYSTEMS I (2 CR.)**

Studies basic operational theory of electrical systems used in public transportation vehicles. Covers electrical symbols, schematics, troubleshooting procedures, as well as the function, construction, and operation of the electrical system and its components. Part I of II. *Prerequisites:* Sponsorship by a public transit authority and school approval. Lecture 2 hours per week.

**DSL 142 – TRANSPORTATION ELECTRICAL SYSTEMS II (2 CR.)**

Studies basic operational theory of electrical systems used in public transportation vehicles. Covers electrical symbols, schematics, troubleshooting procedures, as well as the function, construction, and operation of the electrical system and its components. Part II of II. *Prerequisites:* Sponsorship by a public transit authority and school approval. Lecture 2 hours per week.

**DSL 143 – DIESEL TRUCK ELECTRICAL SYSTEMS (4 CR.)**

Studies the theory and operation of various truck and tractor electrical systems. Covers starting, charging, lighting, and multiplexing systems. Uses modern equipment for measurement, adjustment and troubleshooting, and electrical and electronic systems. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**DSL 150 – MOBILE HYDRAULICS AND PNEUMATICS (3 CR.)**

Introduces the theory, operation and maintenance of hydraulic/pneumatic systems and devices used in mobile applications. Emphasizes the properties of fluid, fluid flow, fluid states, and the application of Bernoulli's equation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DSL 153 – POWER TRAINS I (3 CR.)**

Focuses on manual transmissions. Examines various types of power trains and their components, such as multi-disc clutch, multi-speed transmissions, drive lines, and differentials. Includes disassembly and assembly of various components. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DSL 154 – POWER TRAINS II (3 CR.)**

Focuses on hydrostatic and heavy-duty automatic transmissions. Examines various types of power trains and their components, such as torques, drive lines, and differentials. Includes disassembly and assembly of various components. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DSL 155 – HEAVY DUTY SUSPENSION AND SERVICE (3 CR.)**

Examines suspensions used on heavy-duty trucks and teaches preventative maintenance and service procedures. Includes nomenclature, theory of operation and services, and repair of heavy-duty truck suspension systems, including tires and wheels and steering gear and connecting linkage. Provides opportunity for preventative maintenance inspections and service procedures on heavy-duty vehicles. Lecture 2 hours. Laboratory 2 hours. Total 4 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 system. 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. Part I of II. *Prerequisites: Sponsorship by a public transit authority and school approval.* Lecture 2 hours per week.

**DSL 162 – AIR BRAKE SYSTEMS II (2 CR.)**

Studies the basic operational theory of pneumatic and air brake systems used in public transportation vehicles. Covers various air control valves, air system components, and advanced air system schematics. Part II of II. *Prerequisites: Sponsorship by a public transit authority and school approval.* Lecture 2 hours per week.

**DSL 171 – TRANSPORTATION AIR CONDITIONING I (2 CR.)**

Studies the fundamentals of air conditioning systems used in public transportation vehicles. Includes the basic theory of operation, repair, servicing, and troubleshooting of the air conditioning system. Part I of II. *Prerequisites: Sponsorship by a public transit authority and school approval.* Lecture 2 hours per week.

**DSL 172 – TRANSPORTATION AIR CONDITIONING II (2 CR.)**

Studies the fundamentals of air conditioning systems used in public transportation vehicles. Includes the basic theory of operation, repair, servicing, and troubleshooting of the air conditioning system. Part II of II. *Prerequisites: Sponsorship by a public transit authority and school approval.* Lecture 2 hours per week.

**DSL 176 – TRANSPORTATION AIR CONDITIONING (2 CR.)**

Studies fundamentals of transportation air conditioning. Includes repair, service, and troubleshooting of the refrigeration systems used in road vehicles and heavy equipment. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**DSL 197 – COOPERATIVE EDUCATION IN DIESEL MECHANICS TECHNOLOGY (3 CR.)**

Provides supervised on-the-job training for pay in approved business, industrial and service firms, coordinated by the college. Laboratory 15 hours per week.

**ECO – ECONOMICS****ECO 120 – SURVEY OF ECONOMICS (3 CR.)**

Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 3 hours per week.

**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. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisites may be waived only by school approval.* Lecture 3 hours per week.

**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, elasticity's, marginal benefits and cost, profits, and production and distribution. *Prerequisites: English placement recommendation for ENG 111, mathematics placement recommendation at MTE 3 or higher, and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisites may be waived only by school approval.* Lecture 3 hours per week.

**EDU – EDUCATION****EDU 114 – DRIVER TASK ANALYSIS (3 CR.)**

Introduces the “driver task” as related to the highway transportation system and factors that influences performance ability. Prepares students so they may be eligible to take certification exams for driving school instructors in both public and private schools. *Prerequisites: Must be eligible for ENG 1 and 5 or equivalent or ESL 51.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EDU 140 – MUSIC AND THE ARTS FOR EDUCATION (3 CR.)**

Examines the nature and significance of creative play in education. Emphasizes an understanding of the use of directed activities in the arts, music, and movement. Prepares students with a conceptual framework of how K-12 students learn through creative activity. Lecture 3 hours per week.

**EDU 160 – OBSERVATION AND ASSESSMENT IN EARLY CARE (3 CR.)**

Introduces formal and informal methods of gathering data on children. Emphasizes understanding developmental patterns and implications for diagnostic teaching. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**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 in a K-12 school. *Prerequisites: SDV 101 and successful completion of 24 credits of transfer courses.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



**EDU 214 – INSTRUCTIONAL PRINCIPLES OF DRIVER EDUCATION (3 CR.)**

Analyzes rules and regulations that govern the conduct of Driver Education programs with special emphasis on organization and administration. Includes uses in the classroom, driving range and on the street. Prepares students so they may be eligible to take the state certification exam in driver education. *Prerequisite: EDU 114.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EDU 220 – TEACHING READING (3 CR.)**

Provides instruction in concepts and strategies involved in teaching reading at the K-12 levels. Includes topics on literacy and components and development, various reading programs, technology integration, and assessment tools. May include field placement in a K-12 school. Lecture 3 hours per week.

**EDU 225 – AUDIOVISUAL MATERIALS AND COMPUTER SOFTWARE (3 CR.)**

Prepares students to construct graphic teaching aids, to select and develop materials for instructional support, to operate, maintain, and use audiovisual equipment used in the classroom. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EDU 235 – HEALTH, SAFETY, AND NUTRITION EDUCATION (3 CR.)**

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Describes symptoms and reporting procedures for child abuse. Lecture 3 hours per week.

**EDU 285 – TEACHING ONLINE PROJECT (TOP) (3 CR.)**

Instructs educators in the method and practice for delivery of online course content. Includes instructional technology and instructional design theory and practice, with skills and strategies that educators will use to engage students and create a collaborative online environment. *Prerequisite: Proficient working knowledge of the current VCCS online course delivery system.* Lecture 3 hours per week.

**EDU 287 – INSTRUCTIONAL DESIGN FOR ONLINE LEARNING (IDOL) (3 CR.)**

Introduces learners to the fundamentals of creating and organizing online courses according to the ASSURE Model of instructional design and the standards created by Quality Matters. IDOL covers analyzing learners, writing proper learning objectives, ADA compliance, selecting methods, media, and materials to be used within an online course, utilizing those methods, media, and materials, requiring learner participation, evaluating and revising your course, assessing and measuring performance, and a self reflection. *Prerequisites: Basic computer skills, ability to navigate the World Wide Web, experience using Blackboard™ in teaching for at least one semester, and permission of the instructor.* Lecture 3 hours per week.

**EDU 295 – TOPICS IN EDUCATION: MULTIMEDIA FOR ONLINE DISTANCE AND E-LEARNING (MODEL) (3 CR.)**

Provides students an opportunity to identify, create, and implement multimedia in an e-learning course. Covers an introduction to multimedia, the ASSURE model of instructional design, various media formats, screen design and user friendliness, storyboards and storyboard development, multimedia development, assessment creation, and incorporating multimedia into Blackboard. *Prerequisites: EDU 287, basic computer skills, familiarity with navigating the World Wide Web, and experience using Blackboard in teaching for a minimum of one semester.* Lecture 3 hours per week.

**EDU 295 – TOPICS IN EDUCATION: ENGAGING ONLINE LEARNERS WITH WEB 2.0 APPLICATIONS (ENROLL 2.0) (3 CR.)**

Introduces learners to the fundamentals of using various Web 2.0 applications, such as WIMBA, podcasting, and social networking, in order to conduct and manage an online classroom in a manner that promotes student engagement and learning. *Prerequisites: EDU 287, basic computer and web navigation skills, and experience using Blackboard for at least one semester for teaching.* Lecture 3 hours per week.

**EGR – ENGINEERING**

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**EGR 110 – ENGINEERING GRAPHICS (3 CR.)**

Presents theories and principles of orthographic projection. Studies multiview, pictorial drawings and sketches, geometric construction, sectioning, lettering, tolerancing, dimensioning, and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements: points, lines, planes and solids. Includes instruction in computer-aided drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EGR 123 – INTRODUCTION TO ENGINEERING DESIGN (2 CR.)**

Introduces the fundamental knowledge and experience needed to understand the engineering design process through the basics of electrical, computer, and mechanical systems. Includes the completion of a project in which a specific electromechanical robot kit will be analyzed, assembled, and operated. Students will present project results orally and in writing. *Prerequisite or co-requisite: MTH 173.* Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**EGR 124 – INTRODUCTION TO ENGINEERING AND ENGINEERING METHODS (3 CR.)**

Introduces the engineering profession, professionalism, and ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in FORTRAN or C++, and elementary numerical methods. *Prerequisite or co-requisite: MTH 173.* Lecture 3 hours per week.

**EGR 135 – STATICS FOR ENGINEERING TECHNOLOGY (3 CR.)**

Introduces Newton's Laws, resultants and equilibrium of force systems, analysis of trusses and frames. Teaches determination of centroids, distributed loads and moments of inertia. Covers dry friction and force systems in space. *Prerequisite: MTH 115.* Lecture 3 hours per week.

**EGR 136 – STRENGTH OF MATERIALS FOR ENGINEERING TECHNOLOGY (3 CR.)**

Presents concepts of stress and strain. Focuses on analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns and combined stress. *Prerequisite: EGR 135.* Lecture 3 hours per week.

**EGR 140 – ENGINEERING MECHANICS - STATICS (3 CR.)**

Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two-force and multi-force members, and friction and internal forces. *Prerequisite: MTH 173.* Lecture 3 hours per week.

**EGR 206 – ENGINEERING ECONOMY (3 CR.)**

Presents economic analysis of engineering alternatives. Studies economic and cost concepts, calculation of economic equivalence, comparison of alternatives, replacement economy, economic optimization in design and operation, depreciation, and after tax analysis. *Prerequisite or co-requisite: ENG 111.* Lecture 3 hours per week.

**EGR 245 – ENGINEERING MECHANICS - DYNAMICS (3 CR.)**

Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. *Prerequisite: EGR 140.* Lecture 3 hours per week.

**EGR 246 – MECHANICS OF MATERIALS (3 CR.)**

Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation and principle stresses, column analysis and energy principles. *Prerequisite: EGR 140.* Lecture 3 hours per week.

**EGR 251 – BASIC ELECTRIC CIRCUITS I (3 CR.)**

Teaches fundamentals of electric circuits. Includes circuit quantities of charge, current, potential, power and energy. Teaches resistive circuit analysis; Ohm's and Kirchoff's laws; nodal and mesh analysis; network theorems; RC, RL and RLC circuit transient response with constant forcing functions. Teaches AC steady-state analysis, power, three-phase circuits. Presents frequency domain analysis, resonance, Fourier series, inductively coupled circuits, Laplace transform applications, and circuit transfer functions. Introduces problem solving using computers. *Prerequisite: MTH 174 or equivalent.* Lecture 3 hours per week.

**EGR 255 – ELECTRIC CIRCUITS LABORATORY (1 CR.)**

Teaches principles and operation of laboratory instruments such as VOM, electronic voltmeters, digital multimeters, oscilloscopes, counters, wave generators and power supplies. Presents application to circuit measurements, including transient and steady-state response of simple networks with laboratory applications of laws and theories of circuits plus measurement of AC quantities. *Co-requisite: EGR 251.* Laboratory 3 hours per week.

**EGR 261 – SIGNALS AND SYSTEMS (3 CR.)**

Presents the concept of linear continuous-time and discrete-time signals and systems. Covers topics including Laplace transforms and Laplace transform analysis of circuits, time and frequency domain representation of linear systems, methods of linear systems analysis including convolution and Laplace transforms, frequency domain representation of signals including frequency response, filters, Fourier series, and Fourier transforms. Utilizes online data and related computational analysis support to assist with the representation, analysis and applications of signals and systems models. Other topics covered include differential and difference equations, signal modulation and demodulation, Fourier analysis of discrete-time systems, Parseval's theorem, ideal filters, sampling, Laplace Transfer Function representation, and introduction to the z-Transform. *Prerequisites: EGR 124 or equivalent, EGR 251 or equivalent. Co-requisite: MTH 279 or equivalent and EGR 295–Signals and Systems Laboratory.* Lecture 3 hours per week.

**EGR 295 – TOPICS IN ENGINEERING: SIGNALS AND SYSTEMS LABORATORY (1 CR.)**

Utilizes high-level software, such as Matlab®, to formulate and analyze computer models of complex Engineering signals and systems. Topics covered include vector manipulation, plotting, function creation, complex numbers, difference equations, convolution, Fourier Series, DTMF modulation and demodulation, analog filters, frequency response, and sampling and reconstruction. *Co-requisite: EGR 261.* Laboratory 3 hours per week.

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**ELE – ELECTRICAL TECHNOLOGY****ELE 138 – NATIONAL ELECTRICAL CODE REVIEW I (2 CR.)**

Covers purpose and interpretation of the National Electrical Code, as well as various charts, code rulings, and wiring methods. Prepares the student to take the journeyman-level exam. Lecture 2 hours per week.

**ELE 239 – PROGRAMMABLE CONTROLLERS (3 CR.)**

Deals with installation, programming, interfacing, and concepts of troubleshooting programmable controllers. *Prerequisites or co-requisites: ETR 156 and ELE 211 or ETR 164 and ETR 273 or equivalent; or permission of instructor.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ELE 295 – ELECTRIC VEHICLE (EV) TECHNOLOGY AND INFRASTRUCTURE (1 CR.)**

Addresses EV technology and infrastructure primarily from the perspective of the individual consumer. Includes types of electric and electric-hybrid vehicles, typical dealer and vendor services, costs, operational considerations, maintenance, vehicle energy storage systems, types of vehicle charging systems, typical home energy use patterns, typical home wiring options for EV charging systems and the permitting and inspections required for them, and electric rate schedules. Actual course schedule is four hours per day for four days. Lecture 1 hour per week (if offered for 16 weeks).

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**EMS – EMERGENCY MEDICAL SERVICES****EMS 111 – EMERGENCY MEDICAL TECHNICIAN - BASIC (7 CR.)**

Prepares student for certification as a Virginia and 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 Medicine Technician Basic. *Prerequisite: EMS 100 or 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 Medicine Technician Basic. *Prerequisite: EMS 100 or equivalent.* 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 per week. Laboratory 2 hours per week. Total 4 hours per week.

**EMS 120 – EMERGENCY MEDICAL TECHNICIAN - BASIC CLINICAL (1 CR.)**

Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependant upon the program in which the student is participating, and is a co-requisite to both EMS 111 and EMS 113. Laboratory 2 hours per week.

**EMS 151 – INTRODUCTION TO ADVANCED LIFE SUPPORT (4 CR.)**

Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. *Co-requisite: EMS 170.* Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**EMS 153 – BASIC ECG RECOGNITION (2 CR.)**

Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function, and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. *Prerequisites: EMS 111 and EMS 120. Co-requisites: EMS 151, EMS 157, and EMS 170.* 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 is 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. Prerequisite or co-requisite: EMS 155.* Lecture 2 hours. Laboratory 2 hours per week. Total 4 hours 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. *Prerequisites: EMS 151 and EMS 120. Co-requisites: EMS 151, EMS 153, and EMS 157.* Laboratory 3 hours per week.

**EMS 172 – ALS CLINICAL INTERNSHIP II (1 CR.)**

Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to, patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, and Trauma Centers. *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 (4 CR.)**

Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Lecture 4 hours per week.

**EMS 207 – ADVANCED PATIENT ASSESSMENT (3 CR.)**

Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture 2 hours 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, contra-indications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in a laboratory environment. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.



**EMS 211 – OPERATIONS (2 CR.)**

Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics). *Prerequisites: EMS 201, EMS 207, EMS 242, and EMS 243. Co-requisites: EMS 209, EMS 244, and EMS 245.* Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

**EMS 242 – ALS CLINICAL INTERNSHIP III (1 CR.)**

Continues as 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. *Prerequisites: EMS 155, EMS 159, EMS 172, and EMS 173. Co-requisites: EMS 201, EMS 207, and EMS 243.* Laboratory 3 hours per week.

**EMS 243 – ALS FIELD INTERNSHIP III (1 CR.)**

Continues as the third in a series of field experiences, providing supervised direct patient care in out-of-hospital advanced life support units. *Prerequisites: EMS 155, EMS 159, EMS 172, and EMS 173. Co-requisites: EMS 201, EMS 207, and EMS 242.* Laboratory 3 hours per week.

**EMS 244 – ALS CLINICAL INTERNSHIP IV (1 CR.)**

Continues as 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. *Prerequisites: EMS 201, EMS 207, EMS 242, and EMS 243. Co-requisites: EMS 209, EMS 211, and EMS 245.* Laboratory 3 hours per week.

**EMS 245 – ALS FIELD INTERNSHIP IV (1 CR.)**

Continues as the fourth in a series of field experiences, providing supervised direct patient care in out-of-hospital advanced life support units. *Prerequisites: EMS 201, EMS 207, EMS 242, and EMS 243. Co-requisites: EMS 209, EMS 211, and EMS 244.* Laboratory 3 hours per week.

**ENG – ENGLISH****ENG 1 – PREPARING FOR COLLEGE WRITING I (5 CR.)**

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising, and editing. Lecture 5 hours per week.

**ENG 2 – SPELLING AND VOCABULARY STUDY (2 CR.)**

Helps students to improve spelling and develop vocabulary. Reviews common spelling patterns. Familiarizes the student with basic prefixes, suffixes, root words, and other word formations. Teaches effective use of the dictionary and thesaurus. Stresses recognizing words in reading context and using them effectively in writing. Lecture 2 hours per week.

**ENG 2 – SPELLING AND VOCABULARY STUDY (3 CR.)**

Helps students to improve spelling and develop vocabulary. Reviews common spelling patterns. Familiarizes the student with basic prefixes, suffixes, root words, and other word formations. Teaches effective use of the dictionary and thesaurus. Stresses recognizing words in reading context and using them effectively in writing. Lecture 3 hours per week.

**ENG 4 – PREPARING FOR COLLEGE READING I (5 CR.)**

Prepares students to be successful in college-level reading assignments with developmentally appropriate materials. Emphasizes strategies within the reading process to help students increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques, ways to control reading pace. Lecture 5 hours per week.

**ENG 5 – PREPARING FOR COLLEGE READING II (3 CR.)**

Helps students read critically and increase appreciation of reading. Guides students in making inferences, drawing conclusions, detecting relationships between generalizations and supporting details. Includes interpreting graphic aids and basic library skills. *Prerequisite: Placement recommendation or completion of ENG 4 or equivalent.* Lecture 3 hours per week.

**ENG 9 – INDIVIDUALIZED INSTRUCTION IN WRITING (1 CR.)**

Focuses on individual writing needs as determined by student and instructor. Provides support for students simultaneously enrolled in other courses or who want additional writing instruction in a tutorial setting. *Prerequisite: Departmental recommendation. Co-requisite: ENG 111.* Lecture 1 hour per week.

**ENG 50 – READING AND WRITING FOR TEACHER ENTRANCE EXAMS (1 CR.)**

Provides students with review and practice for the reading and writing portions of the licensure examination required of all beginning teachers in Virginia. Emphasizes critical thinking, reading for comprehension, the writing process, and test-taking. *Prerequisite: ENG 111 suggested.* Lecture 1 hour per week.

**ENG 107 – CRITICAL READING (3 CR.)**

Helps students refine their reading processes. Emphasizes applying and synthesizing ideas. Includes ways to detect organizations, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions, and other advanced comprehension strategies. May include comprehensive library skills. *Prerequisite: Placement recommendation or completion of ENG 5.* Lecture 3 hours per week.

**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 analysis with at least one researched essay. *Prerequisite: Writing placement recommendation for ENG 111. Prerequisite or co-requisite: ENG 4 or equivalent if required by reading placement recommendation. ENG 111 is a prerequisite for ENG 112.* Lecture 3 hours per week.

**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. Requires students to develop competency in preparing and delivering an oral presentation. *Prerequisite: ENG 111 or its equivalent; a grade of "C" or better in ENG 111 and ability to use word processing software are recommended. Prerequisite or co-requisite: ENG 5 or equivalent if recommended by reading placement or by reading faculty.* Lecture 3 hours per week.



**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 appropriate to a specific audience and purpose. Includes instruction in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Provides instruction and practice in basic principles of oral presentation. *Prerequisites: ENG 111 or approval by the English department head, and ENG 4 or equivalent if recommended by placement test.* Lecture 3 hours per week.

**ENG 137 – COMMUNICATION PROCESSES I (3 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. *Prerequisite: Departmental placement recommendation. ENG 4 or equivalent is a prerequisite or a co-requisite if recommended by placement test.* Lecture 3 hours per week.

**ENG 210 – ADVANCED COMPOSITION (3 CR.)**

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. *Prerequisite: A grade of "C" or better in ENG 112 or approval by the English department head.* Lecture 3 hours per week.

**ENG 215 – CREATIVE WRITING - FICTION I (3 CR.)**

Introduces, in a workshop setting, the fundamentals and techniques of writing short and long fiction. *Prerequisite: ENG 111 or approval by the English department head.* Lecture 3 hours per week.

**ENG 217 – CREATIVE WRITING - POETRY I (3 CR.)**

Introduces, in a workshop setting, the fundamentals and techniques of writing poetry. *Prerequisite: ENG 111 or approval by the English department head.* Lecture 3 hours per week.

**ENG 233 – THE BIBLE AS LITERATURE (3 CR.)**

Provides an introduction to the study of the Bible as literature. Examines the intent and presentation of major literary genres found in the Bible, refining skills of analysis, synthesis, and evaluation. ENG 233 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head.* Lecture 3 hours per week.

**ENG 241 – SURVEY OF AMERICAN LITERATURE I (3 CR.)**

Examines American literary works from pre-colonial times to about 1865, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 241 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 241 and 242 may be taken out of order.* Lecture 3 hours per week.

**ENG 242 – SURVEY OF AMERICAN LITERATURE II (3 CR.)**

Examines American literary works from 1865 to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 242 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 241 and 242 may be taken out of order.* Lecture 3 hours per week.

**ENG 243 – SURVEY OF ENGLISH LITERATURE I (3 CR.)**

Examines major British works from the Anglo-Saxon period to the 18th century, emphasizing the critical ideas and traditions of the British literary tradition. Examines the literary texts within their social and historical context. ENG 243 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 243 and 244 may be taken out of order.* Lecture 3 hours per week.

**ENG 244 – SURVEY OF ENGLISH LITERATURE II (3 CR.)**

Examines major British works from the Romantics to the contemporary period, emphasizing the critical ideas and traditions of the British literary tradition. Examines the literary texts within their social and historical context. ENG 244 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 243 and 244 may be taken out of order.* Lecture 3 hours per week.

**ENG 251 – SURVEY OF WORLD LITERATURE I (3 CR.)**

Examines major works of world literature from the ancient period to the early 17th century. Emphasizes both the global development of literary forms and their unique expressions within individual cultural contexts. Examines the social and historical influences on literary texts. ENG 251 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 251 and 252 may be taken out of order.* Lecture 3 hours per week.

**ENG 252 – SURVEY OF WORLD LITERATURE II (3 CR.)**

Examines major works of world literature from the 17th century to the present era. Emphasizes both the global development of literary forms and their unique expressions within individual cultural contexts. Examines the social and historical influences on literary texts. ENG 252 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 251 and 252 may be taken out of order.* Lecture 3 hours per week.

**ENG 253 – SURVEY OF AFRICAN-AMERICAN LITERATURE I (3 CR.)**

Examines selected significant works by African-American writers from the colonial period through Reconstruction. Explores these works within their historical and cultural contexts. Involves critical reading and writing. ENG 253 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 253 and 254 may be taken out of order.* Lecture 3 hours per week.

**ENG 254 – SURVEY OF AFRICAN-AMERICAN LITERATURE II (3 CR.)**

Examines selected significant works by African-American writers from the New Negro Movement of the early twentieth century to the present. Explores these works within their historical and cultural contexts. Involves critical reading and writing. ENG 254 has been designated as a "writing intensive" course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 253 and 254 may be taken out of order.* Lecture 3 hours per week.

**ENG 273 – WOMEN IN LITERATURE I (3 CR.)**

Examines literature by and about women prior to 1900 from a variety of countries and cultures. Involves critical reading and writing. ENG 273 has been designated as a “writing intensive” course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by the English department head. ENG 273 and 274 may be taken out of order.* Lecture 3 hours per week.

**ENG 274 – WOMEN IN LITERATURE II (3 CR.)**

Examines literature by and about women from 1900 to the present from a variety of countries and cultures. Involves critical reading and writing. ENG 274 has been designated as a “writing intensive” course according to standards developed by the English department. *Prerequisite: ENG 112 or approval by English department head. ENG 273 and 274 may be taken out of order.* Lecture 3 hours per week.

**ESL – ENGLISH AS A SECOND LANGUAGE****ESL 19 – ENGLISH AS SECOND LANGUAGE: SPELLING AND VOCABULARY (1 CR.)**

Provides individualized instruction and practice in sound-letter correspondences. Introduces students to basic spelling rules, word division, prefixes, roots and suffixes. Helps students master vocabulary through an understanding of homonyms, confusing words, and Greek and Latin roots. Stresses using words in context. Lecture 1 hour per week.

**ESL 20 – ENGLISH AS A SECOND LANGUAGE II (9 CR.)**

Provides intensive instruction and practice at the low intermediate level. Provides an introduction to the sound system, stress, and intonational and rhythmic patterns of English through listening and speaking exercises. Includes individualized instruction to improve basic reading comprehension. Requires practice in writing with emphasis on building basic sentence structures, grammar, and sentence-level writing. *Prerequisite: Appropriate placement test.* Lecture 9 hours per week.

**ESL 31 – COMPOSITION I (6 CR.)**

Provides instruction and practice in the writing process, emphasizing development of fluency in writing and competence in structural and grammatical patterns of written English. Credits are not applicable towards graduation. *Prerequisite: Recommendation of department following satisfactory completion of ESL 95 - ESL Foundations, ESL 20, or appropriate placement test.* Lecture 6 hours per week.

**ESL 32 – READING I (6 CR.)**

Helps students improve their reading comprehension and vocabulary development. Improves students’ reading proficiency to a level which would allow the students to function adequately in ESL 42 and other college classes. Credits are not applicable toward graduation. *Prerequisite: Recommendation of department following satisfactory completion of ESL 20 or appropriate placement test.* Lecture 6 hours per week.

**ESL 33 – ORAL COMMUNICATIONS I (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. Credits are not applicable toward graduation. Provides exercises, practices, small and large group activities, and oral presentations to help students overcome problems in oral communication. *Prerequisite: Recommendation of department following satisfactory completion of ESL 20 or appropriate oral interview placement test.* Lecture 6 hours per week.

**ESL 41 – COMPOSITION II (6 CR.)**

Provides further instruction and practice in the writing process, and introduces advanced language patterns. Includes practice in developing and improving writing strategies. Credits are not applicable toward graduation. *Prerequisite: Recommendation of department following satisfactory completion of intermediate ESL Composition I or appropriate placement test.* Lecture 6 hours per week.

**ESL 42 – READING II (6 CR.)**

Helps students improve their reading comprehension and vocabulary. Improves students’ reading proficiency to a level which would allow the students to function adequately in ESL 52 and other college classes. Credits are not applicable toward graduation. *Prerequisite: Recommendation of department following satisfactory completion of ESL 32 or appropriate placement test.* Lecture 6 hours week.

**ESL 43 – ORAL COMMUNICATION II (6 CR.)**

Provides further instruction and practice in helping students to improve listening and speaking skills. Assesses students’ oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Emphasizes the development of fluency through exercises, practices, small and large group activities, and formal and informal presentations. *Prerequisite: Oral interview placement or successful completion of ESL 33.* Provides practice in note-taking. Lecture 6 hours per week.

**ESL 51 – COMPOSITION III (6 CR.)**

Prepares for college-level writing by practice in the writing process with emphasis on development of thought in essays of greater length and complexity and use of appropriate syntax and diction. *Prerequisite: Recommendation of department following satisfactory completion of high intermediate ESL Composition II or appropriate placement test.* Lecture 6 hours per week.

**ESL 52 – READING III (6 CR.)**

Emphasizes applying and synthesizing ideas. Includes ways to detect organization, summarize, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions, and introduces other advanced comprehension strategies. May also include comprehensive library skills. Credits are not applicable toward graduation. *Prerequisite: Recommendation of department following satisfactory completion of ESL 42 or appropriate placement test.* Lecture 6 hours per week.

**ESL 58 – WRITING WORKSHOP II (6 CR.)**

Provides an intensive writing seminar for students struggling with the writing process, editing, and self-correction in academic English. Helps students improve their fluency and command of American academic English. *Prerequisite: ESL 51. Co-requisite: ESL 52.* Lecture 6 hours per week.

### **ESL 73 – ACCENT REDUCTION (3 CR.)**

Provides contextualized practice at the high intermediate/ advanced level to improve the speech intelligibility of non-native speakers of English. Focuses on problems of American English pronunciation, unclear individual sounds, positional variants, stress, rhythm and intonation common to speakers of different language backgrounds. May include individualized practice in consonant and vowel production. *Prerequisite: Recommendation following oral placement interview or successful completion of Intermediate Oral Communication I.* Lecture 3 hours per week.

### **ESL 95 – TOPICS IN ESL: TOEFL PREPARATION (2 CR.)**

Covers the reading, writing, speaking, and listening skills needed to take the Test of English as a Foreign Language Internet Based Test (TOEFL iBT). Also, focuses on test-taking strategies. Lecture 2 hours per week.

## **ETR – ELECTRONICS TECHNOLOGY**

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### **ETR 113 – D.C. AND A.C. FUNDAMENTALS I (3 CR.)**

Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. *Prerequisite or co-requisite: MTE 3 or equivalent or permission of the instructor.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **ETR 164 – UPGRADING AND MAINTAINING PC HARDWARE (3 CR.)**

Teaches upgrading of the system CPU, memory, drives, multimedia components, modem, and video card in a microcomputer. Covers hardware as well as software related maintenance issues. *Prerequisite: MTE 7 or equivalent.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **ETR 203 – ELECTRONIC DEVICES I (3 CR.)**

Studies active devices and circuits such as diodes, power supplies, transistors (BJTs), amplifiers, thermionic devices, and other devices. *Prerequisite: ETR 113 or equivalent knowledge of D.C. and A.C. theory.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **ETR 214 – ADVANCED CIRCUITS AND NEW DEVICES (2 CR.)**

Includes lectures and demonstrations on the latest developments in electronics. *Prerequisite: ETR 113 or equivalent. Co-requisite: ETR 203 or equivalent.* Lecture 2 hours per week.

### **ETR 273 – COMPUTER ELECTRONICS I (3 CR.)**

Teaches principles of digital electronics and microprocessors to familiarize the student with typical circuits and methods used to interface computer and/or controllers with various I/O devices. Includes exposure to high level programming as well as assembly language routines. *Prerequisite: ETR 203 or equivalent.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **FIN – FINANCIAL SERVICES**

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### **FIN 95 – TOPICS IN FINANCIAL SERVICES:**

#### **ANALYSIS OF FINANCIAL STATEMENTS (1 CR.)**

Explores the tools necessary to analyze financial statements from both a credit grantor's and investor's perspective. Course includes ratio analysis, cash flow generation measurements, liquidity, leverage profitability, and asset utilization. Lecture 1 hour per week.

### **FIN 95 – TOPICS IN FINANCIAL SERVICES:**

#### **INTRODUCTION TO THE STOCK MARKET (1 CR.)**

Intensive study of the equities markets and the approaches that successful investors use to pick stocks. Topics include goal-setting and successful strategies; protecting profits and limiting losses; understanding investment risk and market psychology; stock selection techniques, stock classifications, market cycles, investment portfolio construction and diversification, tracking and measuring stock performance. Lecture 1 hour per week.

### **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.

### **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.

## **FRE – FRENCH**

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### **FRE 101 – BEGINNING FRENCH I (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where French is spoken. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

### **FRE 102 – BEGINNING FRENCH II (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where French is spoken. Part II of II. *Prerequisite: FRE 101 or equivalent.* Lecture 4 hours per week. May include one additional hour of oral practice per week.

### **FRE 201 – INTERMEDIATE FRENCH I (3 CR.)**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Part I of II. *Prerequisite: FRE 102 or equivalent.* Lecture 3 hours per week. May include one additional hour of oral practice per week.

### **FRE 202 – INTERMEDIATE FRENCH II (3 CR.)**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Part II of II. *Prerequisite: FRE 201 or equivalent.* Lecture 3 hours per week. May include one additional hour of oral practice per week.



## **FST – FIRE SCIENCE**

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### **FST 100 – PRINCIPLES OF EMERGENCY SERVICES (3 CR.)**

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, and introduction to fire strategy and tactics. Lecture 3 hours per week. (Usually offered in the fall semester)

### **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 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. (Usually offered in the fall semester)

### **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. (Usually offered in the spring semester)

### **FST 115 – FIRE PREVENTION (3 CR.)**

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. (Usually offered in the spring semester)

### **FST 121 – PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL (3 CR.)**

This course introduces the basic principles an history related to 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. Prepares students for certification as Fire Instructor I. (Course is based on current requirements of NFPA 1041, Standards for Fire Instructor Professional Qualifications.) Lecture 3 hours per week.

### **FST 205 – FIRE PROTECTION HYDRAULICS AND WATER SUPPLY (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. (Usually offered in the spring semester)

### **FST 210 – LEGAL ASPECTS OF FIRE SERVICE (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. (Usually offered in the spring semester)

### **FST 215 – FIRE PROTECTION SYSTEMS (3 CR.)**

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. (Usually offered in the spring semester)

### **FST 216 – AUTOMATIC SPRINKLER SYSTEM DESIGN I (3 CR.)**

Presents a comprehensive study of treatment of automatic sprinkler systems including a study of sprinkler standards, design features, water supply adequacy, sprinkler limitations, and appropriate building and fire code applications. *Prerequisite: FST 205 or program permission.* Lecture 3 hours per week. (Usually offered in the fall semester)

### **FST 217 – AUTOMATIC SPRINKLER SYSTEM DESIGN II (3 CR.)**

Continues the study of sprinkler system design, implementation, and installation. Includes the use of appropriate computer applications in the design of various types of sprinkler systems. *Prerequisite: FST 216.* Lecture 3 hours per week. (Usually offered in spring semester)

### **FST 220 – BUILDING CONSTRUCTION FOR FIRE PROTECTION (3 CR.)**

Provides the components of building construction that relate to fire and life safety. Focuses on firefighter safety. Covers the construction and design of structures and how they are key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Lecture 3 hours per week. (Usually offered in the fall semester)

### **FST 230 – FIRE INVESTIGATION (3 CR.)**

Provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. Lecture 3 hours per week.

### **FST 231 – FIRE INVESTIGATION II (3 CR.)**

Provides the student with advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation, and testifying. *Prerequisite: FST 230.* 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. (Usually offered in the fall semester)

### **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 fire service. Emphasizes fire service leadership from the perspective of the company officer. Lecture 3 hours per week. (Usually offered in the fall semester)



## **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: FIR 240.* Lecture 3 hours per week. (Usually offered in the spring semester)

## **GEO – GEOGRAPHY**

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### **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: 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. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **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. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **GEO 225 – ECONOMIC GEOGRAPHY (3 CR.)**

Familiarizes the student with the various economic, geographic, political and demographic factors that affect international target markets and trade activity. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

## **GER – GERMAN**

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### **GER 101 – BEGINNING GERMAN I (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Incorporates exposure to the arts, culture, and literature of the areas of the world where German is spoken. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

### **GER 102 – BEGINNING GERMAN II (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Incorporates exposure to the arts, culture, and literature of the areas of the world where German is spoken. Part II of II. *Prerequisite: GER 101.* Lecture 4 hours per week. May include one additional hour of oral practice per week.

## **GIS – GEOGRAPHIC INFORMATION SYSTEMS**

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### **GIS 200 – GEOGRAPHICAL INFORMATION SYSTEMS I (4 CR.)**

Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. *Prerequisite: ITE 115 or instructor approval.* Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### **GIS 295 – TOPICS IN GIS: INTRODUCTION TO GEOSPATIAL INFORMATION SYSTEMS I (3 CR.)**

Introduces the use of geospatial information system technology (GIS) as it applies to architectural and civil engineering technology. *Prerequisite: Computer literacy.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **GOL – GEOLOGY**

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### **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 crystal deformation. This course completes a one-year laboratory science when followed by GOL 106. *Prerequisite: Satisfactory score on reading and writing placement tests or satisfactory completion of all developmental reading and writing courses.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **GOL 106 – HISTORICAL GEOLOGY (3 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. *Prerequisite: GOL 105 or equivalent.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **HIM – HEALTH INFORMATION MANAGEMENT**

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### **HIM 110 – INTRODUCTION TO HUMAN PATHOLOGY (3 CR.)**

Introduces the basic concepts, terminology, etiology, and characteristics of pathological processes. *Co-requisite: NUR 136. Prerequisites: HLT 143 and NAS 150.* Lecture 3 hours per week.

### **HIM 143 – MANAGING ELECTRONIC BILLING IN A MEDICAL PRACTICE (2 CR.)**

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claims. Explores insurance claim processing issues. *Co-requisite: HIM 151.* Lecture 2 hours per week.

### **HIM 150 – HEALTH RECORDS MANAGEMENT (3 CR.)**

Presents documentation format and content of the medical record relevant to the coding function. Introduces application of standard techniques for filing, maintenance, and acquisition of health information. Examines the processes of collecting, computing, analyzing, interpreting, and presenting data related to health care services. Includes legal and regulatory guidelines for the control and use of health information data. Lecture 3 hours per week.

### **HIM 151 – REIMBURSEMENT ISSUES IN MEDICAL PRACTICE MANAGEMENT (2 CR.)**

Introduces major reimbursement systems in the United States. Focuses on prospective payment systems, managed care, and documentation necessary for appropriate reimbursement. Emphasizes management of practice to avoid fraud. *Co-requisite: HIM 143.* Lecture 2 hours per week.

### **HIM 226 – LEGAL ASPECTS OF HEALTH RECORD DOCUMENTATION (2 CR.)**

Presents the legal requirements associated with health record documentation. Emphasizes the policies and procedures concerning the protection of the confidentiality of patient's health records. Lecture 2 hours per week.

### **HIM 253 – HEALTH RECORDS CODING (ICD-CM) (4 CR.)**

Examines the development of coding classification systems. Introduces ICD-9-CM and CD-10-CM coding classification systems, their format, and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. *Prerequisites: NAS 150, HLT 143. Prerequisites or co-requisites: HIM 110 and NUR 136.* Lecture 4 hours per week.

### **HIM 254 – ADVANCED CODING AND REIMBURSEMENT (AMA-CPT) (4 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-9-CM coding. *Co-requisite: HIM 295 - Topics in Advanced Health Records Coding. Prerequisite: HIM 253.* Lecture 4 hours per week.

### **HIM 295 – TOPICS IN ADVANCED HEALTH RECORDS CODING (2 CR.)**

Provides an opportunity to explore topical areas in Advanced Health Records Coding and prepares prospective graduates for the national certification exam. *Prerequisite: HIM 253. Co-requisite: HIM 254.* Lecture 2 hours per week.

## **HIS – HISTORY**

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### **HIS 101 – HISTORY OF WESTERN CIVILIZATION I (3 CR.)**

Examines the development of western civilization from ancient times to the present (part I of II). Begins with ancient times and ends with the seventeenth century. History 101 and 102 need not be taken in sequence. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 102 – HISTORY OF WESTERN CIVILIZATION II (3 CR.)**

Examines the development of western civilization from ancient times to the present (part II of II). Begins with the mid-seventeenth century and continues through modern times. History 101 and 102 need not be taken in sequence. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 111 – HISTORY OF WORLD CIVILIZATION I (3 CR.)**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present (part I of II). History 111 and 112 need not be taken in sequence. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 112 – HISTORY OF WORLD CIVILIZATION II (3 CR.)**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present (part II of II). History 111 and 112 need not be taken in sequence. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 121 – UNITED STATES HISTORY I (3 CR.)**

Surveys the United States history from its beginning to the present (part I of II). History 121 and 122 need not be taken in sequence. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 122 – UNITED STATES HISTORY II (3 CR.)**

Surveys the United States history from its beginning to the present (part II of II). History 121 and 122 need not be taken in sequence. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 141 – AFRICAN-AMERICAN HISTORY I (3 CR.)**

Surveys the history of black Americans from their African origins to the present (part I of II). History 141 and 142 need not be taken in order. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 142 – AFRICAN-AMERICAN HISTORY II (3 CR.)**

Surveys the history of black Americans from their African origins to the present (part II of II). History 141 and 142 need not be taken in order. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **HIS 203 – HISTORY OF AFRICAN CIVILIZATION (3 CR.)**

Examines major social, economic, political and religious developments from earliest times to the present. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**HIS 267 – THE SECOND WORLD WAR (3 CR.)**

Examines causes and consequences of the Second World War. Includes the rise of totalitarianism, American neutrality, military developments, the home fronts, diplomacy, and the decision to use the atomic bomb.

*Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**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. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**HIS 276 – UNITED STATES HISTORY SINCE WORLD WAR II (3 CR.)**

Investigates United States history from 1945 to the present, studying both domestic developments and American involvement in international affairs. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**HIS 280 – AMERICAN FOREIGN POLICY SINCE 1890 (3 CR.)**

Examines American foreign policy since 1890 with an emphasis on current events and diverse points of view. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**HLT – HEALTH****HLT 100 – FIRST AID AND CARDIOPULMONARY RESUSCITATION (3 CR.)**

Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 3 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. Equivalent to EMS 100. Lecture 1 hour per week.

**HLT 106 – FIRST AID AND SAFETY (2 CR.)**

Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

**HLT 110 – CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (3 CR.)**

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.

**HLT 116 – INTRODUCTION TO PERSONAL WELLNESS CONCEPTS (3 CR.)**

Explores the relationship between personal health and physical fitness as they apply to individuals in today's society. Includes nutrition, weight control, stress, conditioning, and drugs. Lecture 3 hours per week.

**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.

**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.

**HLT 175 – SWIMMING POOL MANAGEMENT (1 CR.)**

Studies the management of hot tubs and home and community pools. May include water chemistry, filtration, circulation, chemical feeders, and sanitation. Lecture 1 hour per week.

**HLT 200 – HUMAN SEXUALITY (3 CR.)**

Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

**HLT 203 – MEN'S HEALTH (3 CR.)**

Provides an overview of the male anatomy and examines health status from birth to death from an interdisciplinary perspective. Topics include major, chronic and infectious diseases, mental health, andropause, stress, sleep, aging, exercise, nutrition, sexual health, grooming and the impact of a male role model on health. Total 3 hours per week.

**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 210 – WORKPLACE STRESS MANAGEMENT (2 CR.)**

Provides an understanding of the multi-dimensional impacts of stress and its manifestation in the workplace. Explores specific strategies for eliminating, changing, and managing stressors in the workplace. Lecture 2 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 226 – AIDS AWARENESS (2 CR.)**

Provides basic understanding of Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immunodeficiency Virus (HIV) Infection. Includes information on the etiology of AIDS, historical perspectives, signs and symptoms, HIV antibody testing, safer sex guidelines, AIDS in the workplace (including health care settings), psychosocial issues, death and dying issues, homophobia, and HIV transmission and prevention. Lecture 2 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. Lecture 3 hours per week.



**HLT 250 – GENERAL PHARMACOLOGY (3 CR.)**

Emphasizes general pharmacology for the health-related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 3 hours per week.

**HLT 261 – BASIC PHARMACY I (3 CR.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part I of II. *Prerequisite or co-requisite: HLT 250.* Lecture 3 hours per week.

**HLT 262 – BASIC PHARMACY II (3 CR.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, and pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part II of II. *Prerequisites: HLT 250 and HLT 261.* Lecture 3 hours per week.

**HMS – 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 122 – BASIC COUNSELING SKILLS II (3 CR.)**

Expands the development of counseling skills needed to function effectively in a helping relationship. Emphasizes skills in responding, personalizing, summarizing and initiating. Clarifies personal skill strengths, deficits, and goals for skill improvement. Develops plans for achieving personal and program goals. Lecture 3 hours per work.

**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 facilitating and leadership. Increases group skills through active classroom participation in group experiences. Lecture 3 hours per week.

**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.

**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.

**HMS 226 – HELPING ACROSS CULTURES (3 CR.)**

Provides an historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture 3 hours per week.

**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.

**HMS 236 – GERONTOLOGY (3 CR.)**

Examines the process of aging and its implications in relation to health, recreation, education, transportation, meaningful work or activity, and to community resources. Emphasizes experiencing the aging process, facilitating retirement, and application of the helping relationship to work with older adults. Lecture 3 hours per week.

**HMS 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.

**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.

**HMS 266 – COUNSELING PSYCHOLOGY (3 CR.)**

Studies major counseling theories, their contributions and limitations, and the application of each to a counseling interaction. Provides students an opportunity to develop their own personal counseling theory. Lecture 3 hours per week.

**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.

**HMS 290 – COORDINATED INTERNSHIP IN HUMAN SERVICES (3 CR.)**

Places students in selected career-related human service agencies. Provides students with an opportunity to learn to integrate practice with theory under the supervision of a qualified supervisor in their designated career field. Helps students gain an overview of their chosen service career field. Laboratory 15 hours per week.

**HRI – HOSPITALITY MANAGEMENT****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. *Co-requisite: HRI 219.* Lecture 2 hours. Laboratory 3 hours. Total 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 119 – APPLIED NUTRITION FOR FOOD SERVICE (3 CR.)**

Studies food composition, nutrition science, and application of nutrition principles by the foodservice professional. Provides the student with a basic understanding of human nutrition and application of nutrition in the service of commercially prepared meals. Lecture 3 hours per week.

**HRI 128 – PRINCIPLES OF BAKING (3 CR.)**

Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections, and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries, and confections. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 134 – FOOD AND BEVERAGE SERVICE MANAGEMENT (3 CR.)**

Provides a conceptual and technical framework for managing the service of meals in a variety of commercial settings. Studies the integration of production and service delivery, guest contact dynamics, reservation management, and point-of-sale technology systems. Lecture 3 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 145 – GARDE MANGER (3 CR.)**

Studies garde manger, the art of decorative cold food preparation and presentation. Provides a detailed practical study of cold food preparation and artistic combination and display of cold foods. *Prerequisite: HRI 220. Co-requisite: HRI 128.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 147 – WORLD CUISINES (3 CR.)**

Introduces students to the diversity of international cuisines. Teaches how different cuisines are manifested, by way of ingredients, flavorings, and cooking techniques. Lecture 3 hours per week.

**HRI 150 – INTRODUCTION TO HOSPITALITY OWNERSHIP (3 CR.)**

Presents growth, development, present status, and trends of the food and lodging industry. Includes special problems of operating small and medium sized establishments. Introduces credit and accounting procedures, management of staff, marketing, advertising, and security as well as personal attitudes, qualifications, and ethics. *Prerequisites: ACC 115 and HRI 235.* Lecture 3 hours per week.

**HRI 154 – PRINCIPLES OF HOSPITALITY MANAGEMENT (3 CR.)**

Presents basic understanding of the hospitality industry by tracing the industry's growth and development; reviewing the organization and management of lodging, food, and beverage operations; and focusing on industry opportunities and future trends. Lecture 3 hours per week.

**HRI 158 – SANITATION AND SAFETY (3 CR.)**

Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of foodborne illnesses in conformity with federal, state, and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week.

**HRI 159 – INTRODUCTION TO HOSPITALITY INDUSTRY COMPUTER SYSTEMS (4 CR.)**

Familiarizes students with computerized information technology to manage information, support decision-making and analysis, improve processes, increase productivity, and enhance customer service in the hospitality industry. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**HRI 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 refurbishing; and, room design and safety engineering. Lecture 3 hours per week.

**HRI 205 – FUNDAMENTALS OF WINE (3 CR.)**

Familiarizes the student with basic knowledge needed to make decisions relative to the purchase, storage, and service of wine, as well as decisions relative to the use of wine in the hospitality and food service industry. Lecture 3 hours per week.

**HRI 206 – INTERNATIONAL CUISINE (3 CR.)**

Introduces the concepts of cultural differences and similarities and the preparation of the food specialties of the major geographical areas of the world. Focuses on emerging cuisines as they become popular. *Prerequisites: HRI 128, HRI 145, HRI 218 and HRI 220. Co-requisites: HRI 147 and HRI 207.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 207 – AMERICAN REGIONAL CUISINE (3 CR.)**

Studies the distinct regional cooking styles of America and its neighbors. Emphasizes the indigenous ingredients as well as the cultural aspect of each region's cooking style. Includes the preparation of the various regional foods. *Prerequisites: HRI 128, HRI 145, HRI 218 and HRI 220. Co-requisites: HRI 147 and HRI 206.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 218 – FRUIT, VEGETABLE, AND STARCH PREPARATION (3 CR.)**

Instructs the student in the preparation of fruits, vegetables, grains, cereals, legumes, and farinaceous products. Promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables, and their byproducts, and to select appropriate uses as meal components. *Prerequisite: HRI 219. Co-requisite HRI 220.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 219 – STOCK, SOUP, AND SAUCE PREPARATION (3 CR.)**

Instructs the student in the preparation of stocks, soups, and sauces. Promotes the knowledge/skills to prepare stocks, soups, and sauces, and to select appropriate uses as meal components. *Co-requisite: HRI 106.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 220 – MEAT, SEAFOOD, AND POULTRY PREPARATION (3 CR.)**

Provides the study and preparation of meat, poultry, shellfish, fish, and game. Promotes the knowledge and skills required to select appropriate use of these foods as meal components. *Prerequisite: HRI 219. Co-requisite: HRI 218.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 224 – RECIPE AND MENU MANAGEMENT (3 CR.)**

Presents a comprehensive framework for creating and evaluating recipes and menus for commercial and non-commercial food service operations. Requires students to use microcomputer software to design recipes, recipe files, and menus. Teaches students menu engineering analysis and methods for optimizing menu contribution margin. *Prerequisite: HRI 159 or equivalent.* Lecture 3 hours per week.

**HRI 226 – NUTRITIONAL ANALYSIS OF MENUS (1 CR.)**

Focuses on the study of nutritional analysis as applied to actual commercial and non-commercial menus. Lecture 1 hour per week.

**HRI 235 – MARKETING OF HOSPITALITY SERVICES (3 CR.)**

Studies principles and practices of marketing the services of the hotel and restaurant industry. Emphasizes the marketing concept with applications leading to customer satisfaction. Reviews methods of external and internal stimulation of sales. May include a practical sales/marketing exercise and computer applications. Lecture 3 hours per week.

**HRI 240 – MANAGING TECHNOLOGY IN THE HOSPITALITY INDUSTRY (3 CR.)**

Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. Lecture 3 hours per week.

**HRI 241 – SUPERVISION IN THE HOSPITALITY INDUSTRY (3 CR.)**

Provides a comprehensive review of considerations for preparing students to become effective supervisors in restaurants and lodging operations. Lecture 3 hours per week.

**HRI 242 – TRAINING AND DEVELOPMENT FOR THE HOSPITALITY INDUSTRY (3 CR.)**

Provides a thorough look at training by addressing how to assess and analyze the training needs of new and established hospitality operations; look upon training and development as an investment; use training tools and techniques; train with technology; measure and evaluate training; and use different training techniques when training employees, supervisors, and managers. Lecture 3 hours per week.

**HRI 251 – FOOD AND BEVERAGE COST CONTROL I (3 CR.)**

Presents methods of pre-cost and pre-control as applied to the menu, purchasing, receiving, storing, issuing, production, sales and service which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. *Prerequisite: MTH 120 or program head approval.* Lecture 3 hours per week.

**HRI 255 – HUMAN RESOURCES MANAGEMENT AND TRAINING FOR HOSPITALITY AND TOURISM (3 CR.)**

Prepares students for interviewing, training, and developing employees. Covers management skills (technical, human, and conceptual) and leadership. Covers the establishment and use of effective training and evaluative tools to improve productivity. Emphasizes staff and customer relations. Lecture 3 hours per week.

**HRI 257 – CATERING MANAGEMENT (3 CR.)**

Studies special functions in the hospitality industry. Presents lecture and demonstration in banquet layout, menus, services, sales, and supervision. Lecture 3 hours per week.

**HRI 258 – QUALITY MANAGEMENT FOR CULINARIANS (1 CR.)**

Covers quality management principles to enhance the student's ability to deliver quality foodservice through effective management. Lecture 1 hour per week.

**HRI 260 – HACCP APPLICATIONS FOR CULINARIANS (1 CR.)**

Focuses on managing risk in food handling through application of HACCP principles in a foodservice setting. Lecture 1 hour per week.

**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.

**HRI 270 – STRATEGIC LODGING MANAGEMENT (3 CR.)**

Presents lodging management principles, focusing on strategic planning as the foundation for operational effectiveness. Synthesizes management practices which can be used by entry-level, mid-level, and executive management. *Prerequisites: HRI 154 and ACC 115 or equivalent.* Lecture 3 hours per week.

**HRI 275 – HOSPITALITY LAW (3 CR.)**

Studies legal principles governing hospitality operations. Includes applications of common law and statutory decisions, discussion of legal theory, and regulations governing management of hospitality enterprises. Lecture 3 hours per week.

**HRI 280 – PRINCIPLES OF ADVANCED BAKING AND PASTRY (3 CR.)**

Reviews foundation principles of classical and modern baking/pastry methods. *Prerequisites: (1) completion of HRI 128 at a Virginia Community college, (2) American Culinary Federation (ACF) Certification, (3) a minimum of three years work experience in a bakery or pastry kitchen or in a related field, (4) completion of a Culinary Arts certificate or degree program from an accredited college or university, (5) permission of the program head.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 281 – ARTISAN BREADS (3 CR.)**

Provides an integrated study of both classical and modern bread baking methods. Focuses on craft baking using simple ingredients to create superior products. *Prerequisite: HRI 280.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 282 – EUROPEAN TORTES AND CAKES (3 CR.)**

Provides an integrated study of classical European tortes and cakes. *Prerequisites: HRI 280 and HRI 283.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 283 – CUSTARDS AND CRÈMES (3 CR.)**

Consists of an integrated study of classical and contemporary custards and crèmes as menu items and recipe ingredients. *Prerequisite: HRI 280.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 284 – SPECIALTY, SPA, AND PLATED DESSERTS (3 CR.)**

Provides an integrated study of specialty, spa, and plated desserts, which possess enhanced value through artistic presentation. *Prerequisites: HRI 280 and HRI 282.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 285 – CHOCOLATE AND SUGAR ARTS (3 CR.)**

Focuses on the study of chocolate and sugar as used by the pastry artist to create candies, confections, and showpieces. *Prerequisite:* HRI 280. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 286 – WEDDING AND SPECIALTY CAKES (3 CR.)**

Provides an integrated study of wedding and specialty cakes. *Prerequisites:* HRI 280 and HRI 285. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 290 – COORDINATED INTERNSHIP IN HOSPITALITY MANAGEMENT (3 CR.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Laboratory 15 hours per week.

**HRI 298 – SEMINAR AND PROJECT IN HOSPITALITY MANAGEMENT (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. Involves field research and observation, independent research, and development of a context for assimilating hospitality management principles.

*Prerequisites:* HRI 154, HRI 140, HRI 235, and HRI 255. Lecture 3 hours per week.

**HRI 299 – CAPSTONE STUDY IN CULINARY ARTS (2 CR.)**

Provides an opportunity for the student and instructor to work together to identify the critical areas of need in the student's repertoire. An individualized plan will be developed to address the student's weaknesses and to lead progressively to a group demonstration of critical skills. Lab, lecture, research, and out of class projects will be utilized. *Prerequisites:* HRI 106, 218, 219, 220, 206, 207, 145, and 128. Laboratory 4 hours per week.

**HRT – 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 115 – PLANT PROPAGATION (3 CR.)**

Teaches principles and practices of plant propagation. Examines commercial and home practices. Provides experience in techniques using seed-spores, cuttings, grafting, budding, layering, and division. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 119 – IRRIGATION SYSTEMS FOR TURF AND ORNAMENTALS (3 CR.)**

Explains why, when, and how irrigation systems are used by the grounds management industry. Includes component selection, system design, installation, operation, and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 120 – HISTORY OF GARDEN DESIGN (3 CR.)**

Studies the development of gardens as they chronicle the development of civilization. Introduces the periods, in both Europe and North America, beginning with settlement, on through industrial development, land and space utilization to current environmental concerns. Explores physical and cultural influences on garden design and utilization. Lecture 3 hours per week.

**HRT 121 – GREENHOUSE CROP PRODUCTION I (3 CR.)**

Examines commercial practices related to production of floricultural crops. Considers production requirements, environmental control and management, and cultural techniques affecting production of seasonal crops. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 122 – GREENHOUSE CROP PRODUCTION II (3 CR.)**

Continues commercial practices related to production of floriculture crops. Considers production requirements, environmental control and management, and cultural techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 125 – CHEMICALS IN HORTICULTURE (3 CR.)**

Emphasizes basic chemical principles and their application to horticulture. Introduces principles of inorganic and organic chemicals. Studies chemical activities of insecticides, fungicides, herbicides, fertilizers, and growth regulators. Provides students an opportunity to test for their Commercial Pesticide Applicators License, administered by VDACS, at the end of the course. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 126 – HOME LANDSCAPING (3 CR.)**

Studies current approaches to improving home landscapes. Emphasizes planning, proper implementation, and landscape maintenance. 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.

**HRT 130 – INTRODUCTION TO BIOINTENSIVE MINI-FARMING (3 CR.)**

Familiarizes students, through lecture and demonstration, with small-scale food production by gardening. Covers the basics of composting and organic vegetable gardening using biointensive methods. Lecture 3 hours per week.

**HRT 134 – FOUR SEASON FOOD PRODUCTION (3 CR.)**

Familiarizes students with organic small-scale food production through lecture and demonstration. Includes seed saving, cover crops, and gardening planning. Lecture 3 hours per week.

**HRT 150 – THEORY OF LANDSCAPE DESIGN (3 CR.)**

Presents the theoretical aspects of landscape planning and design. Uses theory to analyze and solve design problems. Lecture 3 hours per week.

**HRT 190 – COORDINATED INTERNSHIP IN HORTICULTURE (1 CR.)**

Supervises on the job training in selected business, industrial, or service firms in the horticulture industry coordinated by the college. Laboratory 5 hours per week.

**HRT 195 – TOPICS IN HORTICULTURE: ALTERNATIVE FOOD CROPS AND PRODUCTION METHODS (3 CR.)**

Introduces students to alternative methods and crop choices for growing their own food or growing for market. Provides students the opportunity to gain the knowledge and experience necessary to successfully replicate class projects at their homes or businesses. Lecture 3 hours per week.

**HRT 195 – TOPICS IN HORTICULTURE: ANNUALS (1 CR.)**

Considers annuals used in the landscape. Includes site selection and evaluation for annual culture under various environmental conditions, taxonomic identification, and control of insects and diseases. Lecture 1 hour per week.



**HRT 195 – TOPICS IN HORTICULTURE: TREE AND SHRUB PROPAGATION (2 CR.)**

Introduces propagation of select trees and shrubs. Lecture 2 hours per week.

**HRT 195 – TOPICS IN HORTICULTURE: HYDROPONICS (3 CR.)**

Introduces students to the general knowledge of water and nutrient relationships as they relate to soilless media. Examines plant/water relationships and optimum nutrition. Lecture 3 hours per week.

**HRT 195 – TOPICS IN HORTICULTURE: PROJECTS FOR THE HOME AND GARDEN (3 CR.)**

Provides students an opportunity to apply basic knowledge of house and garden projects. Includes the selection and correct use of tools and equipment and practical hands-on installation instruction using the campus site as project models. Lecture 3 hours per week.

**HRT 201 – LANDSCAPE PLANT MATERIALS I (3 CR.)**

Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Focuses on trees and shrubs. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 202 – LANDSCAPE PLANT MATERIALS II (3 CR.)**

Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Focuses on trees and shrubs. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 205 – SOILS (3 CR.)**

Teaches theoretical and practical aspects of soils and other growing media. Examines media components, chemical and physical properties, and soil organisms. Discusses management and conservation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 207 – PLANT PEST MANAGEMENT (3 CR.)**

Teaches principles of plant pest management. Covers morphology and life cycles of insects and other small animal pests and plant pathogens. Lab stresses diagnosis, chemical and non-chemical control of specific pests, and pesticide safety. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 225 – NURSERY AND GARDEN CENTER MANAGEMENT (3 CR.)**

Covers aspects of nursery management, including culture, plant handling, and facilities layout. Discusses aspects of garden center management, including planning and layout, purchasing, product selection, marketing, merchandising, and display. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 226 – GREENHOUSE MANAGEMENT (3 CR.)**

Discusses the theoretical and applied practices of managing a greenhouse facility. Emphasizes greenhouse construction and design, environmental control, energy conservation, and related topics. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 227 – PROFESSIONAL LANDSCAPE MANAGEMENT (3 CR.)**

Focuses on basic practices and techniques involving landscape management. Includes development of a year-round management calendar and preparation of bid and contract proposals. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 231 – PLANTING DESIGN I (3 CR.)**

Applies landscape theory and principles of drawing to the planning of residential and small scale commercial landscape designs. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 232 – PLANTING DESIGN II (3 CR.)**

Applies landscape theory and principles of drawing to the planning of large-scale landscape designs. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 235 – LANDSCAPE DRAWING (3 CR.)**

Teaches students the use of drafting equipment. Emphasizes drawing techniques and use of media. Includes hard line and free-style landscape drawing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 238 – GROWING FOR MARKET MINI-FARMING (3 CR.)**

Focuses on development of a marketing plan for mini-farm items offered for sale to the public, retail and wholesale. Includes hands-on experience in double digging, planting, crop testing, and utilization of compost. *Prerequisite: HRT 130 or permission of instructor.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 239 – COMPLETE DIET MINI-FARMING (3 CR.)**

Considers biointensive methods by which food can be grown for personal or family consumption, emphasizing high nutritional yield in relatively small areas. Focuses on the development of a garden plan that includes vegetable and root crops and grains used for food and composing. *Prerequisite: HRT 130 or permission of instructor.* Lecture 3 hours per week.

**HRT 244 – COMPUTER AIDED DRAFTING AND DESIGN (CADD) FOR LANDSCAPE DESIGNERS (3 CR.)**

Provides instruction in the use of computer-aided drafting and design software for developing landscape plans and supporting information for drawings such as dimension and area calculations. *Prerequisite: HRT 231 or program head approval. Pre- or co-requisite: HRT 232 or permission of instructor.* Lecture 3 hours per week.

**HRT 249 – PERENNIAL PLANTS (3 CR.)**

Considers the perennial plants used in the landscape. Includes site selection and evaluation for perennial culture, perennial plant selection, perennial culture under various environmental conditions, taxonomic identification, and control of insects and diseases. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 250 – PLANT COMPOSITION (2 CR.)**

Applies basic knowledge of identification and landscape traits of woody landscape plants from the prerequisite base. Emphasizes distinct and uniquely effective plant groupings/combinations to create baselines, focalization, urban/suburban tree use, foundation groupings and screening. *Prerequisites: HRT 201 or HRT 202 or program head approval.* Lecture 2 hours per week.

**HRT 259 – ARBORICULTURE (3 CR.)**

Studies the techniques of tree care. Covers surgery, pruning, insect and disease recognition and control, fertilization, cabling, and lightning rod installation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 260 – INTRODUCTION TO FLORAL DESIGN (3 CR.)**

Teaches skills required for the composition of basic table arrangements. Includes the history of design styles, identification of flowers and greens, identification and use of equipment, and conditioning and handling of flowers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



**HRT 266 – ADVANCED FLORAL DESIGN (3 CR.)**

Teaches skills required for composition of traditional floral designs and contemporary floral designs. Includes wedding, funeral, and special occasion designs, and the use of exotic florals to create arrangement styles such as Japanese, European, and Williamsburg. *Prerequisite: HRT 260.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 268 – ADVANCED FLORAL DESIGN APPLICATIONS (3 CR.)**

Teaches skills required for the composition of large floral arrangements. Includes wedding, funeral, and special occasion designs for the home as well as public areas. Includes use of dried and silk flowers for special occasions. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 269 – PROFESSIONAL TURF CARE (3 CR.)**

Covers turfgrass identification, selection, culture, propagation, and pest control. Surveys commercial turf care operations and use of common equipment. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 275 – LANDSCAPE CONSTRUCTION AND MAINTENANCE (3 CR.)**

Examines practical applications of commercial landscape construction techniques and materials used. Covers construction, planting, and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 290 – COORDINATED INTERNSHIP IN HORTICULTURE (2 CR.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Laboratory 4 hours per week.

**HRT 295 – TOPICS IN HORTICULTURE: FROM LANDSCAPE DESIGN TO INSTALLATION (3 CR.)**

Provides students with opportunities to implement a landscape design. Through lectures, demonstration and facility tours, students will be able to successfully implement any landscape design. Lecture 3 hours per week.

**HRT 295 - TOPICS IN HORTICULTURE:****PRINCIPLES OF FOUR-SEASON LANDSCAPES (3 CR.)**

Provides students with the knowledge base to create gardens and landscapes with emphasis on each season. Covers the diverse range of plants available for use in landscapes, including rare, unique, and new plant varieties. Teaches proper plant nomenclature, cultural requirements, and site placement and the ability to distinguish the different foliage, texture, color, and habit of selected plants. *Prerequisite or co-requisite: (one of the following courses) HRT 201, HRT 202, HRT 249, HRT 250, or program head approval.* Lecture 3 hours per week.

**HRT 295 – TOPICS IN HORTICULTURE: SPORTS TURF MANAGEMENT (3 CR.)**

Addresses the scientific principles for the establishment and maintenance of intensely managed turfgrass for golf courses and athletic fields. Topics include seeding, sprigging, sodding, irrigation, fertilization, weed identification and control, insect identification and control, fungus identification and control, drainage, and mowing. Also covers critical tasks for constructing recreational turfgrass facilities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 295 – TOPICS IN HORTICULTURE: SUSTAINABLE LANDSCAPE DESIGN (3 CR.)**

Exposes students to the concept of “Sustainable Landscape Design” as presented by the Sustainable Sites Initiative. Studies the Sustainable Sites Initiative, which provides a strong foundation for understanding the requirements, as related to site design for LEED certification. Lecture 3 hours per week.

**HUM – 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. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

**HUM 260 – SURVEY OF TWENTIETH-CENTURY CULTURE (3 CR.)**

Explores literature, visual arts, philosophy, music, and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

**INT – INTERPRETER EDUCATION****INT 105 – INTERPRETING FOUNDATIONS I (3 CR.)**

Develops fundamental skills of interpreting, including cognitive processes and intralingual language development in English and ASL. Reviews Process Models of interpreting, and uses one to analyze interpretations. Develops feedback skills essential to the team interpreting process. Part I of II. *Prerequisite: Placement in ENG 111.* Lecture 3 hours per week.

**INT 106 – INTERPRETING FOUNDATIONS II (3 CR.)**

Develops fundamental skills of interpreting, including cognitive processes and intralingual language development in English and ASL. Reviews Process Models of interpreting, and uses one to analyze interpretations. Develops feedback skills essential to the team interpreting process. Part II of II. *Prerequisite: Placement in ENG 111.* Lecture 3 hours per week.

**INT 107 – TRANSLATION SKILLS (3 CR.)**

Further develops fundamental skills needed for the task of interpreting. Targets comprehending source language (either ASL or English), transferring content into memory store (breaking from original form), restructuring into target language, maintaining message equivalence, conveying implicit and inferred information, and applying appropriate discourse structure. Reviews Process Model of interpreting, and uses it to analyze translations. Further develops feedback skills essential to the team interpreting process. *Prerequisites: INT 105, INT 106, and ASL 262.* Lecture 3 hours per week.

**INT 130 – INTERPRETING: AN INTRODUCTION TO THE PROFESSION (3 CR.)**

Introduces basic principles and practices of interpreting, focusing on the history of the profession, logistics of interpreting situations, regulatory and legislative issues, resources, and the Code of Ethics. Describes the state quality assurance screening and national certification exam systems, including test procedures. *Prerequisite: Placement for English 111.* Lecture 3 hours per week.

**INT 133 – ASL-TO-ENGLISH INTERPRETATION I (3 CR.)**

Provides students the opportunity to begin consecutively interpreting monologues from the source language (ASL) to the target language (English); watch, process, and analyze entire ASL monologues; choose appropriate English to match the message; and eventually interpret the monologue into English. Puts interpreting theory into practice in a lab environment. Develops team interpreting techniques and provides students with the opportunity to interact with consumers of ASL-English interpretation and conduct research in the field of interpretation. *Prerequisite: INT 107.* Lecture 3 hours per week.

**INT 134 – ENGLISH-TO-ASL INTERPRETATION I (3 CR.)**

Provides students the opportunity to begin consecutively interpreting monologues from the source language (English) to the target language (ASL); listen to, process, and analyze entire English monologues; and, choose appropriate ASL to match the message. Puts interpreting theory into practice in a lab environment. Develops team interpreting techniques and provides students with the opportunity to interact with consumers of ASL-English interpretation and conduct research in the field of interpretation. *Prerequisite: INT 107.* Lecture 3 hours per week.

**INT 195 – TOPICS IN INTERPRETER EDUCATION:****EIPA WRITTEN ASSESSMENT PREP (1 CR.)**

Covers the contents of the Educational Interpreter Performance Assessment (EIPA) written exam, which includes: role and function of the K-12 educational interpreter; knowledge and application of the EIPA code of ethics; knowledge and application of applicable state and federal laws; and, linguistic questions related to the languages of English and American Sign Language. *Prerequisite: Placement for ENG 111. Co-requisite: ASL 220 or program head permission.* Lecture 1 hour per week.

**INT 195 – TOPICS IN INTERPRETER EDUCATION: INTRODUCTION TO ASL-ENGLISH INTERPRETATION (1 CR.)**

Introduces the student to the ASL-English Interpretation AAS degree requirements and other avenues necessary to achieve certification, establishes the standard of work ethic required to successfully complete the curriculum, provides an overview of the requirements typically required to work as an interpreter, and provides for an introduction to and a discussion of the application of the RID Code of Ethics and the NAD-RID Code of Professional Conduct. Lecture 1 hour per week.

**INT 195 – TOPICS IN INTERPRETER EDUCATION: INTRODUCTION TO ORAL TRANSLITERATION I (3 CR.)**

Studies roles, responsibilities, and qualifications involved in working as an oral transliterator. Addresses specific linguistic and communication concerns typically occurring in the oral transliteration setting. May be repeated for credit. Lecture 3 hours per week.

**INT 195 – TOPICS IN INTERPRETER EDUCATION: VQAS WRITTEN ASSESSMENT PREP (1 CR.)**

Covers the contents of the Virginia Quality Assurance Screening (VQAS) written exam, which includes role and function of the ASL-English interpreter, knowledge and application of the RID code of ethics, and knowledge and application of applicable state and federal laws. *Prerequisite: Placement for ENG 111 or program head permission.* Lecture 1 hour per week.

**INT 233 – ASL-TO-ENGLISH INTERPRETATION II (3 CR.)**

Teaches students to perform simultaneous interpretations of monologues in the source language (ASL) to the target language (English) and process an incoming ASL monologue while simultaneously producing an appropriate interpretation in English. Provides students the opportunity to conduct research in the field of interpretation, apply team interpreting techniques, and interact with consumers of interpretation. *Prerequisites: INT 133 and INT 134.* Lecture 3 hours per week.

**INT 234 – ENGLISH-TO-ASL INTERPRETATION II (3 CR.)**

Teaches students to perform simultaneous interpretations of monologues in the source language (English) into the target language (ASL) and process an incoming English monologue while simultaneously producing an appropriate interpretation in ASL. Provides students the opportunity to conduct research in the field of interpretation, apply team interpreting techniques, and interact with consumers of interpretation. *Prerequisites: INT 133 and INT 134.* Lecture 3 hours per week.

**INT 250 – DIALOGIC INTERPRETATION I (3 CR.)**

Provides students the opportunity to apply interpreting fundamentals, interpret dialogs between spoken English and ASL users, analyze interpretations by using a Process Model of Interpreting, conduct research, practice team interpreting skills in an interactive interpreting environment, and prepare for the interactive nature of standard interpreting evaluations. *Prerequisites: INT 233 and INT 234.* Lecture 3 hours per week.

**INT 280 – INTERPRETER ASSESSMENT PREPARATION (3 CR.)**

Prepares student to sit for a specific interpreter assessment tool. Examines the contents of the various segments of the assessment tool. Provides an opportunity for the student to design and implement a specific individualized work plan based upon a diagnostic assessment of the student's interpretation product to improve all knowledge, skill and ability elements in order to meet or exceed the competency set for the selected interpreter assessment tool. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**INT 290 – COORDINATED INTERNSHIP IN INTERPRETER EDUCATION (3 CR.)**

Provides an internship under guidance of professional interpreter(s) as a means to transition from school to work. (Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.) *Prerequisites: INT 250 and successful completion of the written portion of an ASL-English interpreting assessment.* Laboratory 12 hours per week.

**INT 295 – TOPICS IN INTERPRETER EDUCATION: INTERPRETING IN SAFE SETTINGS (3 CR.)**

Studies roles, responsibilities, and qualifications involved in working in the freelance setting, including ethical and business practices. Addresses specific linguistic, placement and practice concerns for the freelance/contract practitioner. *Prerequisites: INT 233-234 or program head placement.* Lecture 3 hours per week.

**ITD – INFORMATION TECHNOLOGY DESIGN****ITD 110 – WEB PAGE DESIGN I (3 CR.)**

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML and Dreamweaver CS3. Includes headings, lists, links, images, image maps, tables, forms, and frames. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITD 112 – DESIGNING WEB PAGE GRAPHICS (3 CR.)**

Addresses the creation of digital graphics for web design. Explores basic design elements, such as color and layout, utilizing a computer graphics program. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITD 130 – DATABASE FUNDAMENTALS (4 CR.)**

Introduces the student to Relational Database and Relational Database theory. Includes planning, defining and using a database; table design, linking, and normalization; and, types of databases, database description and definition. *Prerequisite: ITE 115 or school approval.* Lecture 4 hours per week.

**ITD 132 – STRUCTURED QUERY LANGUAGE (T-SQL) (4 CR.)**

Incorporates a working introduction to commands, functions, and operators used in SQL for extracting data from standard databases. Provides students with a hands-on experience developing code, functions, triggers, and stored procedures for SQL Server 2005. *Prerequisite: ITD 130 or equivalent.* Lecture 4 hours per week.

**ITD 134 – PL/SQL PROGRAMMING (4 CR.)**

Presents a working introduction to PL/SQL programming within the Oracle RDBMS environment. Includes PL/SQL fundamentals of block program structure, variables, cursors and exceptions, and creation of program units of procedures, functions, triggers and packages. *Prerequisite: ITD 130 or school approval.* Lecture 4 hours per week.

**ITD 210 – WEB PAGE DESIGN II (4 CR.)**

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software. *Prerequisite: ITD 110 or school approval.* Lecture 4 hours per week.

**ITD 212 – INTERACTIVE WEB DESIGN (4 CR.)**

Provides techniques in interactive design concepts to create cross-platform, low-bandwidth animations utilizing a vector based application. Emphasizes the importance of usability, accessibility, optimization, and performance. *Prerequisite: ITD 110 or equivalent.* Lecture 4 hours per week

**ITD 298 – SEMINAR AND PROJECT: WEB DESIGN CAPSTONE (4 CR.)**

Provides students with hands-on experience developing exemplary Web sites created with Dreamweaver using advanced behaviors and techniques such as Asynchronous JavaScript and XML (AJAX), database connectivity, Flash with ActionScript 3.0, and additional components that students will select. *Prerequisite: ITD 210 or permission from the instructor.* Lecture 4 hours per week.

**ITE – INFORMATION TECHNOLOGY ESSENTIALS****ITE 115 – INTRODUCTION TO COMPUTER APPLICATIONS AND CONCEPTS (3 CR.)**

Covers computer concepts and internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. *Prerequisite: Keyboarding skills.* Lecture 3 hours per week.

**ITE 130 – INTRODUCTION TO INTERNET SERVICES (3 CR.)**

Provides students with a working knowledge of Internet terminology and services including email, WWW browsing, search engines, ftp, file compression, and other services using a variety of software packages. Provides instruction for basic web page construction. Lecture 3 hours per week.

**ITE 140 – SPREADSHEET SOFTWARE (EXCEL) (3 CR.)**

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Includes typing and editing text in a cell, entering data on multiple worksheets, working with formulas and functions, creating charts, and pivot tables, styles, inserting headers and footers, and filtering data. Covers MOS Excel objectives. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITE 150 – DESKTOP DATABASE SOFTWARE (ACCESS) (3 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, and creating mailing labels. This course covers MOS Access certification objectives. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITE 215 – ADVANCED COMPUTER APPLICATIONS AND INTEGRATION (3 CR.)**

Incorporates advanced computer concepts including the integration of a software suite. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITE 221 – PC HARDWARE AND OS ARCHITECTURE (4 CR.)**

Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Lecture 4 hours per week.

**ITE 298 – SEMINAR AND PROJECT:****MICROCOMPUTER APPLICATIONS CAPSTONE (4 CR.)**

Provides students with hands-on experience developing a business plan for an assigned company, creating the necessary Microsoft Office documents, presenting the business plan using PowerPoint, and developing a website using Dreamweaver to market the company. *Prerequisite: ITE 215 or permission of the instructor.* Lecture 4 hours per week.

**ITN – INFORMATION TECHNOLOGY NETWORKING****ITN 100 – INTRODUCTION TO TELECOMMUNICATIONS (3 CR.)**

Surveys data transmission systems, communication lines, data sets, network interfacing protocols, and modes of transmission. Emphasizes network structure and operation. *Prerequisite or co-requisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITN 101 – INTRODUCTION TO NETWORK CONCEPTS (4 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. *Prerequisite: ITE 221 or school approval.* Lecture 4 hours per week.

**ITN 110 – CLIENT OPERATING SYSTEM (WINDOWS 7) (4 CR.)**

Covers installation, configuration, administration, management, maintenance, and troubleshooting of the Client Operating System (Windows 7) in a networked data communications environment. *Prerequisite: ITN 101.* Lecture 4 hours per week



**ITN 111 – SERVER ADMINISTRATION (WINDOWS 2008) (4 CR.)**

Covers basic instruction in various network protocols, name resolution services, remote access, security, and print installation, configuration, administration, monitoring, and troubleshooting of Server Administration software (Windows 2008) in an Active Directory domain environment. *Prerequisite: ITN 110 or school approval.* Lecture 4 hours per week.

**ITN 112 – NETWORK INFRASTRUCTURE (WINDOWS 2008) (4 CR.)**

Provides extensive instruction for the technical knowledge required for installation, configuration, administration, monitoring, and troubleshooting of Network Infrastructure services (Windows 8) such as NDS, DHCP, WINS, RRAS, NAT, and Certificate Authority to support the network infrastructure. *Prerequisite: ITN 111 or school approval.* Lecture 4 hours per week.

**ITN 113 – ACTIVE DIRECTORY (WINDOWS 2008) (4 CR.)**

Covers installation, configuration, administration, monitoring, and troubleshooting of Active Directory (Windows 8) components, DNS, Group Policy objects, RIS, and security. *Prerequisite: ITN 111 or school approval.* Lecture 4 hours per week.

**ITN 154 – NETWORKING FUNDAMENTALS-CISCO (4 CR.)**

Introduces networking using the OSI reference model. Covers data encapsulation, TCP/IP suite, routing, IP addressing, and structured cabling design and implementation. *Prerequisite: ITE 221.* Lecture 4 hours per week.

**ITN 155 – INTRODUCTORY ROUTING-CISCO (4 CR.)**

Features an introduction to basic router configuration using Cisco IOS software. Includes system components, interface configuration, IP network design, troubleshooting techniques, configuration and verification of IP addresses, and router protocols. *Prerequisite: ITN 154 or school approval.* Lecture 4 hours per week.

**ITN 156 – BASIC SWITCHING AND ROUTING-CISCO (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. *Prerequisite: ITN 155 or school approval.* Lecture 4 hours per week.

**ITN 157 – WAN TECHNOLOGIES-CISCO (4 CR.)**

Concentrates on an introduction to Wide Area Networking (WANs). Includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP. *Prerequisite: ITN 156 or school approval.* Lecture 4 hours per week.

**ITN 170 – LINUX SYSTEM ADMINISTRATION (4 CR.)**

Focuses instruction on the installation, configuration, and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation. *Prerequisite: ITN 171 or school approval.* Lecture 4 hours per week.

**ITN 171 – UNIX I (3 CR.)**

Introduces UNIX operating systems. Teaches login procedures, file creation, UNIX file structure, input/output control, and the UNIX shell. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITN 213 – INFORMATION STORAGE AND MANAGEMENT (4 CR.)**

Focuses on advanced storage systems, protocol, and architectures including Storage Area Networks (SAN), Network Attached Storage (NAS), Fibre Channel Networks, Internet Protocol SANs (IPSAN), iSCSI, and Content Addressable Storage (CAS). *Prerequisite: ITN 111.* Lecture 4 hours per week.

**ITN 242 – WINDOWS MICROSOFT EXCHANGE 2003 SERVER (ES03) (4 CR.)**

Incorporates instruction on how to implement, manage and troubleshoot an Exchange Server 2003 organization. *Prerequisite: ITN 111 or school approval.* Lecture 4 hours per week.

**ITN 254 – VIRTUAL INFRASTRUCTURE: INSTALLATION AND CONFIGURATION (4 CR.)**

Explores concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, ESX Server, and Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management, and engineering for high availability. *Prerequisite: ITN 171.* Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**ITN 255 – VIRTUAL INFRASTRUCTURE: DEPLOYMENT, SECURITY, AND ANALYSIS (4 CR.)**

Focuses on the deployment, security, and analysis of the virtual infrastructure, including scripted installations, advanced virtual switching for security, server monitoring for health and resource management, high-availability management, system backups, and fault analysis. *Prerequisite: ITN 254.* Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**ITN 260 – NETWORK SECURITY BASICS (3 CR.)**

Explores the basics of network security in depth. Includes security objectives, security architecture, security models and security layers. Covers risk management, network security policy, and security training. Includes the five security keys: confidentiality, integrity, availability, accountability, and auditability. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITN 261 – NETWORK ATTACKS, COMPUTER CRIME, AND HACKING (4 CR.)**

Explores indepth various methods for attacking and defending a network. Covers network security concepts from the viewpoint of hackers and their attack methodologies. Discusses hackers, attacks, Intrusion Detection Systems (IDS), malicious code, computer crime, and industrial espionage. *Prerequisite: ITN 260 or school approval.* Lecture 4 hours per week.

**ITN 262 – NETWORK COMMUNICATION, SECURITY, AND AUTHENTICATION (4 CR.)**

Explores indepth various communication protocols with a concentration on TCP/IP. Discusses communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis. Includes the use of various utilities to explore TCP/IP. *Prerequisite: ITN 261 or school approval.* Lecture 4 hours per week.

**ITN 263 – INTERNET/INTRANET FIREWALLS AND E-COMMERCE SECURITY (4 CR.)**

Explores indepth firewall, Web security, and e-Commerce security. Covers firewall concepts, types, topology, and the firewall's relationship to the TCP/IP protocol. Discusses client/server architecture, the Web server, HTML, and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI). *Prerequisite: ITN 262 or school approval.* Lecture 4 hours per week.



**ITN 266 – NETWORK SECURITY LAYERS (4 CR.)**

Explores indepth various security layers needed to protect the network. Addresses network security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security, and database security. *Prerequisite: ITN 262 or school approval.* Lecture 4 hours per week.

**ITN 267 – LEGAL TOPICS IN NETWORK SECURITY (3 CR.)**

Explores indepth the civil and common law issues that apply to network security. Addresses statutes, jurisdictional, and constitutional issues related to computer crime and privacy. Includes rules of evidence, seizure and evidence handling, court presentation, and computer privacy in the digital age. *Prerequisite: ITN 262 or school approval.* Lecture 3 hours per week.

**ITN 270 – ADVANCED LINUX NETWORK ADMINISTRATION (4 CR.)**

Focuses on the configuration and administration of the Linux operating system as a network server. Emphasizes the configuration of common network services such as routing, HTTP, DNS, DHCP, ftp, telnet, SMB, NFS, and NIS. *Prerequisite: ITN 170 or school approval.* Lecture 4 hours per week.

**ITN 298 – SEMINAR AND PROJECT: NETWORKING CAPSTONE COURSE (4 CR.)**

Covers the use of advanced concepts and utilities with current network operating systems. Includes administrator duties such as server organization, permissions and rights, and client side issues such as configuration, troubleshooting, and installation of applications. *Prerequisites: ITN 111, ITN 260, and ITN 171 or equivalent courses and knowledge.* Lecture 4 hours per week.

**ITP – INFORMATION TECHNOLOGY PROGRAMMING****ITP 112 – VISUAL BASIC.NET I (4 CR.)**

Concentrates instruction in fundamentals of object-oriented programming using Visual Basic.NET and the .NET framework. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications. Lecture 4 hours per week.

**ITP 120 – JAVA PROGRAMMING I (4 CR.)**

Teaches the fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 4 hours per week.

**ITP 136 – C# PROGRAMMING I (4 CR.)**

Teaches the fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET Framework. Lecture 4 hours per week.

**ITP 160 – INTRODUCTION TO GAME DESIGN AND DEVELOPMENT (3 CR.)**

Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical 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. *Prerequisite: ITE 115 or equivalent.* Lecture 3 hours per week.

**ITP 195 – TOPICS IN INFORMATION TECHNOLOGY PROGRAMMING: PYTHON PROGRAMMING I (4 CR.)**

Provides students with knowledge of a popular software development tool, Python programming language. Users of spreadsheets, games, data quality tools, and much more will learn to use Python to express rich yet flexible business rules in a lightweight syntax. Lecture 4 hours per week.

**ITP 212 – VISUAL BASIC.NET II (4 CR.)**

Includes instruction in application of advanced event-driven techniques to application development. Emphasizes database connectivity, advanced controls, web forms, and web services using Visual Basic .NET. *Prerequisite: ITP 112.* Lecture 4 hours per week.

**ITP 220 – JAVA PROGRAMMING II (4 CR.)**

Covers the application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads. *Prerequisite: ITP 120 or school approval.* Lecture 4 hours per week.

**ITP 236 – C# PROGRAMMING II (4 CR.)**

Focuses instruction in advanced object-oriented techniques using C# for application development. Emphasizes database connectivity and networking using the .NET Framework and database processing using the Entity Framework. *Prerequisite: ITP 136 or equivalent.* Lecture 4 hours per week.

**ITP 244 – ASP.NET -- SERVER SIDE PROGRAMMING (4 CR.)**

Teaches the creation of ASP.NET Web applications to deliver dynamic content to a Web site utilizing server controls, Web forms, and Web services to accomplish complex data access tasks. *Prerequisite: ITP 112 or ITP 136 or school approval.* Lecture 4 hours per week.

**ITP 251 – SYSTEMS ANALYSIS AND DESIGN (3 CR.)**

Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design, and system implementation practices. Covers methodologies related to identification of information requirements; feasibility in the areas of economic, technical and social requirements; and related issues. Software applications may be used to enhance student skills. *Prerequisite: ITE 115 or school approval.* Lecture 3 hours per week.

**ITP 295 – TOPICS IN INFORMATION TECHNOLOGY PROGRAMMING: PROJECT MANAGEMENT TOOLS (3 CR.)**

Introduces the concepts of project management and how to use Microsoft Project software to manage project requirements. *Prerequisite: ITE 115 or equivalent.* Lecture 3 hours per week.

**ITP 298 – SEMINAR AND PROJECT: PROGRAMMING CAPSTONE (4 CR.)**

Provides students with hands-on experience developing sophisticated web-based applications using ASP.NET and SQL Server including profiles, personalization, web parts, themes, multi-lingual, and web services. Student will work in small teams to build a semester-long project. *Prerequisite: ITP 244 or permission of the instructor.* Lecture 4 hours per week.

**LGL – PARALEGAL STUDIES (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, the U.C.C., contracts, ethics, the role of the legal assistant, and other areas of interest. *Prerequisite or co-requisite: ENG 107 if recommended or permission of instructor.* Lecture 3 hours per week.

**LGL 117 – FAMILY LAW (3 CR.)**

Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws and an overview of bankruptcy law. Lecture 3 hours per week.

**LGL 125 – LEGAL RESEARCH (3 CR.)**

Provides an understanding of various components of a law library and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepard's Citations, ALR, and other research tools. Lecture 3 hours per week.

**LGL 126 – LEGAL WRITING (3 CR.)**

Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. *Prerequisites: ENG 111 or permission of instructor and LGL 125.* Lecture 3 hours per week.

**LGL 200 – ETHICS FOR THE LEGAL ASSISTANT (1 CR.)**

Examines general principles of ethical conduct applicable to legal assistants. Includes the application of rules of ethics to the practicing legal assistant. Lecture 1 hour per week.

**LGL 210 – VIRGINIA AND FEDERAL PROCEDURE (3 CR.)**

Examines indepth the rules of procedure in Virginia and federal court systems, including the Federal Rules of Civil Procedure and the Rules of Practice and Procedure in the District Court, Circuit Court, Court of Appeals, and Supreme Court of Virginia. Lecture 3 hours per week.

**LGL 215 – TORTS (3 CR.)**

Studies fundamental principles of the law of torts, including preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes personal injury, product liability, and medical malpractice cases. Lecture 3 hours per week.

**LGL 216 – TRIAL PREPARATION AND DISCOVERY PRACTICE (3 CR.)**

Examines the trial process, including the preparation of a trial notebook, pretrial motions, and orders. Includes preparation of interrogatories, depositions, and other discovery tools used in assembling evidence in preparation for trial or an administrative hearing. Lecture 3 hours per week.

**LGL 218 – CRIMINAL LAW (3 CR.)**

Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure. Lecture 3 hours per week.

**LGL 220 – ADMINISTRATIVE PRACTICE AND PROCEDURE (3 CR.)**

Surveys applicable administrative laws, including the Privacy Act, the Administrative Process Act, and Freedom of Information Act. Studies practice and procedure involving the ABC Commission, State Corporation Commission, Division of Workers' Compensation, Social Security Administration, the Virginia Employment Commission, and other administrative agencies. Lecture 3 hours per week.

**LGL 225 – ESTATE PLANNING AND PROBATE (3 CR.)**

Introduces various devices used to plan an estate, including wills, trusts, joint ownership, and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate including taxes and preparation of forms. Lecture 3 hours per week.

**LGL 226 – REAL ESTATE ABSTRACTING (3 CR.)**

Reviews aspects of abstracting title to real estate, recordation of land transactions, liens, grantor-grantee indices, warranties, covenants, restrictions, and easements. *Prerequisite: LGL 228 or permission of program head.* Lecture 3 hours per week.

**LGL 228 – REAL ESTATE SETTLEMENT PRACTICUM (3 CR.)**

Focuses on methods and practices in administrative area of real estate closings, back title information, preliminary report from attorney's title notes, lender's requirements, payoffs, HUD-1 settlement statement, real estate taxes, interest, escrow, disbursement and release of liens of record. Lecture 3 hours per week.

**LGL 235 – LEGAL ASPECTS OF BUSINESS ORGANIZATIONS (3 CR.)**

Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorship, partnerships, corporations, 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.

**LGL 238 – BANKRUPTCY (3 CR.)**

Provides a practical understanding of nonbankruptcy alternatives and the laws of bankruptcy, including Chapters 7, 11, 12, and 13 of the Bankruptcy Code. Emphasizes the preparation of petitions, schedules, statements, and other forms. Lecture 3 hours per week.

**LGL 245 – POST-TRIAL AND APPELLATE PRACTICE (3 CR.)**

Teaches post-trial motions, enforcing judgments and appellate practice and procedure. Emphasizes the preparation of documents to enforce judgments and to appeal a judgment from a Virginia District Court to a Virginia Circuit Court and to the Virginia Court of Appeals and Virginia Supreme Court, and from the United States District Court to the United States Supreme Court. *Prerequisites: LGL 210 and LGL 216.* Lecture 3 hours per week

**LGL 290 – COORDINATED INTERNSHIP IN LEGAL ASSISTING (3 CR.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Laboratory 12 hours per week

### **MGL 295 – TOPICS IN PARALEGAL STUDIES: CRIMINAL PROCEDURE (3 CR.)**

Provides basic information on the role of the Paralegal in criminal cases, including preparation of the appropriate forms and motions. Includes both statutory law as well as criminal procedure. Lecture 3 hours per week.

### **MGL 295 – TOPICS IN PARALEGAL STUDIES: INFORMATION SYSTEMS FOR THE PARALEGAL (3 CR.)**

Covers Westlaw, Lexus/Nexus, legal software packages, and utilizing the internet in the practice of law. *Prerequisites: Passing score on English placement test or completion of ENG 111 (or equivalent course); ITE 115; and MGL 125.* Lecture 3 hours per week.

## **MDL – MEDICAL LABORATORY**

### **MDL 101 INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES (3 CR.)**

Introduces the basic techniques, including design of the health care system, ethics, terminology, calculations, venipuncture, and routine urinalysis. *Prerequisites: All (or most with program head approval) general education courses required in the Medical Laboratory Technology program.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 105 – PHLEBOTOMY (3 CR.)**

Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions. *Prerequisite: Satisfactory score on the Reading Placement Test.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 110 – URINALYSIS AND BODY FLUIDS (3 CR.)**

Studies the gross, chemical, and microscopic techniques used in the clinical laboratory. Emphasizes the study of clinical specimens, which include the urine, feces, cerebrospinal fluid, blood, and body exudates. Introduces specimen collection and preparation. *Prerequisite or co-requisite: MDL 101.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 125 – CLINICAL HEMATOLOGY I (3 CR.)**

Teaches the cellular elements of blood, including blood cell formation and routine hematological procedures. *Prerequisite or co-requisite: MDL 101.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 190 – COORDINATED PRACTICE - PHLEBOTOMY TRAINING (4 CR.)**

Provides supervised training and practice in venipuncture for phlebotomy students at clinical sites coordinated by the college. Students will observe venipunctures, perform some procedures with supervision, and perform the remaining venipunctures on their own. A total of 100 venipunctures and 25 dermal punctures must be completed successfully to pass this clinical. Students may also be required to attend site-specific training related to bloodborne pathogens and HIPAA and participate in skills assessments by JSRCC faculty. *Prerequisite: MDL 105.* Laboratory 40 hours per week for three weeks.

### **MDL 190 – COORDINATED PRACTICE IN PHLEBOTOMY (2 CR.)**

Provides supervised on-the-job training in a designated specimen collection location. Includes skill development and evaluation of blood collection using venipuncture and capillary techniques, specimen handling, patient/staff interactions, professional behavior and troubleshooting the collection process. Requires successful completion of 100 procedures for students to pass this course. *Prerequisites: Successful completion of MDL 101 or MDL 105.* Laboratory 40 hours per week for three weeks.

### **MDL 210 – IMMUNOLOGY AND SEROLOGY (3 CR.)**

Teaches principles of basic immunology, physiology of the immune system, diseases involving the immune system, and serologic procedures. *Prerequisite or co-requisite: MDL 101.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 216 – BLOOD BANKING (4 CR.)**

Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation. *Prerequisite or co-requisite: MDL 210.* Lecture 2 hours. Laboratory 5 hours. Total 7 hours per week.

### **MDL 225 – CLINICAL HEMATOLOGY II (3 CR.)**

Teaches advanced study of blood to include coagulation, abnormal blood formation, and changes seen in various diseases. *Prerequisite: MDL 125.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 251 – CLINICAL MICROBIOLOGY I (3 CR.)**

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology and mycology. *Prerequisite or co-requisite: MDL 101.* Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

### **MDL 252 – CLINICAL MICROBIOLOGY II (3 CR.)**

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology, and virology. *Prerequisite: MDL 251 (or BIO 205).* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 262 – CLINICAL CHEMISTRY AND INSTRUMENTATION II (4 CR.)**

Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. *Prerequisites or co-requisites: MDL 101 and CHM 101 or CHM 111.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **MDL 281 – CLINICAL CORRELATIONS (1 CR.)**

Teaches students to apply knowledge gained in courses offered in the MDL curriculum using primarily a case history form of presentation. Emphasizes critical thinking skills in the practice of laboratory medicine. To be taken in final semester while students are in clinical rotations. Lecture 1 hour per week.

### **MDL 290 – COORDINATED PRACTICE IN BLOOD BANK/ TRANSFUSION MEDICINE (2 CR.)**

Provides supervised on-the-job training in a hospital blood bank. Includes skill development and evaluation of typing and cross-matching technique for transfusion, analyzing data and formulating reports, performing and analyzing quality control measures and troubleshooting test parameters. *Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this class. Co-requisite: MDL 281.* Laboratory 40 hours per week for three weeks.



## **MDL 290 – COORDINATED PRACTICE IN CLINICAL CHEMISTRY (2 CR.)**

Provides supervised on-the-job training in a clinical chemistry laboratory. Includes skill development and evaluation of chemical analysis technique for blood and other body fluids, analyzing data and formulating reports, performing and analyzing quality control measures and troubleshooting test parameters. *Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this class. Co-requisite: MDL 281.* Laboratory 40 hours per week for three weeks.

## **MDL 290 – COORDINATED PRACTICE IN HEMATOLOGY (2 CR.)**

Provides supervised on-the-job training in a clinical hematology laboratory. Includes skill development and evaluation of techniques for automated cell counting, manual differential counting, assessing blood cells in health and disease, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters. *Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this class. Co-requisite: MDL 281.* Laboratory 40 hours per week for three weeks.

## **MDL 290 – COORDINATED PRACTICE IN MICROBIOLOGY (2 CR.)**

Provides supervised on-the-job training in a clinical microbiology laboratory. Includes skill development and evaluation of culture and sensitivity technique for various patient specimens, identification of numerous pathogens, analyzing data and formulating reports, performing and analyzing quality control measures and troubleshooting test parameters. *Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this class. Co-requisite: MDL 281.* Laboratory 40 hours per week for three weeks.

## **MDL 290 – COORDINATED PRACTICE IN URINALYSIS, SEROLOGY, COAGULATION (1 CR.)**

Provides supervised on-the-job training in conjunction with another rotation, at the discretion of the clinical site. Includes skill development and evaluation of techniques performing urinalysis, conducting serological assays, conducting hemostasis studies, analyzing data and formulating reports, performing and analyzing quality control measures and troubleshooting test parameters. *Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this class. Co-requisite: MDL 281.* Laboratory 40 hours per week for one week.

## **MEC – MECHANICAL ENGINEERING**

### **MEC 175 – FUNDAMENTAL SHOP PROCEDURES AND THE INTERNAL COMBUSTION ENGINE (4 CR.)**

Introduces the student to the practical use and care of hand and power tools, shop equipment and pullers, precision measuring tools, service manuals and parts catalogs, and safety. Includes the introduction to the design of the internal combustion engine. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **MEN – MENTAL HEALTH**

### **MEN 101 – MENTAL HEALTH SKILL TRAINING I (3 CR.)**

Develops skills necessary to function as a mental health worker, with emphasis on guided practice in counseling skills as well as improved self-awareness. Includes training in problem-solving, goal-setting, and implementation of appropriate strategies and evaluation techniques relating to interaction involving a variety of client needs. Part I of II. Lecture 3 hours per week.

### **MEN 102 – MENTAL HEALTH SKILL TRAINING II (3 CR.)**

Develops skills necessary to function as a mental health worker, with emphasis on guided practice in counseling skills as well as improved self-awareness. Includes training in problem-solving, goal-setting, and implementation of appropriate strategies and evaluation techniques relating to interaction involving a variety of client needs. Part II of II. Lecture 3 hours per week.

## **MKT – MARKETING**

### **MKT 110 – PRINCIPLES OF SELLING (3 CR.)**

Presents a fundamental, skills-based approach to the professional selling of products, services, and ideas, and to relationship building. Emphasizes learning effective interpersonal communication skills in all areas of the sales process through skill-building activities. Examines entry-level sales careers in retailing, wholesaling, services, and industrial selling. Focuses on building a positive self-image, following ethical behavior, understanding buyer needs, and appreciating the importance of a positive customer relationship strategy. Concludes in a professional sales presentation to buyers ranging from individual consumers to corporations. Lecture 3 hours per week.

### **MKT 120 – FUNDAMENTALS OF FASHION (3 CR.)**

Develops an understanding of the principles and procedures involved in the production, distribution, and consumption of fashion merchandise. Traces the history and development of fashion and how these changes affect the fashion merchandising world. Focuses on changing consumer characteristics which influence demand for fashion products and the effects that fashion marketing activities have on the economy. Lecture 3 hours per week.

### **MKT 201 – INTRODUCTION TO MARKETING (3 CR.)**

Introduces students to the discipline of marketing and the need to create customer value and relationships in the marketplace. Presents an overview of the marketing principles and management strategies, along with the analytical tools used by organizations in the creation of a marketing plan. Lecture 3 hours per week.

### **MKT 209 – SPORTS, ENTERTAINMENT, AND RECREATION MARKETING (3 CR.)**

Builds on the principles of marketing to introduce the more specific importance and specialization of Sports, Entertainment, and Recreation (SER) marketing. Emphasizes the SER industries as they relate to economics, business structure, product development, branding, pricing strategies, distribution strategies, integrated communications, ethics, and research. *Prerequisite: MKT 201.* Lecture 3 hours per week.

### **MKT 210 – SALES MANAGEMENT (3 CR.)**

Presents an in-depth examination of managing a sales force. Introduces methods of training, compensating, motivating, and evaluating the sales force. Explores forecasting techniques and quotas. Lecture 3 hours per week.



**MKT 215 – SALES AND MARKETING MANAGEMENT (3 CR.)**

Emphasizes the relationship of professional sales skills and marketing management techniques to successful profit and non-profit organizations. Focuses on challenges connected with the sales and distribution of products and services, including pricing, promotion, and buyer motivation. Demonstrates uses of the Internet to enhance marketing. Studies legal and ethical considerations. Introduces sales management in planning, organizing, directing, and controlling for a well-coordinated sales effort. Lecture 3 hours per week.

**MKT 216 – RETAIL ORGANIZATION AND MANAGEMENT (3 CR.)**

Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion, and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week.

**MKT 220 – PRINCIPLES OF ADVERTISING (3 CR.)**

Emphasizes the role of advertising in the marketing of goods, services, and ideas. Discusses the different uses of advertising; types of media; how advertising is created; agency functions; and legal, social, and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing, and selection of media. Lecture 3 hours per week.

**MKT 226 – VISUAL MERCHANDISING (3 CR.)**

Introduces students to modern display techniques, equipment, and materials. Presents the basics of design for window and interior display in retail establishments. Provides students an opportunity to design, prepare, and execute displays. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MKT 227 – MERCHANDISE BUYING AND CONTROL (3 CR.)**

Studies the merchandising cycle. Explores techniques used in the development of buying resources, merchandising plans, model stock, unit control, and inventory systems. Highlights merchandise selection, policy pricing strategies, and inventory control methods. Lecture 3 hours per week.

**MKT 228 – PROMOTION (3 CR.)**

Presents an overview of promotion activities, including advertising, visual merchandising, publicity, and sales promotion. Focuses on coordinating these activities into an effective campaign to promote sales for a particular product, business, institution, or industry. Emphasizes preparing budgets, selecting media, and analyzing the effectiveness of the campaign. Lecture 3 hours per week.

**MKT 229 – MARKETING RESEARCH (3 CR.)**

Introduces the marketing research process to include methodology, data collection, sampling, and analysis. Focuses on planning basic research studies and applying the findings to marketing decisions. *Prerequisite: MKT 201.* Lecture 3 hours per week.

**MKT 230 – INTRODUCTION TO FASHION DESIGN (3 CR.)**

Introduces students to the field of fashion design as it relates to the garment industry. Teaches basic techniques of fashion development and reviews contributions of major fashion designers. Lecture 3 hours per week.

**MKT 237 – FASHION COORDINATION AND PRESENTATION (3 CR.)**

Describes techniques of presenting fashion through shows, fashion clinics, workshops, and written and oral fashion reports. Discusses the planning, directing, and producing of a professional fashion show. Lecture 3 hours per week.

**MKT 238 – FASHION MERCHANDISING (3 CR.)**

Compares the major considerations involved in the buying and merchandising of fashion products. Emphasizes the dynamics of fashion and consumer buying patterns and sources of buying information. Discusses fashion buying and inventory control in the merchandising cycle plus techniques used to develop fashion buying plans, model stocks, unit control, and inventory systems. Stresses selection policy and pricing for profit. Lecture 3 hours per week.

**MKT 239 – MARKET WEEK SELECTION AND BUYING (3 CR.)**

Provides instruction through active participation in an apparel trade market. Focuses on merchandise buying directly from manufacturers. Includes merchandise selection, terms negotiation, and arrangements for transporting merchandise, followed by storekeeping, inventory management, pricing, and promotion of purchased materials. *Prerequisite: MKT 227 or MKT 238.* Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

**MKT 260 – CUSTOMER SERVICE MANAGEMENT (3 CR.)**

Examines the role of customer service in achieving a firm's long-term goals; discusses the basic principles of effective customer service and explores the tasks and responsibilities of a customer service manager. Includes such topics as purpose of customer service; establishment of customer service goals and policies; recruitment, selection and training of customer service employees; motivation techniques; empowering employees for better decision making; and evaluation of customer service employees and program. Lecture 3 hours per week.

**MKT 270 – MARKETING MANAGEMENT (3 CR.)**

Expands knowledge of marketing through case studies. Focuses on how marketing strategies are planned and utilized in the market place to accomplish the goals of the organization. *Prerequisite: MKT 201.* Lecture 3 hours per week.

**MKT 271 – CONSUMER BEHAVIOR (3 CR.)**

Examines the various influences affecting consumer buying behavior before, during, and after product purchases. Describes personal, societal, cultural, environmental, group, and economic determinants on consumer buying. Lecture 3 hours per week.

**MKT 275 – INTERNATIONAL MARKETING (3 CR.)**

Examines the role of the multinational firm, as well as the environments in which they operate. Covers such factors as exchange rates, government foreign trade policy, and social-cultural factors. Compares international and domestic marketing strategies. Lecture 3 hours per week.

**MKT 281 – PRINCIPLES OF INTERNET MARKETING (3 CR.)**

Introduces students to the Internet, Internet marketing, and the World Wide Web. Discusses how to implement marketing programs strategically and tactically using online communications tools. Teaches e-marketing strategies; the conduct of competitive, demographic, and psychographic research; the assessment and management of organizational communication; how news cycles on the Internet differ from traditional media; and how the Internet affects how we live, consume, and work. Lecture 3 hours per week.

**MKT 282 – PRINCIPLES OF ECOMMERCE (3 CR.)**

Studies the culture and demographics of the Internet, on-line business strategies, and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels over the Internet, and the execution of marketing strategy in computer-mediated environments. Presents case histories of successful Web applications. Lecture 3 hours per week.

**MKT 283 – SOCIAL, ETHICAL, AND LEGAL ISSUES IN ECOMMERCE (3 CR.)**

Examines the social, ethical, and legal issues of electronic commerce. Teaches the factors that influence ethical and unethical marketing practices in eCommerce and the importance of ethical, legal, and socially responsible consumer behavior. Lecture 3 hours per week.

**MKT 285 – CURRENT ISSUES IN MARKETING (3 CR.)**

Serves as a capstone course for marketing majors. Provides an integrated perspective of current issues and practices in marketing. Explores contemporary issues and practices in a highly participatory classroom environment. Lecture 3 hours per week.

**MKT 290 – COORDINATED INTERNSHIP IN MARKETING (3 CR.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Provides students an opportunity to increase their knowledge of operating a retail business. Teaches the skills necessary for effective performance in supervisory and upper level management positions in marketing occupations. Involves rotation among the various departments/functions within the retail training laboratory until the student is familiar with the operation. Combines a comprehensive introduction to store retailing with extensive on-the-job training assignments, which provide the opportunity to apply the understanding of merchandising and management procedures. Laboratory 15 hours per week.

**MKT 295 – TOPICS IN MARKETING: INTRODUCTION TO INTEGRATED MARKETING COMMUNICATIONS (3 CR.)**

Covers the steps required to develop an integrated marketing communications campaign. Introduces message and touchpoint integration with special attention to effectiveness and measurable results. Includes advertising, public relations, sales promotion, personal selling, and direct marketing. Places special emphasis on the role of new technologies and interactive media. *Prerequisite: MKT 201.* Lecture 3 hours per week.

**MKT 295 – TOPICS IN MARKETING: MARKET WEEK SELECTION AND BUYING II (3 CR.)**

Provides instruction through active participation in an apparel trade market. Focuses on merchandise buying directly from manufacturers. Includes merchandise selection, terms negotiation, and arrangements for transporting merchandise, followed by storekeeping, inventory management, pricing and promotion of purchased materials. *Prerequisite: MKT 227 or MKT 238.* Lecture 1 hours. Laboratory 4 hours. Total 5 hours per week.

**MKT 298 – SEMINAR AND PROJECT IN MARKETING (3 CR.)**

Familiarizes the student with many career opportunities in the field through classroom instruction and field exercises. Lecture 3 hours per week.

**MTE – MATH ESSENTIALS****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. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or BSK 1.* Lecture 4 hours per week for ¼ semester.

**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. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 1.* Lecture 4 hours per week for ¼ semester.

**MTE 3 – ALGEBRA BASICS (1 CR.)**

Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 2.* Lecture 4 hours per week for ¼ semester.

**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. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 3.* Lecture 4 hours per week for ¼ semester.

**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, points on the line, and applications. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 4.* Lecture 4 hours per week for ¼ semester.

**MTE 6 – EXPONENTS, FACTORING, AND POLYNOMIAL EQUATIONS (1 CR.)**

Includes techniques of factoring polynomials and using these techniques to solve polynomial equations. Emphasizes applications using polynomial equations solved by factoring. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 5.* Lecture 4 hours per week for ¼ semester.

**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. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 6.* Lecture 4 hours per week for ¼ semester.

**MTE 8 – RATIONAL EXPONENTS AND RADICALS (1 CR.)**

Includes simplifying radical expressions, using rational exponents, solving radical equations, and solving applications using radical equations. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 7.* Lecture 4 hours per week for ¼ semester.

## **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. Credits not applicable toward graduation. *Prerequisite: Placement recommendation or MTE 8.* Lecture 4 hours per week for ¼ semester.

## **MTH – MATHEMATICS**

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### **MTH 50 – MATHEMATICS FOR TEACHER ENTRANCE EXAMS (1-2 CR.)**

Provides participants with review and practice for the mathematics portion of the licensure examination required of all beginning teachers in Virginia. Test-taking strategies are emphasized throughout. *Prerequisite: MTE 3 or equivalent.* Lecture 1-2 hours per week.

### **MTH 103 – APPLIED TECHNICAL MATHEMATICS I (3 CR.)**

Presents a review of arithmetic and elements of algebra. (Geometry and trigonometry are covered in MTH 104). Directs applications to specialty areas. *Prerequisites: Placement recommendation for MTH 103 and one unit of high school mathematics or equivalent.* Lecture 3 hours per week.

### **MTH 115 – TECHNICAL MATHEMATICS I (3 CR.)**

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry, and complex numbers. Part I of II. *Prerequisites: Placement recommendation for MTH 115 and completion of Algebra I, Geometry, and Algebra II, or equivalent.* Lecture 3 hours per week.

### **MTH 116 – TECHNICAL MATHEMATICS II (3 CR.)**

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry, and complex numbers. Part II of II. *Prerequisite: MTH 115.* Lecture 3 hours per week.

### **MTH 120 – INTRODUCTION TO MATHEMATICS (3 CR.)**

Introduces number systems, logic, basic algebra, and descriptive statistics. *Prerequisites: Placement recommendation for MTH 120 and MTH 2 or equivalent.* (Intended for occupational/technical programs.) Lecture 3 hours per week.

### **MTH 121 – FUNDAMENTALS OF MATHEMATICS I (3 CR.)**

Covers concepts of numbers, fundamental operations with numbers, formulas and equations, measurement and geometry, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and elementary concepts of statistics. Emphasizes mathematical problem solving, use of technology, and the language of mathematics. *Prerequisites: Placement recommendation for MTH 121 and one unit of high school mathematics or equivalent.* (Intended for occupational/technical programs.) Lecture 3 hours per week.

### **MTH 126 – MATHEMATICS FOR ALLIED HEALTH (3 CR.)**

Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system. *Prerequisites: Placement recommendation for MTH 126 and one unit of high school mathematics or equivalent.* Lecture 3 hours per week.

### **MTH 146 – INTRODUCTION TO ELEMENTARY STATISTICS (3 CR.)**

Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. *Prerequisites: Placement recommendation for MTH 146 and Algebra I or equivalent.* Lecture 3 hours per week.

### **MTH 150 – TOPICS IN GEOMETRY (3 CR.)**

Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. *Prerequisite: Level 4 on the Compass Placement Test, and Algebra I, Algebra II, and Geometry or equivalent.* Lecture 3 hours per week.

### **MTH 151 – MATHEMATICS FOR THE LIBERAL ARTS I (3 CR.)**

Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. *Prerequisites: Placement recommendation for MTH 151 and Algebra I, Algebra II, and Geometry or equivalent.* Lecture 3 hours per week.

### **MTH 152 – MATHEMATICS FOR THE LIBERAL ARTS II (3 CR.)**

Presents topics in functions, combinatorics, probability, statistics, and algebraic systems. *Prerequisites: Placement recommendation for MTH 152 and completion of Algebra I, Algebra II, and Geometry or equivalent.* Lecture 3 hours per week.

### **MTH 163 – PRECALCULUS I (3 CR.)**

Prepares students for applied calculus or elementary discrete mathematics. Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. *Prerequisites: Placement recommendation for MTH 163 and completion of Algebra I, Algebra II, and Geometry or equivalent.* (Credit will not be awarded for more than one of the following: MTH 163 or MTH 166.) Lecture 3 hours per week.

### **MTH 166 – PRECALCULUS WITH TRIGONOMETRY (5 CR.)**

Presents college algebra, analytic geometry, trigonometry, and algebraic, exponential, and logarithmic functions. *Prerequisites: Placement recommendation for MTH 166 and Algebra I, Algebra II, and Geometry, or equivalent.* (Credit will not be awarded for more than one of the following: MTH 163 or MTH 166.) Lecture 5 hours per week.

### **MTH 170 – FOUNDATIONS IN CONTEMPORARY MATHEMATICS (3 CR.)**

Covers topics in the mathematics of social choice, management sciences, statistics, and growth. Uses physical demonstrations and modeling techniques to teach the power and utility of mathematics. *Prerequisites: Placement recommendation for MTH 170 and completion of Algebra I-II and Geometry, or equivalent.* Lecture 3 hours per week.

### **MTH 173 – CALCULUS WITH ANALYTIC GEOMETRY I (5 CR.)**

Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical, and engineering science programs. *Prerequisites: Placement recommendation for MTH 173 and four units of high school mathematics, including Algebra I, Algebra II, Geometry, and Trigonometry or equivalent.* (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 5 hours per week.

**MTH 174 – CALCULUS WITH ANALYTIC GEOMETRY II (5 CR.)**

Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. *Prerequisite: MTH 173 or equivalent.* Lecture 5 hours per week.

**MTH 240 – STATISTICS (3 CR.)**

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. *Prerequisite: Placement recommendation for MTH 240 and MTH 163 or MTH 166 or equivalent.* (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

**MTH 270 – APPLIED CALCULUS (3 CR.)**

Introduces limits, continuity, differentiation and integration of algebraic and transcendental functions, techniques of integration, and partial differentiation. *Prerequisite: MTH 163 or MTH 166 or equivalent.* (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture 3 hours per week.

**MTH 277 – VECTOR CALCULUS (4 CR.)**

Presents vector valued functions, partial derivatives, multiple integrals, and topics from the calculus of vectors. Designed for mathematical, physical, and engineering science programs. *Prerequisite: MTH 174 or equivalent.* Lecture 4 hours per week.

**MTH 279 – ORDINARY DIFFERENTIAL EQUATIONS (4 CR.)**

Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with application. Designed for mathematical, physical, and engineering science programs. *Prerequisite: MTH 174 or equivalent.* Lecture 4 hours per week.

**MTH 285 – LINEAR ALGEBRA (3 CR.)**

Covers 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. *Prerequisite: MTH 174 or equivalent.* Lecture 3 hours per week.

**MTH 287 – MATHEMATICAL STRUCTURES (3 CR.)**

Presents topics in mathematical structures of value to students majoring in Computer Science or other disciplines requiring programming skills. Covers logic, set theory, number theory, combinatorics, functions, relations, and graph theory. *Prerequisite: MTH 166 or equivalent.* Lecture 3 hours per week.

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**MUS – MUSIC**

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**MUS 111 – MUSIC THEORY I (4 CR.)**

Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part I of II. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**MUS 112 – MUSIC THEORY II (4 CR.)**

Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part II of II. *Prerequisite: MUS 111.* Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**MUS 121 – MUSIC APPRECIATION I (3 CR.)**

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

**MUS 195 – TOPICS IN MUSIC: WORLD MUSIC STYLES (3 CR.)**

Provides studies leading to knowledge of world music styles and cultural enrichment. Includes research, writing, and listening assignments, as well as traditional classroom lecture. Lecture 3 hours per week.

**MUS 221 – HISTORY OF MUSIC I (3 CR.)**

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Lecture 3 hours per week.

**MUS 225 – THE HISTORY OF JAZZ (3 CR.)**

Studies the underlying elements of jazz, concentrating on its cultural and historical development from earliest stages to the present. No previous knowledge of music is required. Lecture 3 hours per week.

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**NAS – NATURAL SCIENCE**

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**NAS 101 – NATURAL SCIENCES I (4 CR.)**

Presents a multidisciplinary perspective integrating the main fields of science. Emphasizes the interaction of the scientific disciplines. (Primarily for non-science majors.) Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

**NAS 105 – NATURAL SCIENCE TOPICS FOR MODERN SOCIETY (2 CR.)**

Emphasizes method of the scientific disciplines as applied to selected topics pertinent to modern society. Lecture 2 hours per week.

**NAS 150 – HUMAN BIOLOGY (3 CR.)**

Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Lecture 3 hours per week.

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**NUR – NURSING**

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**NUR 27 – NURSE AIDE (5 CR.)**

Teaches care of older patients with emphasis on the social, emotional, and spiritual needs. Covers procedures; communication and interpersonal relations; observations, charting, and reporting; safety and infection control; anatomy and physiology; personal care, nutrition, and patient feedings; death and dying. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.



**NUR 108 – NURSING PRINCIPLES AND CONCEPTS (5 CR.)**

Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the multidimensional needs of individuals. Includes math computational skills, basic computer instruction related to the delivery of nursing care, introduction to the profession of nursing, nursing process, documentation; basic needs related to integumentary system, teaching/learning, stress, psychosocial, safety, nourishment, elimination, oxygenation, circulation, rest, comfort, sensory, fluid and electrolyte and mobility needs in adult clients. Also includes care of the pre/post operative client. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. *Prerequisite: NUR 111.* Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

**NUR 109 – NURSING PRINCIPLES AND CONCEPTS II (6 CR.)**

Focuses on nursing care of individuals and/or families experiencing alterations in health. Includes math computational skills, basic computer instruction related to the delivery of nursing care; immunological, gastrointestinal, musculoskeletal, oncological and diabetic disorders and pre/post operative care in adult and pediatric clients. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. *Prerequisites: NUR 111, 108, 137, and 245.* Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week

**NUR 111 – NURSING I (7 CR.)**

Introduces nursing principles including concepts of health and wellness and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals across the lifespan. Includes math computational skills, basic computer instruction related to the delivery of nursing care, communication skills, introduction to nursing, health, the health care system, legal aspects of nursing care, diagnostic testing, assessment, teaching and learning, asepsis, body mechanics and safety, personal care, activity/rest, wound care, nutrition, elimination, oxygenation, fluid and electrolytes, pain control, medication administration, aging populations and pre/post operative care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. *Prerequisite: Completion of the Pre-Nursing and Allied Health Career Studies Certificate (Nursing curriculum).* *Co-requisite: NUR 226.* Lecture 4 hours. Laboratory 9 hours. Total 13 hours per week.

**NUR 115 – LPN TRANSITION (3 CR.)**

Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. Serves as a bridge 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. *Prerequisites: Current and unrestricted licensure as a licensed practical nurse (LPN) and completion of required admission criteria and necessary general education courses for the associate degree in Nursing.* *Co-requisite: NUR 226.* Lecture 3 hours per week.

**NUR 135 – DRUG DOSAGE CALCULATIONS (2 CR.)**

Focuses on apothecary, metric, and household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. *Prerequisite: Placement test recommendation for MTH 120 or satisfactory completion of MTE 3 or equivalent.* Lecture 2 hours per week.

**NUR 136 – PRINCIPLES OF PHARMACOLOGY I (1 CR.)**

Teaches principles of medication administration, which includes dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. *Co-requisite: HIM 110.* Lecture 1 hour per week.

**NUR 137 – PRINCIPLES OF PHARMACOLOGY II (2 CR.)**

Studies the 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. *Prerequisite: NUR 111.* Lecture 2 hours per week.

**NUR 208 – ACUTE MEDICAL-SURGICAL NURSING (6 CR.)**

Focuses on the use of nursing process to provide care to individuals and families with acute medical or surgical problems or to prevent such problems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in cooperating agencies. *Prerequisites: NUR 111, 108, 109, 137, 245, 247, and 254.* Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**NUR 226 – HEALTH ASSESSMENT (3 CR.)**

Teaches the systematic approach to obtaining a health history and performing a physical assessment. *Co-requisite: NUR 111.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**NUR 245 – MATERNAL/NEWBORN NURSING (4 CR.)**

Develops nursing skills in caring for families in the antepartum, intrapartum, and post-partum periods. *Prerequisites: NUR 111 and 226.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**NUR 246 – PARENT/CHILD NURSING (4 CR.)**

Develops nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development and the family as a unit. *Prerequisites: NUR 111, 108, 109, 137, 245, 247, and 254.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**NUR 247 – PSYCHIATRIC/MENTAL HEALTH NURSING (4 CR.)**

Develops nursing skills in caring for individuals, families, and/or groups with mental health needs. Explores various treatment models, diagnostic categories, and rehabilitative measures. *Prerequisites: NUR 111, 108, 137, and 245.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**NUR 254 – DIMENSIONS OF PROFESSIONAL NURSING (1 CR.)**

Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles. *Prerequisites: Successful completion of NUR 111 or NUR 115, NUR 108, NUR 226 and NUR 137.* *Co-requisite: NUR 247.* Lecture 1 hour per week.

**NUR 298 – SEMINAR AND PROJECT IN NURSING (1 CR.)**

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. *Prerequisites: NUR 111, 108, 109, 137, 245, 247, and 254.* Lecture 1 hour per week.

## **OPT – OPTICIANRY**

### **OPT 105 – ANATOMY, PHYSIOLOGY, AND PATHOLOGY OF THE EYE (3 CR.)**

Considers the fundamentals of various body systems and principles of human physiology; methods of drug delivery, including the advantages and disadvantages of drops, ointments, and sustained release systems; systemic use of medications; basic characteristics of common external and internal diseases of the eye; and ocular emergencies. Lecture 3 hours per week.

### **OPT 121 – OPTICAL THEORY I (3 CR.)**

Introduces theory and application of ophthalmic lenses. Presents history, basic manufacturing and quality standards of ophthalmic lenses, propagation of light, refraction and dioptric measurements, true power, surface power, nominal lens formula. Explains lens makers' equation, boxing system, spherical lens design, fundamental aspects of cylindrical lenses, spherocylinder lens design, and flat and toric transposition. *Prerequisite or co-requisite: MTH 126.* Lecture 3 hours per week.

### **OPT 122 – OPTICAL THEORY II (3 CR.)**

Explores the development of multifocal lenses, application of multifocal lenses, survey of current ophthalmic lens, the properties of spherocylinder lenses, and an in-depth analysis of the optics of ophthalmic prisms. Focuses on the use of prism to include prentice rule, vertical imbalance, resultant and resolving prism. *Prerequisite: OPT 121 or equivalent.* Lecture 3 hours per week.

### **OPT 150 – OPTICAL LABORATORY THEORY I (3 CR.)**

Introduces the student to the terminology, instruments, lens, frames, and materials used in the surfacing and finishing of optical prescription eyewear. Focuses on the lensometry and fabrication of single vision eyewear and presents personal and environmental safety issues. *Co-requisite: OPT 152.* Lecture 3 hours per week.

### **OPT 151 – OPTICAL LABORATORY THEORY II (3 CR.)**

Covers making eyeglasses with advanced prescriptions and frames. Includes verification and neutralization techniques for single vision, bifocal, multifocal, and progressive lens designs, frame repair, accomplishing prescribed prism by decentration, verification and neutralization, semi-rimless and rimless glasses, and multifocal glasses. *Prerequisites: OPT 150 and OPT 152 or equivalent.* *Co-requisite: OPT 153.* Lecture 3 hours per week.

### **OPT 152 – OPTICAL LABORATORY CLINICAL I (3 CR.)**

Provides the clinical component of OPT 150. Provides students the opportunity to learn clinical skills in fundamental optical laboratory tasks at the entry level under the direction and supervision of a preceptor. Emphasizes accuracy and attaining skills that meet acceptable professional standards. *Co-requisite: OPT 150.* Laboratory 6 hours per week.

### **OPT 153 – OPTICAL LABORATORY CLINICAL II (3 CR.)**

Provides the clinical component of OPT 151. Presents students with an opportunity to learn clinical skills for optical laboratory tasks at the advanced level under the direction and supervision of a preceptor. Emphasizes accuracy and the attainment of skills that meet acceptable professional standards. *Prerequisites: OPT 150 and OPT 152 or equivalent.* *Co-requisite: OPT 151.* Laboratory 6 hours per week.

### **OPT 154 – OPTICAL BUSINESS MANAGEMENT (3 CR.)**

Covers basic management and leadership skills necessary for a successful eye care office. Teaches the analysis, creative thinking, judgment, planning strategy, and implementation skills necessary for today's optical business challenges. Lecture 3 hours per week.

### **OPT 160 – OPTICAL DISPENSING THEORY I (3 CR.)**

Introduces the student to the skills necessary for becoming a dispensing optician. Includes the history of the profession, patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. *Prerequisite: OPT 121 or equivalent.* *Co-requisite: OPT 165.* Lecture 3 hours per week.

### **OPT 165 – OPTICAL DISPENSING CLINICAL I (2 CR.)**

Provides the student with an opportunity to develop the skills necessary for becoming a dispensing optician. Covers patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. Serves as the clinical component of OPT 160. *Prerequisite: OPT 121 or equivalent.* *Co-requisite: OPT 160.* Laboratory 4 hours per week.

### **OPT 253 – CURRENT OPTICAL TRENDS (2 CR.)**

Presents current trends in the optical profession. Examines the impact of new materials, new health care issues, and medical advances as they relate to the visual needs and wants of society. *Prerequisite: OPT 260 and OPT 271 or equivalent.* Lecture 2 hours per week.

### **OPT 260 – OPTICAL DISPENSING THEORY II (3 CR.)**

Focuses on the development and refinement of the skills necessary for students to become a licensed dispensing optician, including patient/client measurements, presbyopic options, frame and lens materials, absorptive lenses, frame and lens selection, safety and sports eyewear, prescription analysis to include considerations for spectacle magnification and tilt, low vision aids and adjustment techniques. *Prerequisites: OPT 160 and OPT 165 or equivalent.* *Co-requisite: OPT 271.* Lecture 3 hours per week.

### **OPT 271 – OPTICAL DISPENSING CLINICAL II (3 CR.)**

Focuses on the development and refinement of the skills necessary for students to become a licensed dispensing optician, including patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. Serves as the clinical component of OPT 260. *Prerequisites: OPT 160 and OPT 165 or equivalent.* *Co-requisite: OPT 260.* Laboratory 12 hours per week.

### **OPT 272 – OPTICAL DISPENSING CLINICAL LIL (3 CR.)**

Focuses on the development and refinement of the skills necessary for students to become a licensed dispensing optician, including patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. *Prerequisites: OPT 271.* Laboratory 12 hours per week.

### **OPT 273 – CONTACT LENS THEORY I (3 CR.)**

Introduces basic concepts and techniques of contact lens fitting, contact lens design, contact lens materials, and contact lens nomenclature. Covers contact lens insertion and removal techniques, and basic slit lamp and keratometry skills. *Prerequisites: NAS 176 or OPT 105 or equivalent.* Lecture 3 hours per week.

**OPT 274 – CONTACT LENS THEORY II (3 CR.)**

Explores soft spherical and gas permeable contact lens fitting philosophies, tolerances, and designs. Develops the student's patient evaluation skills, patient training skills, and skills for evaluating the fit and verification of contact lenses. *Prerequisite: OPT 273 or equivalent.* Lecture 3 hours per week.

**OPT 280 – CONTACT LENS CLINICAL (3 CR.)**

Promotes the development of clinical skills in fundamental contact lens tasks at the entry level under the direction and supervision of a preceptor. Emphasizes professional standards. *Prerequisite: OPT 274 or equivalent.* Laboratory 6 hours per week.

**PED – PHYSICAL EDUCATION**

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**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 103 – AEROBIC FITNESS (2 CR.)**

Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 109 – YOGA (2 CR.)**

Focuses on the forms of yoga training emphasizing flexibility. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 111 – WEIGHT TRAINING I (2 CR.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II. Lecture 1 hour. Laboratory 2 hours. Total 3 hour per week.

**PED 112 – WEIGHT TRAINING II (2 CR.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II. Lecture 1 hour. Laboratory 2 hours. Total 3 hour per week.

**PED 123 – TENNIS I (2 CR.)**

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 137 – MARTIAL ARTS I (1 CR.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part I of II. Laboratory 2 hours per week.

**PED 138 – MARTIAL ARTS II (1 CR.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part II of II. Laboratory 2 hours per week.

**PED 141 – SWIMMING I (1 CR.)**

Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Laboratory 2 hours per week.

**PED 144 – SKIN AND SCUBA DIVING (2 CR.)**

Emphasizes skills and methods of skin and scuba diving. Includes training with underwater breathing apparatus and focuses on safety procedures, selection and use of equipment. *Prerequisite: strong swimming skills.* Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 150 – SOCCER I (2 CR.)**

Emphasizes soccer skills and techniques, strategies, rules, equipment, flexibility, and physical conditioning. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 152 – BASKETBALL (2 CR.)**

Introduces basketball skills, techniques, rules, strategies, equipment selection, flexibility, and physical conditioning. Provides significant opportunity for on-court demonstration, drills, and practice time. Includes scrimmaging, but focuses primarily on learning and improving basketball skills and knowledge. Includes classroom time to address topics such as rules, strategy, video demonstration of skills, and basketball history (video of great players and epic games). Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 160 – MODERN DANCE (2 CR.)**

Teaches the basic techniques of creative dance. Skills include self-expression, contemporary routines, dance forms, and basic choreography. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 170 – TAI CHI I (2 CR.)**

Develops an understanding of the theories and practices of Tai Chi. Explores the energy of exercise that will tone muscles, improve circulation, and increase flexibility and balance. Discusses history and philosophy of exercise and relaxation techniques for stress reduction. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 189 – SALTWATER FISHING (1 CR.)**

Teaches saltwater fishing techniques including casting and trolling, rig making, live bait catching, and use of artificial and live bait. Presents selection and care of equipment, fish habits, conservation, and safety. Lecture 1 hour per week.

**PED 195 – TOPICS IN PHYSICAL EDUCATION: FLY FISHING (1 CR.)**

Teaches fly fishing techniques on the beginning/intermediate level. Includes casting, equipment selection and care, fly presentation, fish habits, and conservation. Lecture 1 hour per week.

**PED 270 – TAI CHI II (2 CR.)**

Develops an understanding of the theories and practices of Tai Chi. Explores the energy of exercise that will tone muscles, improve circulation and increase flexibility and balance. Discusses history and philosophy of exercise and relaxation techniques for stress reduction. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PHI – PHILOSOPHY**

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**PHI 101 – INTRODUCTION TO PHILOSOPHY I (3 CR.)**

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.



### **PHI 111 – LOGIC I (3 CR.)**

Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. *Prerequisites: ENG 4 and ENG 107 or equivalent if required by reading placement recommendation.* Lecture 3 hours per week.

### **PHI 220 – ETHICS (3 CR.)**

Provides a systematic study of representative ethical systems. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **PHI 225 – SELECTED PROBLEMS IN APPLIED ETHICS (3 CR.)**

Analyzes and discusses significant contemporary ethical issues and problems existing throughout the various professions such as business, medicine, law, education, journalism, and public affairs. May be repeated for credit. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

## **PHT – PHOTOGRAPHY**

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### **PHT 164 – INTRODUCTION TO DIGITAL PHOTOGRAPHY (3 CR.)**

Teaches the fundamentals of photography including camera function and image production as they apply to digital imagery. Shooting assignments develop technical and visual skills with the camera, including composition and the use of light. Basic skills required for making black and white and color inkjet prints are taught in a digital lab using Adobe Photoshop. *Prerequisites: Students taking this course should be comfortable working at a computer, be familiar with negotiating program menus, and know how files are saved and stored.* A camera with manually adjustable aperture and shutter is required. Lecture 1 hours. Laboratory 4 hours. Total 5 hours per week.

### **PHT 264 – DIGITAL PHOTOGRAPHY II (3 CR.)**

Teaches theory and practice of digital photography, including the Adobe Photoshop techniques needed for top quality inkjet prints. Emphasizes use of digital cameras in studio and on location. Teaches advanced techniques of image editing, including photo restoration and multi-image compositing. Students work with existing images, including family snapshots and antique photographs as well as photographs shot specifically for the course. In addition to prescribed assignments, a personal project allows for exploration of creative ideas and topics of the student's choice. Provides training in digital image transmission from remote locations. *Prerequisites: Students taking this course should feel comfortable working at a computer, be familiar with negotiating program menus, and know how files are saved and stored.* A camera with manually adjustable aperture and shutter is required. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **PHY – PHYSICS**

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### **PHY 201 – GENERAL COLLEGE PHYSICS I (4 CR.)**

Teaches fundamental principles of physics on an algebra/geometry/trig math level. Covers mechanics, fluids, and thermodynamics. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part I of II. *Prerequisite: MTH 166 or MTH 116 or the equivalent.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 202 – GENERAL COLLEGE PHYSICS II (4 CR.)**

Teaches fundamental principles of physics on an algebra/geometry/trig math level. Covers wave phenomena, optics, electricity and magnetism, an introduction to relativity, nuclear physics, and selected topics in modern physics. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part II of II. *Prerequisite: PHY 201.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 241 – UNIVERSITY PHYSICS I (4 CR.)**

Teaches principles of classical and modern physics on calculus math level. Covers mechanics and heat. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part I of II. *Prerequisite: MTH 173 or school approval.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 242 – UNIVERSITY PHYSICS II (4 CR.)**

Teaches principles of classical and modern physics on calculus math level. Covers wave phenomena, optics, electricity and magnetism, an introduction to relativity, and nuclear physics. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part II of II. *Prerequisites: PHY 241 and MTH 174 or school approval.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **PLS – POLITICAL SCIENCE**

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### **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, the courts, and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test.* Lecture 3 hours per week.

### **PLS 211 – UNITED STATES GOVERNMENT I (3 CR.)**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part I of II. Political Science 211 and 212 need not be taken in sequence. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended week.* Lecture 3 hours per week.



**PLS 212 – UNITED STATES GOVERNMENT 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. Part II of II. Political Science 211 and 212 need not be taken in sequence. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**PSG – POLYSOMNOGRAPHIC TECH****PSG 101 – POLYSOMNOGRAPHY I (3 CR.)**

Surveys the dynamics of normal and abnormal human sleep and the practice of sleep diagnosis and treatment. Studies methods of acquisition, diagnosis, and treatment of sleep disorders. Includes the practice in the use of polysomnographic equipment. Familiarizes students with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnographic technology. *Co-requisite: PSG 190.* Lecture 3 hours per week.

**PSG 103 – POLYSOMNOGRAPHY RECORD EVALUATION (3 CR.)**

Presents the general principles of analyzing and scoring polysomnographic records. Studies sleep staging, recognition and analysis of various abnormal respiratory and neurophysiologic events, and recognition and elimination of artifact. Includes scoring and analyzing raw data for the purpose of generating full reports. *Prerequisites: PSG 101, PSG 190, and PSG 195 – Introduction to the Science of Sleep Medicine. Co-requisite: PSG 164.* Lecture 3 hours per week.

**PSG 164 – POLYSOMNOGRAPHY CLINICAL PROCEDURES I (4 CR.)**

Offers a practicum in a functioning Sleep Disorders Center. Provides practice in patient set-up, machine calibrations, equipment usage, Nocturnal Polysomnographs, BiPAP and CPAP Titration Trials, and patient education under the supervision of Polysomnographic Technicians. *Co-requisite: PSG 103. Prerequisites: PSG 101, PSG 190, and PSG 195 – Introduction to the Science of Sleep Medicine.* Laboratory 20 hours per week.

**PSG 190 – COORDINATED INTERNSHIP (2 CR.)**

Offers a practicum in a functioning sleep disorders center and provides an opportunity for the student to practice patient set-up, machine calibrations, equipment usage, and nocturnal polysomnographs. *Co-requisite: PSG 101.* Laboratory 10 hours per week.

**PSG 195 – TOPICS IN POLYSOMNOGRAPHY: INTRODUCTION TO THE SCIENCE OF SLEEP MEDICINE (1 CR.)**

Familiarizes students with the history of sleep, common sleep disorders, and the field of sleep medicine and its relevance to other health professions. Lecture 1 hour per week.

**PSG 295 – TOPICS IN POLYSOMNOGRAPHY: ANATOMY, PHYSIOLOGY, AND ADVANCED PRINCIPLES OF SLEEP (4 CR.)**

Provides a concentrated study of anatomy, physiology, and pathology essential to the practice of polysomnography. Presents the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Explores the pathophysiological differences between adult and pediatric sleep disorders. *Prerequisites: PSG 101, PSG 190, and PSG 195 - Introduction to the Science of Sleep Medicine.* Lecture 4 hours per week.

**PSG 295 – TOPICS IN POLYSOMNOGRAPHY: SLEEP TECHNOLOGY THEORY AND PRACTICE INTEGRATION (1 CR.)**

Provides students the opportunity to review and integrate the learning outcomes of the sleep technology curriculum. *Prerequisites: PSG 101, PSG 190, and PSG 195 – Introduction to the Science of Sleep Medicine. Prerequisites or co-requisites: PSG 103, PSG 164, and PSG 295 – Anatomy, Physiology, and Advanced Principles of Sleep.* Lecture 1 hour per week.

**PNE – PRACTICAL NURSING****PNE 116 – NORMAL NUTRITION (1 CR.)**

Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, and basic requirements for individuals. Includes a brief introduction to diet therapy. *Co-requisite: PNE 141.* Lecture 1 hour per week.

**PNE 141 – NURSING SKILLS I (3 CR.)**

Studies principles and procedures essential to the basic nursing care of patients. Includes all content as outlined by the Board of Nursing as necessary for a Nurse Aide Program. Includes both campus and clinical lab hours in a geriatric setting. *Prerequisites: ENG 111 and NAS 150 or NAS 161-162. Co-requisite: SDV 100.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**PNE 142 – NURSING SKILLS II (3 CR.)**

Studies principles and procedures essential to the basic nursing care of patients. Continues fundamental nursing knowledge and skills begun in PNE 141. *Prerequisites PNE 141 and 143. Co-requisite: PNE 173.* Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**PNE 145 – TRENDS IN PRACTICAL NURSING (1 CR.)**

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. *Prerequisites: PNE 141, 142, and 173.* Lecture 1 hour per week.

**PNE 162 – NURSING IN HEALTH CHANGES (10 CR.)**

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Focuses on the care of adult medical-surgical patient. Provides supervised learning experiences in the college nursing laboratories and/or cooperating agencies. *Prerequisites: PNE 141, 142, 173, and 116.* Lecture 5 hours. Laboratory 15 hours. Total 20 hours per week.

**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. Focuses on the care of psychiatric, pediatric, and maternity patients as well as the medical-surgical patient. *Prerequisites: PNE 141, 142, 173, and 116.* Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week.

**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. *Co-requisites: PNE 141 and PNE 142.* Lecture 2 hours per week.

## **PSY – PSYCHOLOGY**

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### **PSY 201 – INTRODUCTION TO PSYCHOLOGY I (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. Part I of II. These courses may be taken out of sequence by permission of the instructor only. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **PSY 202 – INTRODUCTION TO PSYCHOLOGY 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. Part II of II. These courses may be taken out of sequence by permission of the instructor only. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **PSY 205 – PERSONAL CONFLICT AND CRISIS MANAGEMENT (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. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **PSY 215 – ABNORMAL PSYCHOLOGY (3 CR.)**

Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. *Prerequisite: PSY 201, PSY 202, or PSY 230.* Lecture 3 hours per week.

### **PSY 230 – DEVELOPMENTAL PSYCHOLOGY (3 CR.)**

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive, and psycho-social growth. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **PSY 235 – CHILD PSYCHOLOGY (3 CR.)**

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social, and emotional factors involved in the child's growth. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **PSY 270 – PSYCHOLOGY OF HUMAN SEXUALITY (3 CR.)**

Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. *Prerequisite: PSY 200, PSY 201, or PSY 202.* Lecture 3 hours per week.

## **REA – REAL ESTATE**

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### **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.

### **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 (4 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 4 hours per week.

### **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 218 – APPRAISING THE SINGLE FAMILY RESIDENCE (2 CR.)**

Promotes an understanding and working knowledge of procedures and techniques used to estimate market value of vacant residential land and improved single family residential properties. Emphasizes the proper application of valuation methods and techniques to residential properties and extraction of data from the market for use in sales comparison, cost, and income capitalization approaches to value. Lecture 2 hours per week.

### **REA 219 – REAL ESTATE APPRAISAL METHODS (3 CR.)**

Details practical applications of sales comparison, cost, and income capitalization approaches and helps develop valuation skills. Reinforces principles of real estate appraisal and explores methods for extracting market data to estimate value and test conclusions. *Prerequisite: REA 216.* Lecture 3 hours per week.

### **REA 220 – INCOME PROPERTY VALUATION (3 CR.)**

Familiarizes the student with the techniques that are utilized to perform the appraisal of more complex income-producing properties. Focuses on income and expense forecasting, appropriate techniques for determining capitalization rates, and discounted cash flow method. Includes valuation of complex commercial properties such as apartment complexes, office buildings, shopping centers, industrial properties, hotels, and mixed-use complexes. *Prerequisite: REA 216 or equivalent.* Lecture 3 hours per week.

### **REA 225 – REAL PROPERTY MANAGEMENT (3 CR.)**

Introduces the field of property management. Focuses on the principles of tenant selection and retention, financial management, and building maintenance. Lecture 3 hours per week.

**REA 238 – PROFESSIONAL APPRAISAL STANDARDS (1 CR.)**

Examines the provisions and standard rules that govern professional appraisal practices. Covers the “Binding Requirements” and the “Specific Appraisal Guidelines” as required by the Uniform Standards of Professional Appraisal Practice. Lecture 1 hour 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.

**REA 246 – REAL ESTATE ECONOMICS (3 CR.)**

Examines the nature and classification of land economics, the development of property, construction and subdivision, economic values and real estate evaluation, real estate cycles and business fluctuations, residential market trends, rural property, and special purpose property trends. Lecture 3 hours per week.

**REA 247 – REAL ESTATE INVESTMENTS (3 CR.)**

Focuses on estate investments with emphasis on property selection and analysis, ownership interests, financing, and tax aspects. Lecture 3 hours per week.

**REA 256 – LAND PLANNING AND USE (3 CR.)**

Presents land value and usage, planning, zoning regulations, building and site requirements, sanitation and utilities, highest and best use concept, population analysis, influence of market forces, and public policies. Lecture 3 hours per week.

**REA 290 – COORDINATED INTERNSHIP IN REAL ESTATE: REAL ESTATE BROKER (3 CR.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Laboratory 15 hours per week.

**REL – RELIGION****REL 231 – RELIGIONS OF THE WORLD I (3 CR.)**

Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on Eastern religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition and points to the uniqueness of each of them. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**REL 232 – RELIGIONS OF THE WORLD II (3 CR.)**

Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on the rise of the monotheistic faiths and the distinction between primal or “oral” religions and “historical” religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition and points to the uniqueness of each of them. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**REL 233 – INTRODUCTION TO ISLAM (3 CR.)**

Studies Islam in its historical, religious, and political dimensions and assists in the understanding of its contemporary vitality and attraction as a faith, a culture, and a way of life. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**REL 240 – RELIGIONS IN AMERICA (3 CR.)**

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Examines the role of religion in America with particular emphasis on religion in contemporary America. Includes the history, beliefs, and practices of the world’s major religions in America, as well as an examination of new religious developments. Examines the relationship between American religion and American identity, the rise of civil and cultural religion, and the role of religion in public policy and American culture. *Prerequisite: ENG 111. Co-requisite: ENG 112.* Lecture 3 hours per week.

**REL 255 – SELECTED PROBLEMS AND ISSUES IN RELIGION: CHRISTIANITY IN FILM (3 CR.)**

Examines selected problems and issues of current interest in religion. Investigates how the Western film industry has depicted Christianity, the Bible, and the critical themes of Christian thought. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

**REL 255 – SELECTED PROBLEMS AND ISSUES IN RELIGION: WOMEN AND THE BIBLE (3 CR.)**

Introduces students to the portrayal of women in the Bible. Examines, through selected Biblical texts, the role and depiction of women within this text. Studies the impact of scriptural writing on the role of women in the Western world through the lens of feminist scholars. Students are asked to think critically about the texts, the issues raised by feminist perspectives, and to analyze the impact of the Bible on women today and society as a whole. *Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.



## **RTH – RESPIRATORY THERAPY**

### **RTH 102 – INTEGRATED SCIENCES FOR RESPIRATORY CARE (3 CR.)**

Integrates the concepts of mathematics, chemistry, physics, microbiology, and computer technology as these sciences apply to the practices of respiratory care. Lecture 3 hours per week.

### **RTH 110 – FUNDAMENTAL THEORY AND PROCEDURES FOR RESPIRATORY CARE (4 CR.)**

Focuses on the development of basic respiratory care skills necessary to enter the hospital environment. *Prerequisites: Completion of the Pre-Nursing and Allied Health (Pre-Respiratory Therapy) Career Studies Certificate and acceptance into pre-clinical courses.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

### **RTH 112 – PATHOLOGY OF THE CARDIOPULMONARY SYSTEM (3 CR.)**

Presents pathophysiology of medical and surgical diseases with emphasis upon diseases of the cardiopulmonary system. *Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy.* Lecture 3 hours per week.

### **RTH 121 – CARDIOPULMONARY SCIENCE I (3 CR.)**

Focuses on pathophysiology, assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary and neuromuscular physiology and pathophysiology. Lecture 3 hours per week.

### **RTH 131 – RESPIRATORY CARE THEORY AND PROCEDURES I (4 CR.)**

Presents theory of equipment and procedures and related concepts used for patients requiring general acute and critical cardiopulmonary care. *Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **RTH 132 – RESPIRATORY CARE THEORY AND PROCEDURES II (4 CR.)**

Presents theory of equipment and procedures and related concepts used for patients requiring general acute and critical cardiopulmonary care. *Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **RTH 135 – DIAGNOSTIC AND THERAPEUTIC PROCEDURES I (2 CR.)**

Focuses on the purpose, implementation, and evaluation of equipment, and procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Explores baseline personal health as it relates to the development and recognition of respiratory diseases or disorders. *Prerequisites: Completion of the Pre-Nursing and Allied Health (Pre-Respiratory Therapy) Career Studies Certificate and acceptance into pre-clinical courses.* Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

### **RTH 145 – PHARMACOLOGY FOR RESPIRATORY CARE I (1 CR.)**

Presents selection criteria for the use of, and detailed information on, pharmacologic agents used in pulmonary care. *Prerequisite: Acceptance into pre-clinical courses.* Lecture 1 hour per week.

### **RTH 190 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: NCC I (2 CR.)**

Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. *Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

### **RTH 190 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: NCC II (2 CR.)**

Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. *Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

### **RTH 190 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: NCC INTERNSHIP (2 CR.)**

Provides first-year students an opportunity to practice all non-critical care skills in an acute care setting. The student is paired with an experienced "RRT" and completes 102 hours of non-critical care internship. *Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

### **RTH 215 – PULMONARY REHABILITATION (1 CR.)**

Focuses on purpose and implementation of comprehensive cardiopulmonary rehabilitation program. *Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy.* Lecture 1 hour per week.

### **RTH 222 – CARDIOPULMONARY SCIENCE II (3 CR.)**

Focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary, renal, and neuromuscular physiology and pathophysiology. *Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy.* Lecture 3 hours per week.

### **RTH 223 – CARDIOPULMONARY SCIENCE III (2 CR.)**

Continues the exploration of topics discussed in RTH 121 and RTH 222. *Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy.* Lecture 2 hours per week.

### **RTH 226 – THEORY OF NEONATAL AND PEDIATRIC RESPIRATORY CARE (2 CR.)**

Focuses on cardiopulmonary physiology and pathology of the newborn and pediatric patient. *Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy.* Lecture 2 hours per week.

### **RTH 227 – INTEGRATED RESPIRATORY THERAPY SKILLS II (2 CR.)**

Presents intensive correlation of all major respiratory therapy subject areas reflecting the entry-level and advanced practitioner matrices. Emphasizes assessment, implementation, and modification of therapy to patient response. *Prerequisites: Successful completion of all curriculum courses offered during the first five semesters of the AAS degree in Respiratory Therapy.* Lecture 2 hours per week.



**RTH 236 – CRITICAL CARE MONITORING (3 CR.)**

Focuses on techniques and theory necessary for the evaluation and treatment of the critical care patient, especially arterial blood gases and hemodynamic measurements. Explores physiologic effects of advanced mechanical ventilation. *Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy.* Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RTH 265 – CURRENT ISSUES IN RESPIRATORY CARE (2 CR.)**

Explores current issues affecting the profession of respiratory care. *Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy.* Lecture 2 hours per week.

**RTH 290 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: ACC/NPCC I (2 CR.)**

Provides supervised on-the-job training. Introduces the student to respiratory critical care, home care, and diagnostic pulmonary functions. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and become evaluated on entry-level critical care skills. Introduces students to adult and pediatric home care and helps them learn to perform diagnostic pulmonary functions. *Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

**RTH 290 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: ACC/NPCC II (2 CR.)**

Provides supervised on-the-job training. Introduces the student to respiratory critical care, home care, and diagnostic pulmonary functions. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and become evaluated on entry-level critical care skills. Introduces students to adult and pediatric home care and helps them learn to perform diagnostic pulmonary functions. *Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

**RTH 290 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: ACC/NPCC III (2 CR.)**

Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical thinking skills. Students rotate through several critical care units (adult, pediatric and neonatal) and practice and become evaluated on advanced level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. *Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

**RTH 290 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: ACC/NPCC IV (1 CR.)**

Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical thinking skills. Students rotate through several critical care units (adult, pediatric and neonatal) and practice and become evaluated on advanced level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. *Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy.* Laboratory 5 hours per week.

**RTH 290 – COORDINATED PRACTICE IN RESPIRATORY THERAPY: ACC/NPCC IV INTERNSHIP (2 CR.)**

Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical thinking skills. Students rotate through several critical care units (adult, pediatric and neonatal) and practice and become evaluated on advanced level critical care skills. *Prerequisites: Successful completion of all curriculum courses offered during the first five semesters of the AAS degree in Respiratory Therapy.* Laboratory 10 hours per week.

**SDV – STUDENT DEVELOPMENT**

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**SDV 100 – COLLEGE SUCCESS SKILLS (1 CR.)**

Assists students in transition to college. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

**SDV 101 – ORIENTATION TO ENGINEERING (1 CR.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to the engineering discipline. Covers topics such as the following: services and resources at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to the discipline of engineering. Lecture 1 hour per week.

**SDV 101 – ORIENTATION TO HEALTH TECHNOLOGY (1 CR.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to health technology disciplines. Covers topics such as the following: services and resources at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to health technology disciplines. Lecture 1 hour per week.

**SDV 101 – ORIENTATION TO SCIENCE/MEDICAL DISCIPLINES (2 CR.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to science/medical disciplines. Covers topics such as the following: services and resources at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to science/medical disciplines. Lecture 2 hours per week.

**SDV 101 – ORIENTATION TO TEACHER PREPARATION (2 CR.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to teacher preparation. Covers topics such as the following: services and resources at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to teacher preparation. Provides students an opportunity to conduct classroom observations. Lecture 2 hours per week.

### **SDV 101 – ORIENTATION TO AMERICAN SIGN LANGUAGE AND INTERPRETER EDUCATION (3 CR.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to American Sign Language and interpreter education. Covers topics such as services at the college, including the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to American Sign Language and interpreter education. Explores the existence of the Deaf people, who as a community share history, literature, customs, and culture. Lecture 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 aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 1 hour per week.

### **SDV 107 – CAREER EDUCATION (2 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 2 hours per week.

### **SDV 109 – STUDENT LEADERSHIP DEVELOPMENT (1 CR.)**

Introduces students to leadership theories and skills. Develops students' personal leadership styles. Assists students to promote leadership skills in others. Examines the outlook, skills, and behavior essential to successful leadership. Lecture 1 hour per week.

## **SOC – SOCIOLOGY**

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### **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. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **SOC 210 – SURVEY OF PHYSICAL AND CULTURAL ANTHROPOLOGY (3 CR.)**

Examines physical characteristics and lifestyles of human ancestors and present populations. Explores cultures from around the world to study diverse adaptations made by humans. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

### **SOC 215 – SOCIOLOGY OF THE FAMILY (3 CR.)**

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, and alternative lifestyles. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* 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. *Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 or equivalent if required by reading placement test. Prerequisite or co-requisite: ENG 5 and ENG 107 or equivalent if recommended by reading placement test.* Lecture 3 hours per week.

## **SPA – SPANISH**

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### **SPA 101 – BEGINNING SPANISH I (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where Spanish is spoken. May include an additional hour of oral drill and practice per week. Part I of II. Lecture 4 hours per week.

### **SPA 102 – BEGINNING SPANISH II (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where Spanish is spoken. Part II of II. *Prerequisite: SPA 101.* May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

### **SPA 111 – CONVERSATION IN SPANISH I (3 CR.)**

Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. This course does not fulfill the foreign language requirement for the Liberal Arts AA or Social Sciences AS degree programs. Part I of II. *Prerequisite: SPA 102.* Lecture 3 hours per week.

### **SPA 112 – CONVERSATION IN SPANISH II (3 CR.)**

Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. This course does not fulfill the foreign language requirement for the Liberal Arts AA or Social Sciences AS degree programs. Part II of II. *Prerequisite: SPA 111.* Part II of II. Lecture 3 hours per week.

### **SPA 195 – TOPICS IN SPANISH:**

#### **SPANISH FOR HEALTH PROFESSIONALS (3 CR.)**

Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. Presents realistic situations and the specialized vocabulary that health-care professionals need to communicate with Hispanic patients in the course of their daily work. Provides students with numerous opportunities to apply, in a wide variety of practical contexts, the grammatical structures introduced in the corresponding lessons through personalized questions, grammar exercises, dialogue competition, role-plays, and real activities. May include oral drill and practice. Lecture 3 hours per week.

### **SPA 201 – INTERMEDIATE SPANISH I (3 CR.)**

Continues to develop understanding, speaking, reading, and writing skills. Part I of II. *Prerequisite: SPA 102 or equivalent.* May include one additional hour oral drill and practice per week. Lecture 3 hours per week.

**SPA 202 – INTERMEDIATE SPANISH II (3 CR.)**

Continues to develop understanding, speaking, reading, and writing skills. Part II of II. *Prerequisite: SPA 201 or equivalent.* May include one additional hour oral drill and practice per week. Lecture 3 hours per week.

**SPA 233 – INTRODUCTION TO SPANISH CIVILIZATION AND LITERATURE I (3 CR.)**

Introduces the student to Spanish culture and literature. Readings and discussions conducted in Spanish. *Prerequisite: SPA 202 or equivalent.* Lecture 3 hours per week.

**WEL – WELDING****WEL 120 – FUNDAMENTALS OF WELDING (2 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 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 121 – ARC WELDING (2 CR.)**

Studies the operation of AC and DC power sources, weld heat, polarities, and electrodes for use in joining various alloys by the SMAW process. Covers welds in different types of joints and different welding positions. Emphasizes safety procedures. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 122 – WELDING II (ELECTRIC ARC) (3 CR.)**

Teaches electric arc welding, including types of equipment, selection of electrodes, safety equipment and procedures, and principles and practices of welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 126 – PIPE WELDING I (3 CR.)**

Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 130 – INERT GAS WELDING (3 CR.)**

Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various positions, process variations and applications, and manual and semi-automatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 145 – WELDING METALLURGY (3 CR.)**

Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic, and fluorescent testing. Lecture 3 hours per week.

**WEL 150 – WELDING DRAWING AND INTERPRETATION (2 CR.)**

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings, and interpretation of symbols. Lecture 2 hours per week.

**WEL 195 – TOPICS IN WELDING: ORNAMENTAL WELDING (3 CR.)**

Introduces students to basic equipment, safety, and processes useful in the fabrication of welded ornamental objects. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 195 – TOPICS IN WELDING: LAYOUT AND FITTING FOR WELDERS (3 CR.)**

Covers the application of formulas and calculations to the proper layout and fitting of metals in welding projects. Emphasizes the use of jigs, fixtures, and hand tools in metal fabrication and assembly along with fabrication and safety procedures for hands-on and workplace projects. *Prerequisite: WEL 120 or prior approval of the program head.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

**GENERAL USAGE COURSES**

The following “General Usage Courses” apply to multiple curricula and may carry a variety of prefix designations. The descriptions of the courses are normally identical for each different prefix and are as follows:

**90-190-290 COORDINATED INTERNSHIP IN [DISCIPLINE]**

Supervises on-the-job training in selected health agencies, 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.

**93-193-293 STUDIES IN [DISCIPLINE]**

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours.

**95-195-295 TOPICS IN [DISCIPLINE]**

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.

**96-196-296 ON-SITE TRAINING IN [DISCIPLINE]**

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.

**97-197-297 COOPERATIVE EDUCATION IN [DISCIPLINE]**

Provides on-the-job training for pay in approved businesses, industrial, and service firms. Is applicable to all occupational/technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**98-198-298 SEMINAR AND PROJECT IN [DISCIPLINE]**

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**99-199-299 SUPERVISED STUDY IN [DISCIPLINE]**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

**EXPLANATORY NOTES FOR COURSES****COURSE NUMBERS:**

**NUMBERS 1-9 INDICATE DEVELOPMENTAL STUDIES COURSES.** Credits earned in these courses are not applicable toward certificate or associate degree programs.

**NUMBERS 10-99 INDICATE BASIC OCCUPATIONAL COURSES (EXCEPT FOR ESL COURSES).** Credits earned for these courses are applicable toward certificate programs. These credits are not applicable toward an associate degree.

**NUMBERS 100-199 INDICATE FRESHMAN-LEVEL COURSES.** Credits earned for these courses are applicable toward associate degree and certificate programs.

**NUMBERS 200-299 INDICATE SOPHOMORE-LEVEL COURSES.** Credits earned for these courses are applicable toward associate degree and certificate programs.

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**Cara A. Dillard**, Assistant Vice President, Workforce Development

**Susan M. Etherington**, Coordinator, Workforce Development

**James M. Gaines**, Assistant Coordinator, Educate VA/Career Switcher Program

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**Vacant**, Coordinator, Manufacturing, Trades and Technical Programs

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**Abdul J. Miah**, Director, Information and  
Library Services

**James P. Whitaker**, Assistant Coordinator,  
Distance Learning

**Lillian H. Williams**, Coordinator,  
Library Services

**Mary D. Woetzel**, Reference Librarian

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Literacy and Digital Services

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### **FACULTY**

---

**Adams, Janet L.**; Assistant Professor,  
Program Head, Biology;  
B.A., Virginia Wesleyan College;  
Ph.D., Virginia Commonwealth University

**Adams, Theodore J.**; Instructor, Mathematics;  
B.S., University of Virginia;  
M.S., Virginia Commonwealth University

**Ahmed, Khalil**; Assistant Professor, Reference  
Librarian; B.A., University of Karachi;  
M.S., Long Island University

**Ambrose, John N.**; Assistant Professor,  
Associate Vice President, Technology;  
B.A., University of Pennsylvania;  
M.A., University of Virginia

**Andrews, Londo P.**; Assistant Professor,  
Information Systems Technology;  
B.I.S., Virginia State University;  
M.S.I.S., University of Phoenix

**Andrews, Wendell M.**; Professor, Program  
Head, Drafting and Design Technology;  
B.S., The Citadel; B.Arch., University of Hawaii;  
M. Arch., University of Colorado

**Appiah, Joseph Y.**; Professor, Program  
Head, History; B.A., University of Ghana;  
M.A., University at Albany, State University of  
New York; M.A., University at Albany, State  
University of New York D.A., University at  
Albany, State University of New York

**Aronowitz, Beverly-Lynne**; Associate  
Professor, English; B.A., Hunter College,  
The City University of New York; M.A., Rutgers,  
the State University of New Jersey;  
M.A., Queens College, The City University of  
New York; M.Phil., The Graduate Center, The  
City University of New York

**Austin, Nakia C., C.R.T., R.R.T., R.C.P.**;  
Assistant Professor, Program Head,  
Respiratory Therapy;  
A.A.S., J. Sargeant Reynolds Community  
College; B.S., Old Dominion University;  
M. Ed., University of Phoenix

**Banks, Tracy I.**; Instructor, Coordinator, Dual  
Enrollment; B.A., Mary Washington College;  
M. Ed., Virginia State University

**Barna, Eric G.**; Professor, Director, Regional  
Center for Teacher Education;  
B.A., Hobart College;  
M.Ed., Virginia Commonwealth University;  
Ph.D., George Mason University

**Barrish, David J., C.H.A.**; Assistant Professor,  
Assistant Dean, School of Business and  
Engineering; B.S., The Ohio State University;  
Certification Hotel Law, Cuyahoga Community  
College; M.P.A., Virginia Commonwealth  
University

**Baskin, Corey J.**; Instructor, Career Pathway  
Consultant; B.S., Eastern Michigan University;  
M.A., Eastern Michigan University

**Bass III, Aubrey S.**; Assistant Professor,  
Architectural Drafting and Design;  
B.S., University of Virginia;  
M.B.A., University of Virginia

**Baughan, Jr., Irving C.**; Assistant Professor,  
Program Head, Dental Laboratory Technology;  
A.A.S., J. Sargeant Reynolds Community  
College; B.A., Virginia Commonwealth  
University; M.Ed., Virginia Commonwealth  
University

**Beale, Robin C.**; Assistant Professor,  
Counselor, Career, Employment and Transfer  
Services; B.A., Hampton University;  
M.A., Virginia Commonwealth University

**Beaupre, Elaine J.**; Professor, Coordinator,  
Nursing Programs; B.S.N., West Virginia  
Wesleyan College; M.Ed., Bridgewater State  
College; M.S.N., Regis College

**Bensen-Barber, Elizabeth**; Assistant  
Professor, English; B.S., Southern Illinois  
University; M.A., Southern Illinois University

**Bombay, Barry J.**; Professor, Business  
Management; B.S., Bloomsburg State College;  
M.A., University of Pittsburgh;  
M.B.A., Virginia Commonwealth University

**Bostock, Ellen M.;** Instructor, Dental Laboratory Technology; A.A.S., Art Institute of Pittsburgh; A.S.T., Commonwealth Technical Institute

**Bottom, Earle D.;** Associate Professor, Information Systems Technology; B.S., Virginia Polytechnic Institute and State University; M.B.A., University of Virginia

**Bourne, Ashley L.;** Assistant Professor, English; B.A., James Madison University, M.A., North Carolina State University

**Bourque, Jacqueline R., L.P.C., N.C.C.;** Professor, Director, Office of Institutional Effectiveness; B.M.Ed., James Madison University; M.Ed., James Madison University; Ph.D., Virginia Commonwealth University

**Bozeman, Patricia J.;** Assistant Professor, Coordinator, Academic Support Centers; B.A., Good Counsel College; M.S., Iona College

**Bradshaw, Amelia M.;** Instructor, Vice President, Finance and Administration and Chief Financial Officer; B.S., Northern Illinois University; M.B.A., George Washington University

**Branch-Thompson, Diane P.;** Instructor, Assistant Director, Financial Aid; B.A., Howard University; M.A., Howard University

**Brandon, Stephen J.;** Professor, English; B.S., North Carolina State University; M.A., University of North Carolina at Greensboro; Ph.D., University of North Carolina at Greensboro

**Brasington, Diane F.;** Associate Professor, Associate Vice President, Policy and Institutional Effectiveness; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University

**Breckoff, Eric W.;** Associate Professor, Program Head, Culinary Arts; A.A.S., Johnson and Wales University; B.S., Johnson and Wales University; M.B.A., Alan Shawn Feinstein Graduate School

**Brewer, Susan H.;** Professor, Program Head, Legal Assisting; B.A., Stratford College; J.D., Cumberland Law School, Samford University

**Brittingham, Kathleen F.;** Assistant Professor, Nursing; Medical/Surgical; B.S.N., Medical College of Virginia; M.S.N., Medical College of Virginia

**Brooks, Kay H.;** Associate Professor, Mathematics; B.A., Longwood College; M.S., Virginia Commonwealth University

**Brunner, Thomas C.;** Assistant Professor, Co-Program Head, Nursing; B.S., College of William and Mary; B.S.N., Virginia Commonwealth University; M.S.N., Virginia Commonwealth University

**Bullinger, Abby L.;** Instructor, Counselor, Student Success; B.A., Virginia Polytechnic Institute and State University; M.S., Counseling and Human Development

**Burruss, Anthony D.;** Professor, Program Head, Information System Technology/Telecommunications; A.A., Ferrum College; B.A., The College of William and Mary; M.B.A., The College of William and Mary; M.S., Virginia Commonwealth University

**Burton, Jr., Melvin C.;** Professor, Economics; B.S., University of Richmond; M.S., University of Richmond; Ph.D., The American University

**Burton, Raymond A.;** Assistant Professor, Dean, School of Mathematics, Science and Engineering; B.S., Virginia State University; M.S., Virginia State University

**Butler, Katherine C.;** Assistant Professor, Coordinator, Workforce Technologies; B.S., Virginia Commonwealth University; M. Ed., Virginia Commonwealth University

**Cannon Jr., Maxie E.;** Assistant Professor, Program Head, Information Systems Technology; B.S., St. Paul's College; M.B.A., Averett University

**Carlton, Paul H.;** Assistant Professor, Assistant Dean, School of Humanities and Social Sciences; B. A., Virginia Commonwealth University; M.A., Virginia Commonwealth University

**Carson, Morris E.;** Professor, Program Head, Spanish; B.A., Lynchburg College; M.A., University of Mississippi; Ph.D., Interamerican University of Mexico

**Clark, Becky M., M.T., A.S.C.P.;** Professor, Program Head, Medical Laboratory Technology; B.S., Clarion University; B.S., Clarion University; M.Ed., Clarion University

**Clark, Dreama H., R.N.;** Professor, Nursing; B.S.N., Medical College of Virginia/Virginia Commonwealth University; M.S.N., Medical College of Virginia/Virginia Commonwealth University

**Cline, Michael R.;** Professor, Psychology; B.A., University of Florida; M.A., Radford College; A.G.D., University of Virginia; Ed.D., University of Virginia

**Cobbs, C. Douglas;** Instructor, Business Administration; B.A., Bluefield State College; J.D., North Carolina Central University

**Comfort, Barbara B.;** Associate Professor, Program Head, Computer Information Systems; B.S., Virginia Commonwealth University; M.S., Virginia Polytechnic Institute and State University

**Compton, Sherry Y.;** Assistant Professor, Program Head, Respiratory Therapy Distance Education; A.A.S., J. Sargeant Reynolds Community College; B.A., Mary Baldwin College; M.B.A., Averett College

**Corbin, Stephen T.;** Associate Professor, Dean, Educational Support Services; B.S., North Carolina State University; M.S., North Carolina State University

**Cortez, Joseph T.;** Instructor, Automotive Technology

**Cosby, Jamie C.;** Assistant Professor, Nursing; A.A.S., J. Sargeant Reynolds Community College; B.S.N., Virginia Commonwealth University; M.S.N., Virginia Commonwealth University

**Crawley, Vernon E.;** Associate Professor, Coordinator, General Motors Training Program; B.S., Virginia State University

**Crouch, Alan K.;** Associate Professor, Co-Program Head, Automotive Technology; A.A.S., New River Community College; B.S., Virginia Polytechnic Institute and State University; M.S., Florida Institute of Technology

**D'Andrea, Gayle A.;** Professor, Sociology; B.S., East Texas State University; M.S., East Texas State University, Ph.D., University of Virginia

**Dahm, Kristine;** Professor, Counselor, First-Year Initiatives; B.A., Bowling Green State University; M.A., Bowling Green State University; Ph.D., University of Virginia

**Daniel, Nancy L.;** Associate Professor, Program Head, Dental Assisting; A.A., Florida Community College at Jacksonville; B.S., Southern Illinois University

**Davis, Beverly B.;** Associate Professor, Program Head, Marketing; B.S., Virginia Union University; M.Ed., Virginia Commonwealth University

**Davis, KeShauna N.;** Assistant Professor, Assistant Vice President, Workforce Development; B.A., Temple University; M.Ed., Virginia Polytechnic Institute and State University

**de Mayo, Thomas B.;** Assistant Professor, History; B.A., Guilford College; M.A., Northwestern University; Ph.D., University of Arizona

**De Riemer, Cynthia D.;** Professor, Speech/English; Assistant to the Dean, School of Humanities and Social Sciences; B.A., St. Mary's University; M. Ed., University of Tennessee; Ph.D., University of Tennessee

**Dickerson, Lorenza W.;** Associate Professor, Automotive Technology; A.A.S., J. Sargeant Reynolds Community College

**Dillard, Cara A.;** Assistant Professor, Assistant Vice President, Workforce Development; B.S., University of Rhode Island; M.Ed., Virginia Commonwealth University

**Dunn, Brian A.;** Assistant Professor, Biology; Loyola University; M.S., Virginia Commonwealth University

**Dust, Robert J.;** Associate Professor, Information Systems Technology/Telecommunications; B.S., Mississippi State University; M.B.A., The College of William and Mary

**Espiritu, Maria I.;** Instructor, Spanish; B.A., Universidad Ricardo Palma; M.A., Moscow State Pedagogical University of Foreign Languages

**Etherington, Suzanne M.;** Instructor, Coordinator, Workforce Development; B.A., University of Richmond

**Flowers, George H.;** Associate Professor, Program Head, Engineering/Electronics Engineering; B.S., Duke University; M.E.E., University of Virginia; M.B.A., Virginia Commonwealth University

**Fulakis, Christos F.;** Assistant Professor, Mathematics; B.S., Virginia Polytechnic Institute and State University; M.S., Virginia Polytechnic Institute and State University; M.S., Old Dominion University

**Fulton, Sandra K.;** Assistant Professor, Coordinator, Assessment and Institutional Research; B.S., Milsaps College; M.A., Clark University

**Gaines, James M.;** Assistant Professor, Assistant Coordinator, Educate VA/Career Switcher Program; B.S., James Madison University; M.A., American Military University

**Gava, Douglas;** Professor, Psychology; B.S., University of Richmond; M.A., Pacific Lutheran University; Ph.D., Walden University

**Gilfoyle, Atalissa S.;** Associate Professor, English; B.A., College of William and Mary; M.A., State University of New York

**Glenn, Barbara M.;** Professor, Dean, School of Humanities, and Social Sciences; B.A., Virginia State University; M.A., Virginia State University; D.A., George Mason University

**Gray, Wendy H.;** Associate Professor, English; B.A., Ohio State University; M.B.A., Ohio State University; M.A., Longwood University

**Green, Tracy S.;** Instructor, Director, Outreach and Recruitment; B.S., Western Carolina University; M.S., Indiana University

**Groover, Richard S.;** Associate Professor, Assistant Dean, School of Mathematics, Science and Engineering; B.A., Emory and Henry College; M.S., East Tennessee State University

**Gwaltney, Lindsey B.;** Assistant Professor, Nursing; B.S., Emory and Henry College; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University

**Hady, Maureen E.;** Instructor, Coordinator, Library Technical Services; B.A., University of Wisconsin; M.A., University of Wisconsin

**Hartman, Amanda R.;** Instructor, Digital Services Librarian; B.A., DePauw University; M.S., University of Illinois at Urbana-Champaign

**Hashmi, Ghazala F.;** Professor, Program Head, English; B.A., Georgia Southern University; M.A., Emory University; Ph.D., Emory University

**Hatcher, Cathryn S.;** Associate Professor, Nursing; B.S., Spalding University; M.S., Medical College of Virginia/Virginia Commonwealth University.

**Hebert, Barbara T.;** Assistant Professor, English; B.A., Michigan Technological University; M.A., Old Dominion University

**Henley, Ruth H.;** Associate Professor, Mathematics; B.S., Virginia State College; M.S., Virginia State University

**Hibbison, Eric P.;** Professor, Program Head, English; B.A., Regis College; M.A., University of Arizona; M.Ed., University of Arizona; Ph.D., Indiana University of Pennsylvania

**Hollins, Jr., Thomas H.;** Professor, Vice President, Student Affairs; B.A., The College of New Jersey; M.A., Montclair State University; Ed.D., Florida State University

**Holmes, Malcolm T.;** Instructor, Director, Communications and Public Affairs; B.S., Virginia Commonwealth University; M.A., Norfolk State University

**Horelick, Samuel V.;** Instructor, Mathematics; B.A., Florida Atlantic University; B.A., Florida Atlantic University; M.S., Nova Southeastern University

**Hunter, Susan S.;** Professor, Dean, Nursing and Allied Health; B.S., Old Dominion University; M.S., Old Dominion University; Ph.D., Union Institute and University

**Jenkins, III, William B.;** Assistant Professor, Automotive Technology; A.A.S., J. Sargeant Reynolds Community College

**Jessie, Sarah E.;** Associate Professor, Program Head, Administration of Justice; B.S., Virginia Polytechnic Institute and State University; M.S., Virginia Commonwealth University

**Joe, Randolph F.;** Assistant Professor, Mathematics; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University

**John, Faith M.;** Assistant Professor, Mathematics; B.S., University of California; M.S. Virginia Commonwealth University

**Kirtley, Jr., John M.;** Instructor, Coordinator, Program Head, Emergency Medical Services Program; B.A., Doane College

**Knight, Wayne S.;** Professor, History; B.S., University of Illinois; M.A., The American University; Ph.D., The American University

**Kocyba, Bernadette E.;** Associate Professor, Mathematics; B.A., Syracuse University; M.S., East Tennessee State University

**Koonce III, Thomas R.;** Assistant Professor, Program Head, Fire Science; A.A., Montgomery College; A.A., Prince George Community College; B.S., University College, University of Maryland; C.P.M., Virginia Commonwealth University

**Kugler, George H.;** Associate Professor, English; B.A., LaSalle College; M.A., Duquesne University; M.Ed., Virginia Commonwealth University

**Lamb, Pamela J.;** Assistant Professor, Mathematics; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University



- Lampe, Richard E.;** Associate Professor, Mathematics; B.S., DePaul University; M.S., University of Illinois at Urbana-Champaign; Ph.D., University of Illinois at Urbana-Champaign
- Lapsley, Joyce H.;** Assistant Professor, Coordinator, Workforce Development; B.S., Indiana University; M.Ed., Virginia Commonwealth University
- Larue, Mary F.;** Assistant Professor, Early Childhood Education; B.S., University of Southwestern Louisiana; M.Ed., Virginia Commonwealth University
- Lawrence, Linda T.;** Associate Professor, Assistant Program Head, Biology; B.A., University of Virginia; M.S., Virginia Commonwealth University
- Leighty, Martha K.;** Associate Professor, English; B.A., Mary Washington College; M.A., Virginia Commonwealth University
- LeRosen, Gene D.;** Professor, Executive Vice President; B.A., Albany State University; M.S., Virginia State University; Ed.D., College of William and Mary
- Levy, Donna K.;** Assistant Professor, English; B.A., University of Richmond; M.A., Virginia Commonwealth University
- Lira, Jason C.;** Instructor, English; B.A., James Madison University; M.A., James Madison University
- Littlefield, Elizabeth S., CFRE;** Associate Professor, Vice President, Institutional Advancement; B.A., The College of William and Mary; M.Ed., University of Virginia
- Loope, David R.;** Professor, Vice President, Academic Affairs and Chief Academic Officer; B.A., University of Tennessee; M.A., Wake Forest University; Ed.D., College of William and Mary
- Loving, Ann M.;** Associate Professor, Mathematics; B.S., University of Richmond, Westhampton College; M.Ed., Virginia Commonwealth University
- Luthar, Sunita;** Instructor, Mathematics; A.A.S., Southside Virginia Community College; B.S., Virginia State University; M.S., Virginia State University
- Luyster, Cara W.;** Instructor, Counselor, Student Life; B.B.A., Kent State University; M.A., Northwestern State University
- Macbeth, Marian R.;** Associate Professor, Coordinator, Distance Education; B.A., Hampton Institute; M.A., Rutgers University; Ed.S., University of Virginia
- Majeed, Talibah R.;** Instructor, Career Readiness Certificate Project Coordinator; B.S., State University College
- Massino, Kathryn J., C.R.T., R.R.T., R.C.P.;** Associate Professor, Clinical Coordinator, Respiratory Therapy; A.S., Mansfield State College; B.G.S., Virginia Commonwealth University
- Mathews, Deborah E.;** Assistant Professor, Program Head, Computer Science; B.S., University of Alabama; M.S., Virginia Commonwealth University
- McConnell, Fred L.;** Professor, Engineering; Program Head, Engineering and Civil Engineering Technology; B.S., Virginia Polytechnic Institute; M.S., Virginia Polytechnic Institute and State University; Ph.D., Virginia Polytechnic Institute and State University; P.E., State of Virginia
- McCrimmon, Miles S.;** Professor, English; B.A., Texas A & M University; M.A., Louisiana State University; Ph.D., University of Texas
- McGhee, Marianne S.;** Assistant Professor, Director, Development; B.S., Virginia Commonwealth University; M.L.A., University of Richmond
- McGinty, Louis L.;** Assistant Professor, Vice President, Community College Workforce Alliance; B.S., United States Naval Academy; M.S., United States Naval Postgraduate School
- Meredith, Natalie A.;** Assistant Professor, Coordinator, Workforce Development; A.A.S., Ricks College; B.B.A., Averett University; M.B.A., Averett University
- Metten-Modrak, Yvonne H.;** Instructor, Program Head, Opticianry; A.A.S., J. Sargeant Reynolds Community College; B.A., University of Richmond
- Miah, Abdul J.;** Professor, Director, Information and Library Services; B.A., Islamia College; L.L.B., University of Karachi; D.L.S., University of Karachi; M.S., Long Island University; M.S., University of Wisconsin; Ed.D., Virginia Polytechnic Institute and State University
- Miller, Jesse;** Instructor, Program Head, Culinary Arts; A.S., Johnson and Wales University; B.S., Johnson and Wales University
- Mirjahangiri, Lily;** Instructor, Assistant Coordinator, Academic Support Centers; A.S., J. Sargeant Reynolds Community College; A.A.S., J. Sargeant Reynolds Community College; B.A., Shahid Beheshti University; M.Ed., Virginia Commonwealth University
- Moore, Anna P.;** Associate Professor, Nursing; B.S.N., Medical College of Virginia/Virginia Commonwealth University; M.S., Medical College of Virginia/Virginia Commonwealth University
- Morrison, Nancy S.;** Assistant Professor, Reading; B.A., Queens University of Charlotte; M.Ed., University of Richmond
- Mott, Jr., William H.;** Assistant Professor, Biology/Natural Science; B.A., Indiana University; M.S., Chicago State University; J.D., University of Toledo College of Law
- Mullins, James A.;** Professor, Program Head, Visual Arts; B.S., Tennessee Technological University; M.F.A., Savannah College of Art and Design
- Neely-Fisher, Deborah L.;** Assistant Professor, Biology; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Negri, John N.;** Associate Professor, Program Head, Music; B.M., Virginia Commonwealth University; M.M., Virginia Commonwealth University
- Niculescu, Ann M., R.N.;** Professor, Nursing Maternity; B.S., Pennsylvania State University; M.S., Medical College of Virginia/Virginia Commonwealth University
- Ochab, John S.;** Professor, Physics; B.A., University of Massachusetts, M.A., Clark University, Ph.D., University of Maine
- Ockaili, Ramzi A.;** Professor, Program Head, Natural Science; B.S., American University of Beirut, Lebanon; M.S., Medical College of Virginia/Virginia Commonwealth University; Ph.D., Medical College of Virginia/Virginia Commonwealth University
- O'Donohue, Donald K., C.R.T., R.R.T., R.C.P.;** Instructor, Assistant Dean, School of Nursing and Allied Health, Respiratory Therapy; B.S., The College of William and Mary; M.Ed., Virginia Commonwealth University
- Olson, Michael L.;** Assistant Professor, Automotive Technology; B.S., Excelsior College
- Ossandon, Carlos H.;** Associate Professor, Spanish; B.A., University of Chile; M.A., State University of New York at Buffalo; M.L.S., University of California at Los Angeles
- Osuanah, Christopher C.;** Associate Professor, Business Administration/Economics; B.S., Texas A&M University; M.A.G., Texas A&M University; M.B.A., Nova Southeastern University



**Pallay, Karen L.;** Instructor, English Composition; A.A., Mount Hood Community College; B.A., University of Utah; M.A., Virginia Commonwealth University

**Parrish, Carolyn L.;** Assistant Professor, Nursing, Medical/Surgical; B.S., Virginia Commonwealth University; B.S.N., Virginia Commonwealth University; M.S.N., Old Dominion University

**Peterson, Jr., Newland C.;** Professor, Assistant Dean and Director of Learning Communities; B.A., Virginia Polytechnic Institute; M.S., Virginia Polytechnic Institute and State University

**Pettis-Walden, Karen M.;** Instructor, Director, Admissions and Records; B.A., University of Virginia; M.Ed., University of Virginia

**Pinney, Linda B.;** Assistant Professor, Program Head, Psychology; B.A., University of Missouri; M.Ed., University of Missouri

**Plume, Mark L.;** Professor, Sociology; B.A., California State Polytechnic University, Pomona; Ph.D., University of Southern California

**Pope, Kiesha L.;** Assistant Professor, Director, Financial Aid; B.S., Virginia State University; M.P.A., Virginia Commonwealth University

**Potts, Glenda E.;** Instructor, English; B.A., College of William and Mary; M.F.A., Virginia Commonwealth University

**Prillaman, Sarah S.;** Assistant Professor, Nursing; B.A., College of William & Mary; B.S.N., University of Virginia; M.S.N., Virginia Commonwealth University

**Probst, Mark W.;** Instructor, Director, Facilities Management and Planning; B.B.A., Iowa State University

**Ramos, Maria C.;** Associate Professor, English; B.A., James Madison University; M.A., Virginia Commonwealth University

**Ratliff, Pamela P.;** Professor, Program Head, Human Services; B.S.S.W., South Carolina State University, M.S.W., University of Georgia

**Reynolds, Charles N., Jr.;** Assistant Professor, Information Systems Technology; B.S., University of Richmond; M.S., Virginia Commonwealth University

**Rhea, Robert K.;** Associate Professor, Mathematics; School of Mathematics, Science and Engineering; B.S., Emory and Henry College; M.S., Virginia Polytechnic Institute and State University

**Rhodes, Bryan K.;** Assistant Professor, Biology; A.S., Richard Bland College; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University; Ph.D., University of Otago

**Rhodes, Gary L.;** College President, B.S., Southeast Missouri State University; M.A., Arizona State University; Ed.D., Arizona State University

**Richardson, Brian A.;** Instructor, Dean of Students; B.A., Virginia Wesleyan College; M.Ed., Virginia Commonwealth University

**Ripley, Melinda;** Assistant Professor, Nursing; A.A.S., J. Sargeant Reynolds Community College; B.S.N., Virginia Commonwealth University; M.S., Nursing, Old Dominion University

**Rodi, Carol D.;** Assistant Professor, Assistant Coordinator, Nursing Retention Specialist; A.S., Patrick Henry Community College; B.S., University of Virginia

**Rosecrans, Jane E.;** Professor, English; B.A., Virginia Commonwealth University; M.A., New York University; Ph.D., New York University

**Ruffin, William F.;** Associate Professor, Information Systems Technology/ Telecommunications; B.A., Atlantic Christian College; M.S., Virginia Commonwealth University

**Schwendeman, Lawrence K.;** Associate Professor, Co-Program Head, Automotive Technology; A.O.S., Austin Peay State University; B.S., University of Maryland University College

**Scoville, Ronald L.;** Associate Professor, Program Head, Diesel Technology; A.S.E. Certified Master Medium/ Heavy Truck Technician, Bendix Certified, Cummins and Caterpillar Certified

**Sea, Marquita H.;** Instructor, Mathematics; B.S., Virginia Union University; M.S., Virginia State University

**Seward, David L.;** Associate Professor, Program Head, Horticulture; B.S., Old Dominion University; M.S., Virginia Polytechnic Institute and State University

**Shelton, Amanda S.;** Assistant Professor, Program Head, Information Systems Technology; B.S., Virginia Commonwealth University; M.S., University of Phoenix

**Shutt, Sarah K.;** Associate Professor, Counselor, Academic Intervention; B.A., University of North Carolina at Chapel Hill; M.Ed., Francis Marion University; M.Ed., North Carolina State University

**Sims, Nina A.;** Instructor, Director, Community College Workforce Alliance Marketing and Sales; B.S., Virginia Commonwealth University

**Sinianian, Sevag S.;** Instructor, Chemistry; B.S., University of Maryland; M.S., University of Maryland

**Small, Daniel P., C.P.A.;** Professor, Accounting; B.S., Virginia Commonwealth University; J. D., The College of William and Mary; LLM, The College of William and Mary

**Smith, Kelly A., CFRE;** Assistant Professor, Director, Marketing; B.A., Marist College; M.B.A., University of Mary Washington

**Snell, Michelle A.;** Instructor, Mathematics; B.S., Kansas State University; M.S., Kansas State University

**Sofinski, Bruce A.;** Associate Professor, Coordinator, American Sign Language and Interpreter Education; B.A., University of South Florida; M.A., Gallaudet University, Ph.D., University of Virginia

**Sowulewski, Stephen P.;** Associate Professor, Program Head, Health and Physical Education; A.S., Delta College; B.S., Lake Superior State University; M.A., Central Michigan University

**Stone, Lisa T.;** Assistant Professor, Nursing; A.A.S., Marymount University; B.S., Marymount University; B.S.N., Old Dominion University

**Sullivan, Ann M.;** Professor, Chemistry; Assistant to the Dean, School of Mathematics and Science; B.S., Virginia Polytechnic Institute and State University; Ph.D., Virginia Commonwealth University

**Swadgelo, Kathryn A.;** Assistant Professor, Mathematics; B.S., The College of William and Mary, M.S., Virginia Commonwealth University

**Thomas, Catherine A.;** Associate Professor, Information Systems Technology; B.S., Virginia Commonwealth University; M.B.A., Virginia Commonwealth University

**Trapani, Michael A.;** Associate Professor, Automotive Technology; A.A.S., J. Sargeant Reynolds Community College

**Tucker-Lloyd, Julia E.;** Instructor, Director, EducateVA/Career Switcher Program; B.A., Virginia Polytechnic Institute and State University; M.Ed., Virginia Polytechnic Institute and State University

**Turbeville, Gwendolyn S.;** Instructor, Program Head, Mathematics; B.A., University of North Carolina at Greensboro; M.A., University of North Carolina at Greensboro

**Tyler, Leslie A.;** Assistant Professor, Automotive Technology; A.A.S., J. Sargeant Reynolds Community College

**Unison-Pace, Wendy;** Associate Professor, Nursing; B.S., Northern Illinois University; B.S.N., Concordia University; M.S.N., Virginia Commonwealth University

**Upadhyaya, Shalini M.;** Assistant Professor, Program Head, Biology; B.S., Agra University; M.S., Agra University

**Vaughan, Michael A.;** Assistant Professor, Program Head, Welding; C.S.C., John Tyler Community College

**Walz, David H.;** Associate Professor, Geology; B.S., University of North Carolina at Chapel Hill; M.A., University of Texas at Austin; C.P.G., Commonwealth of Virginia

**Washko, Mary Jo;** Assistant Professor, Director, Middle College; B.A., University of Richmond; M.S., Virginia Commonwealth University

**Watkin, Martha A.;** Instructor, English as a Second Language; B.A., Duke University; M.F.A., Virginia Commonwealth University

**Watters, Sheila R.;** Assistant Professor, Business Administration/Economics; B.A., The College of William and Mary; M.B.A., Ohio State University

**Webb, Clifton E.;** Assistant Professor, Mathematics; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University

**Weinberg, Laurie;** Instructor, Coordinator, English as a Second Language (ESL) Programs; B.A., University of Michigan; M.S., Purdue University

**Weisbrod, Patricia L.;** Assistant Professor, Mathematics; B.A., University of Connecticut; M.S.T., University of Wyoming

**Whitaker, James P.;** Assistant Professor, Assistant Coordinator, Distance Learning; B.S., Liberty University; M.Ed., Virginia Commonwealth University

**White, Sheryl S.;** Associate Professor, Program Head, Early Childhood Education; B.S., Hampton Institute; M.Ed., Virginia State University

**Wilkerson, Deborah G.;** Instructor, Counselor, Student Accommodations; B.S., Virginia Commonwealth University; M.Ed., Virginia Commonwealth University

**Wilkinson, Kelley L.;** Assistant Professor, Nursing Pediatrics; A.S., Richard Bland College; B.S., Virginia Commonwealth University; M.S., Nursing, Old Dominion University

**Williams, Leslie C.;** Instructor, Information Systems Technology; B.S., University at Albany

**Williams, Lillian H.;** Professor, Coordinator, Library Services; B.A., Winston-Salem State University; A.M.L.S., University of Michigan; Ed.D., The College of William and Mary

**Wilson, William G.;** Assistant Professor, Program Head, Medical Laboratory Technology, Distance Education Coordinator; B.S., University of Illinois; M.S., University of Illinois

**Woetzel, Mary D.;** Instructor, Reference Librarian; B.A., William Patterson College; M.L.I.S., University of North Carolina

**Wojcik, Robert A.;** Associate Professor, Program Head, Health and Physical Education; B.S., West Virginia University; M.S., West Virginia University

**Wofle, James D.;** Assistant Professor, Mathematics; B.S., Penn State University; M.S., Penn State University

**Woodbury, Julia P.;** Associate Professor, Program Head, Mathematics; B.S., South Carolina State University; M.Ed., University of Pittsburgh

**Wright, Lawrence N.;** Professor, Biology; B.A., Virginia Wesleyan College; M.S., Virginia Commonwealth University; Ph.D., Medical College of Virginia/Virginia Commonwealth University

**Wu, Hong;** Associate Professor, Coordinator, Information Literacy and Digital Services; B.A., Foreign Affairs College, China; M.L.S., Northern Illinois University; M.Ed., Northern Illinois University

**Young, Danette D.;** Associate Professor, Biology; A.A.S., Danville Community College; B.S., Longwood University; M.S., Longwood University; Ed.D., Nova Southeastern University

**Ziegler, William W.;** Associate Professor, Program Head, English; B.A., Bucknell University; M.A., Indiana University of Pennsylvania

## FACULTY EMERITUS

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### PRESIDENT EMERITUS

**S. A. Burnette, Ph.D.**

### PROFESSOR EMERITUS

---

**M. L. Grayson Foy, Ph.D.**  
**Joanna D. Hanks, Ed.D.**  
**Patricia H. Johnson**  
**James H. Martin III, Ph.D.**  
**Roland E. Moore, Ed.D.**  
**Jean B. Moseley**  
**L. Thomas Overby, Ph.D.**  
**Hugh M. Rooney, Ed.S.**  
**Frances B. Stanley**  
**Barbara L. Stewart**  
**Thomas A. Varner**  
**Susan S. Wood, Ed.D.**

### PROFESSOR EMERITUS

---

**Lillian Amburgey** (Deceased)  
**Robert T. Greene, Ph.D.** (Posthumously)  
**Robert T. Heinz, Ph.D.** (Posthumously)  
**Josephine C. Holcomb, Ph.D.** (Deceased)  
**Rand V. Pittman** (Posthumously)  
**Jo Ann E. Sherron, Ed.D.** (Deceased)  
**Fred C. Ulmer, Ed.D.** (Deceased)

### SENIOR ADJUNCT FACULTY

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The following persons have served as adjunct faculty continuously for the past five years and are listed here in recognition of their contributions to the college.

**Adeyemi, Sele;** Social Science; B.A., University of the Virgin Islands; M.A., The University of Iowa

**Alexander, Patricia;** Mathematics; B.S., Virginia Union University; M.Ed., Virginia State University; Ed.D., Nova University

**Altholz, Allan;** Marketing; B.B.A., University of Miami; M.B.A., NY Institute of Technology

**Alipanah, Alireza;** Electronics Technology; B.S., M.Ed., Old Dominion University

**Amy, Glynova J.;** Elementary Education; B.S., Saint Paul's College; M.A., Hampton Institute

**Baker, Cheryle C.;** English; B.A., Virginia Commonwealth University; M.A., Western Illinois University

**Barnes, Joy M.;** English; B.A., Bedford College; M.A., Virginia Commonwealth University; M.Ed., London University

**Baughman, Christina M.;** Respiratory Therapy; A.A.S., Piedmont Virginia Community College

- Baum, Sharon**; Horticulture; B.S., Virginia Polytechnic Institute and State University
- Beck, Peter A.**; Photography; B.A., B.S., University of Wisconsin; M.F.A., Virginia Commonwealth University
- Biamonte, Michael F.**; Emergency Medical Services
- Bibby, Janece C.**; Mathematics; B.S., A&T State University; M.A., Morgan State University
- Binford, Virgie M.**; Child Care; B.S., Virginia State College; M.S., Virginia State College; Ed.D., Virginia Polytechnic Institute and State University
- Birkhead, Sherry L.**; Liberal Arts; A.A.S., J. Sargeant Reynolds Community College; B.S., Longwood University; M.S., Longwood University
- Bradford, Ronald**; Mathematics; B.S., Virginia Union University; M.Ed., Virginia State University
- Brann, Gregory C.**, C.P.A., C.I.A.; Accounting; B.A., Wake Forest University; M.B.A., Wake Forest University
- Bray, Cathy J.**; Respiratory Therapy
- Breckenmaker, Dennis E.**; Dental Laboratory Technology; A.A.S., Richard Bland College; B.S., Virginia State College
- Brownhill, Robin B.**; English; B. A., The Pennsylvania State University; M.S., University of Richmond
- Bryant, Glenna G.**; Accounting; B.S., Old Dominion University; M.S., Virginia Commonwealth University
- Buchanan, Michael W.**; Mathematics; B.S., Randolph Macon College; M.Ed., Virginia Commonwealth University
- Burcher, Patricia W.**; Administrative Support Technology; B.S., Longwood College; M.S., University of Richmond
- Burgess, Melvin D.**; History; B.S., B.A., Virginia Commonwealth University; M.S., M.A., Virginia Commonwealth University
- Butler, Etta V.**; Community and Social Services; A.A.S., J. Sargeant Reynolds Community College; B.A., Virginia Union University; M.S.W., Virginia Commonwealth University
- Byrd, Jr., Arthur W.**; Community and Social Services; B.S., Livingston College; M.S., University of North Carolina
- Campbell, John C.**; Accounting; B.A., State University of New York at Buffalo; M.B.A., State University of New York at Buffalo; C.P.A., C.I.A., C.I.S.A.
- Cannon, Mahlon D.**; Biology; B.S., Virginia Union University; M.D., Meharry Medical College
- Carlton, Casey L.**; Psychology; B.A., James Madison University; M.A., James Madison University
- Carney, Frank C.**; Paralegal Studies and Information Technology Essentials; A.A.S., J. Sargeant Reynolds Community College; B.A., University of Maryland
- Carter, Valerie**; Sociology; B.A., Adelphi University; M.Div., Virginia Union University; M.S., Virginia Commonwealth University
- Casebolt, Krista M.**; Practical Nursing; A.A.S., J. Sargeant Reynolds Community College; A.A., Erie Community College; B.A., Saint Leo University; M.S., Longwood University; M.P.A., Golden Gate University; M.S., Virginia Commonwealth University
- Caul, Barbara S.**; Student Affairs; B.S., North Carolina A&T; M.S., Virginia Commonwealth University
- Cave, Jennifer M.**; Early Childhood Education; B.A., University of Richmond; M.Ed., Virginia Commonwealth University; Ed.D., Nova Southeastern University
- Cherian, Benny M.**; Respiratory Therapy; A.A.S., J. Sargeant Reynolds Community College
- Christopher, Raymond K.**; Accounting; B.S., Virginia Commonwealth; M.A., Virginia Commonwealth University
- Claridge, Richard A.**; Architectural and Civil Engineering Technology
- Coates, Regina K.**; Childhood Development; B.S., University of Virginia; M.Ed., Virginia Commonwealth University
- Collins, Patricia T.**; Spanish; B.A., Mary Baldwin College; M.A., University of Richmond
- Creel, Jennie L.**; English; B.S., Virginia Commonwealth University; M.Ed., Virginia Commonwealth University
- Croonenberghs, Robert E.**; Biology; B.S., University of North Carolina; M.S., University of Virginia; Ph.D., College of William and Mary
- Custalow-Pearsall, Tonya D.**; Interpreter Education; B.A.F., Virginia Commonwealth University; M.A., Gallaudet University
- Dahlan-Taylor, Magfirah**; Philosophy; B.S., University of London; M.A., University of Hull; M.A., Erasmus University Rotter Dam
- Davis, Evelyn L.**; English; B.A., Wilberforce University; M.A., Old Dominion University; Ph.D., Ohio State University
- Davis, Phyllis J.**; English; A.A., A.S., J. Sargeant Reynolds Community College; B.A., University of Richmond, M.A., Virginia Commonwealth University
- Deane, Brian C.**; Philosophy; B.A., Virginia Commonwealth University; M.A., University of Dayton
- DeLoach, Michelle L.**; Mathematics; B.S., Virginia State University; M.S., Virginia State University
- Dever, Jr., John P.**; Health Technology; A.A.S., J. Sargeant Reynolds Community College
- Dickerson, John**; Information Systems; B.S., Virginia Commonwealth University
- Durham, Page**; Music; B. Me., Shenandoah University; M.Ed., American Intercontinental University
- Durrett, Jr., Joseph**; Civil Engineering Technology; B.S., Virginia Polytechnic Institute and State University
- Durrett, Lisa E.**; Psychology; B.S., Radford University; M.S., Virginia State University
- Edwards, Charles E.**; Accounting; B. S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Eley, Christopher J.**; Administration of Justice; B.S., Bluefield College
- Elliott, Patricia J.**; History; B.A., Mary Baldwin College
- Epstein, David S.**; Biology/Natural Science; B.A., Adelphi University; M.A., Adelphi University; Ph.D., St. John's University
- Eseonu, Dorothy N.**; Chemistry; B.A., East Stroudsburg State College; Ph.D., Virginia Commonwealth University
- Eseonu, Maxwell O.**; Business/Economic; B.A., East Stroudsburg State College; M.B.A., University of Baltimore; Ph.D., Howard University
- Evans, Natasha I.**; Psychology; B.A., Virginia Tech University; M.S. Capella University
- Evans, Ray A.**; Information Systems Technology; B.S., Virginia Polytechnic Institute and State University



- Fisher III, Hugh P.;** Paralegal Studies; B.A., Randolph-Macon College; M.S., Virginia Commonwealth University; J.D., University of Virginia
- Fisher, Valerie H.;** Student Development; B.A., Bryn Mawr College; M.A., Columbia University; M.S., Virginia Commonwealth University; Ph.D., Virginia Commonwealth University
- Fitch, Roseann W.;** Medical Laboratory Technology; B.S., Virginia Commonwealth University; M.P.H., Virginia Commonwealth University
- Fixman, Steven M.;** Hospitality Management; B.A., Boston College
- Fore, Sarah M.;** Mathematics; B.S., M.Ed., Virginia Commonwealth University
- Foster, Alan J.;** Accounting; B.S., Virginia Union University
- Foster, Wendell T.;** Mathematics; B.A., Virginia Union University; M.A., San Jose State University
- Frank, David W.;** Martial Arts
- Fuschini, Pamela M.;** Management; A.A.S., Central Virginia Community College; B.A., Mary Baldwin College; M.B.A., Strayer University
- Garland, Delores K.;** Information Systems Technology; B.S., Virginia State University; M.Ed., Virginia State University; M.S., Strayer University
- Gay, Carrie W.;** Administrative Support Technology; B.A., Averett College; M.B.A., Averett College
- Gayle, Nicodemus D.;** Religious Studies; B.A., Randolph-Macon College; Buddhist and Western Psychology; M.A., Naropa University
- Gehman, Robinson;** English; B.A., State University of New York at New Paltz; M.A., State University of New York at New Paltz
- Gibson, Ruth;** Mathematics; B.S., Radford University; M.A., University of Tennessee
- Goode Jr., Lucian R.;** Physics; B.S., Virginia State University; M.S., Virginia State University
- Goodwin, James L.;** Computer Information Systems; B.S., Kennedy-Western University
- Goshorn, Rebecca M.;** Developmental Mathematics; B.S., Old Dominion University; M.Ed., Virginia Commonwealth University
- Graham, James E.;** Fire Science; A.A.S., J. Sargeant Reynolds Community College; B.S., Virginia Commonwealth University
- Grantum, Seleeda K.;** Business Management; B.S., Bluefield College; M.B.A., University of Phoenix
- Gray, Charles S.;** Physical Education
- Greenidge-Moore, Michelle E.;** Early Childhood Education; B.G.S., Virginia Commonwealth University
- Griffin, Arminta;** Mathematics; B.S., Virginia Union University; M.Ed., Virginia State University
- Guthrie, Rebecca P.;** Computer Science; M.S., Virginia Commonwealth University
- Hackett, Terrence M.;** Human Biology; B.A., University of Maryland; M.S., Virginia Commonwealth University
- Hall, Daniel W.;** Legal Assisting; B.A., Skidmore College; J.D., University of Richmond
- Harding, Jayne A.;** English; B.S., Grace College and Seminary; M.A., Virginia Commonwealth University
- Harris, Deborah L.;** Religion; B.A., Randolph Macon College; M.Div., Lexington Theological Seminary
- Harris, Jr., John W.;** Health Technology; B.S., Virginia Union University; M.S., Nova University
- Harris, Marian S.;** Reading; B.A., Virginia State University; M.Ed., Virginia Commonwealth University
- Hasley, Kimberly;** Mathematics; B.S., Virginia Commonwealth University
- Havens, Barbara A.;** Health Records Coding; B.S., Long Island University; M.S., University of Maryland University College; M.B.A., University of Maryland University College
- Hazzard, Walter K.;** Information Systems Technology; B.S., Randolph-Macon College
- Heinen, Rala L.;** Physical Education; B.S., Longwood College; M.A., California State University at Long Beach
- Herford, Linda D.;** Respiratory Therapy; A.A.S., University of the District of Columbia
- Hernandez, Elaine D.;** Interpreter; A.A.S., Tulsa Junior College
- Herndon, James B.;** Student Affairs; B.A., Virginia Union University; M.Ed., University of Virginia; Ed.D., Virginia Polytechnic Institute and State University
- Hodges, Jeanne A.;** Respiratory Therapy; A.A.S., J. Sargeant Reynolds Community College
- Howard, Kevin J.;** Natural Science; B.A., American University; D.C., Logan College of Chiropractic
- Howard, Vernon D.;** Mathematics; B.S., Virginia Union University
- Howlett, Wendell A.;** History; B.A., Virginia State University; M.A., Virginia State University; Ph.D., NOVA Southeastern University
- Hylton, R. P.;** History; B.A., Virginia Commonwealth University; M.A., University College, Dublin; Ph.D., University College, Dublin
- Isbell, Donald J.;** Business Management; B.S., B.A., University of Arkansas; M.B.A., University of Arkansas
- Jackson, Edith T.;** Administrative Support Technology; B.S., Business Education; M.S., Marywood University
- Jackson-Jones, Christy L.;** Nursing; B.S., Virginia Commonwealth University
- Johns, Steven K.;** Drafting
- Johnson, Eileen A.;** Emergency Medical Technology; Certified EMT Instructor
- Johnson, Patricia L.;** Mathematics; B.S., Virginia Union University; M.Ed., Virginia State University
- Jones, Allison L.;** Marketing; A.A.S., J. Sargeant Reynolds Community College; B.A., Virginia Commonwealth University
- Jones, Eula V.;** Reading; B.S., Saint Pauls College; M.Ed., Virginia State University
- Jones, Kevin R.;** Biology; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Juraszek, Andrew;** Computer Science; B.S., Michigan Technological University; M.S., Washington State University
- LaPierre, Jan;** Hospitality Management; B.S., University of Richmond
- Latartara, Peter;** Philosophy; B.S., Rollins College; M.A., New York University
- Leitch, Elizabeth D.;** American Sign Language – English Interpretation; B.S., Bloomsburg University of Pennsylvania
- Lentz, Judith;** English; B.S., University of Michigan; M.S.N., Yale University; M.A., Rice University; Ph.D., Rice University



- Leonard, John E.;** Philosophy; B.A., St. Bernard Abbey College; M.Div., St. Francis Major Seminary; M.Ed., Virginia Commonwealth University; M.A., University of Notre Dame; D.M., Virginia Union University
- Lighty, Mabel C.;** Mathematics; B.S., Hampton University
- Lineberry, Sr., Anthony;** Legal Assisting; B.A., Randolph Macon College; J.D., University of Virginia School of Law
- Logan, Gilbert F.;** English; B. A., University of Richmond; M.L.A., University of Richmond; Ph.D., Capella University
- Lovato, Mary K.;** Science Education; B.A., University of South Florida; M.N.S., Arizona State University
- Luton, James G.;** Dental Assisting; B.S., University of South Carolina; D.D.S., University of Tennessee; M.A.T., The Citadel
- Lyle, Robert G.;** English as a Second Language; B.A., Indiana University; M.Ed., Indiana University; Ed.S., Indiana University
- Mandley, Gretchen E.;** Early Childhood; B.S., Virginia State University; M.Ed., Virginia Commonwealth University
- Marks, Steven;** Legal Assisting; B.A., Virginia Military Institute; M.S., Troy State University; J.D., Regent University
- Matthews, Kathryn A.;** Nursing; A.S., Lincoln Memorial University; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Mayo, Cynthia R.;** Marketing; B.S., Hampton Institute; M.S., Virginia State University; M.A., Virginia State University; M.B.A., Hampton University; M.B.A., Delaware State University; Ph.D., Virginia Polytechnic Institute and State University
- McAdams, Charlotte M.;** Legal Assisting; B.S., Virginia Commonwealth University
- McKean, James C.;** Economics; B.A., Northeastern University; M.A., Wheaton College
- Melberg, Donna G.;** Medical Laboratory Technology; B.S., Concordia College; M.S., Bemidji State University
- Meyers, Sally Z.;** History; B.A., DePauw University; M.A., Ohio State University
- Mills, Roy T.;** Civil Engineering Technology; Virginia Commonwealth University
- Mitteldorfer, Shirley J.;** Information Systems Technology; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Moore, John R.;** Engineering; B.S., Virginia Polytechnic Institute and State University; M.S., Virginia Polytechnic Institute and State University
- Moore, Kevin;** Chemistry; B.S., Bridgewater College; Ph.D., Duke University
- Mooz, Elizabeth C.;** Paralegal Studies; B. A., College of William and Mary; J.D, George Mason University
- Morrison, Jennifer D.;** Sociology; B.S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Nance, Nancy K.;** English; B.A., Louisiana State University; M.Ed., Longwood College
- Nunnally, Richard;** Horticulture; B. S., Virginia Commonwealth University; M.S., Virginia Commonwealth University
- Offutt, Micki D.;** Developmental Reading; B.S., Illinois State University; M.S., Illinois State University
- Olsen, Gaynel A.;** Respiratory; A.A.S., Lincoln Land Community College; B.S., Lynchburg College; M.S., Old Dominion University
- Orr, Carolyn S.;** Mathematics; B.M.E., Virginia Commonwealth University; M.Ed., Virginia Commonwealth University; Ph.D., Virginia Commonwealth University
- Ostrow, Fred S.;** Mathematics; B.S., Virginia Commonwealth University; M.Ed., Virginia Commonwealth University
- Patel, Shriyant B.;** Respiratory Therapy; M.B.B.S., M.S. University of Baroda, India; A.A.S., J. Sargeant Reynolds Community College
- Patterson, Linda M.;** Human Services; B. S., Norfolk State University; M.S., Virginia Commonwealth University
- Perzanowski, Philip T.;** Drafting; B.A., Ohio State University; M.B.A, Roosevelt University
- Petroski, Kristy N.;** Humanities; B.A., College of William and Mary; M.A., University of Richmond
- Piercy, Belinda E.;** Early Childhood Development; M.Ed., Virginia State University
- Pippin, David O.;** Agriculture Education; B.S., Virginia Polytechnic Institute
- Powers, Marcia L.;** Drafting; B.A., Virginia Polytechnic and State University
- Premaratne, Shyamal;** Biology/Natural Science; B.S., University of Liverpool; M.D., North Colombo Medical College; Ph.D., University of Hawaii at Manoa
- Profitt, Ronald A.;** Physical Education/Martial Arts; Special Certification
- Quenstedt, Carolyn, R.;** History; B.A., Virginia Tech University; M.A., Virginia Tech University
- Quirk Sr., Gerald L.;** Business Management; B.S., Virginia Military Institute; M.A., Webster College; M.B.A., University of Richmond
- Ragland, Janet F.;** Education; B.S., James Madison University
- Raines, Elizabeth L.;** Mathematics; B.S., Virginia Commonwealth University
- Reifsteck, Judith B.;** Psychology; B.S., Southern Methodist University; M.A., Trinity University; Ph.D., James Madison University
- Reres, Mark S.;** Culinary Arts; A.O.S., The Culinary Institute of America
- Ribakov, Michael R.;** Computer Science; B.A., University of Virginia; M.C.S., University of Virginia
- Rice, Albert C.;** Biology; B.S., Virginia State University; M.S., Virginia State University
- Richardson, Jr., John W.;** Spanish; B.A., University of Richmond; M.A., Florida State University
- Robinson, Catherine P.;** Mathematics; B.S., Virginia Commonwealth University; M.Ed., Virginia Commonwealth University
- Robinson, Jean J.;** Mathematics; B.S., Hampton University; M.S.A., Central Michigan University
- Robinson, Karen W.;** Nursing; B. S., Radford University
- Rutman, Marc H.;** Political Science; B.A., Long Island University; M.A., Long Island University
- Salloum, Fadi N.;** Biology/Natural Science; B. S., American University of Beirut; Ph.D., Virginia Commonwealth University
- Saunders III, Charles L.;** Geology; B. A., University of Carolina; M.S., East Carolina University
- Schatz, Donna;** English as a Second Language; B.A., State University of New York at Albany; M.A., New York University

**Seay, Jr. William**; History; B.A., Virginia Commonwealth University; M.A.T., Virginia Commonwealth University

**Shaw, Sonya L.**; Elementary Education; B.S., Virginia State University; M.Ed., Administration and Supervision, Virginia State University

**Sheldon, George T.**; Physical Education/Martial Arts; B.A., University of Virginia; M.F.A., University of Virginia

**Shelton, Roswitha M.**; English; B.S. and B.A., Virginia Commonwealth University; M.A., Virginia Commonwealth University

**Shepherd, Janet L.**; History; B.A., Randolph-Macon College; M.A., Virginia Commonwealth University

**Shingleton, Roddy N.**; Building Construction; B.S., Duke University

**Steele, Karen D.**; Art; B.S., Fairmont State College; M.A., Virginia Commonwealth University

**Stephens, Brenda D.**; Medical Laboratory; B.S., Fairleigh Dickinson University

**Stern, Stephen E.**; Business Mathematics; B.A., Brookland College; M.S., Long Island University

**Taylor III, James H.**; Health; A.A.S., J. Sargeant Reynolds Community; B.G.S., Virginia Commonwealth University; M. Div., Virginia Union University

**Thomas, Harriet S.**; History; B.S., James Madison University; M.A., University of Virginia

**Tibbett, Annemarie C.**; Opticianry; A.A.S., J. Sargeant Reynolds Community College; B.A., Trenton State College

**Tignor, Donna B.**; Mathematics; B.S., Long College; M.S., University of Virginia

**Topoushian, Mayda A.**; Speech; B.A., Lebanese University; M.A., Ohio University; Ph.D., Concordia University

**Tucker, Jane H.**; Spanish; B. A., Randolph-Macon Woman's College; M.A., Middlebury College

**Tyson, Lelia B.**; Administrative Support Technology; B.S., Virginia Commonwealth University; M.S., Virginia Polytechnic Institute and State University

**Varner, Thomas A.**; Administration of Justice/Information Systems Technology; B.S., Ohio State University; M.S., Virginia Commonwealth University

**Velazquez, Melissa K.**; Legal; B.A., Virginia Commonwealth University; J.D., University of Kentucky

**Vines, Otelia, S.**; Science; B.S., Morgan State University; M.S., Virginia State University

**Waitkus, Pamela A.**; Human Services; B.S., West Virginia University; M.S., West Virginia University; M.Ed., College of William and Mary; Ed.S., College of William and Mary

**Walker, Kim B.**; Physical Education; B.S., Virginia Commonwealth University; M.A., University of Florida

**Wallace, Catherine D.**; Respiratory Therapy

**Wallace, Jane D.**; Spanish; B. A., Louisiana State University; M.A., Louisiana State University

**Warnick, Sarah K.**; Spanish; B.A., University of Richmond; M.A., University of Virginia

**Weatherford, Jr., William E.**; Physical Education/Skin and Scuba Diving; B.S., Virginia Polytechnic Institute

**Weekley, Susan L.**; Respiratory Therapy; A.A., Richard Bland College; B.A., Saint Leo University

**Weeks, Ronald W.**; Mathematics; B.S., University of Richmond; M.Div., Southern Seminary

**Welsh, Susan J.**; English as a Second Language; B.S., Virginia Commonwealth University

**Whaley, Ernest W.**; Diesel Technology

**Whitehead, Beulah M.**; Office Systems Technology; B.S., Virginia Polytechnic Institute and State University

**Whitehurst, Ronald W.**; Respiratory Therapy; B.G.S., Virginia Commonwealth University; M.Ed., University of South Carolina

**Whitworth, William M.**; History; B.A., University of Richmond; M.A., University of Richmond

**Williams, Linda A.**; Information Systems Technology; A.A.S., J. Sargeant Reynolds Community College; B.I.S., Virginia Commonwealth University

**Williams, Madalyne B.**; Mathematics; B.S., Virginia Union University; M.Ed., Virginia Commonwealth University

**Williams, Stephanie**; Physical Education/Aerobics; A.A.S., Tobe-Coburn School for Fashion Careers

**Wilson, Diane H.**; Administrative Support Technology; B.S., Virginia State University

**Wilson, Shaun R.**; Emergency Medical Services; B.S., Virginia Commonwealth University

**Wise, John D.**; Horticulture; A.A.S., Sandhills Community College

**Wood, Cynthia A.**; Administration of Justice; B.S., Radford University; M.S.W., Virginia Commonwealth University

**Woods, Patrick H.**; Chemistry; B.S., Randolph Macon College; Ph.D., Baylor University; J.D., University of Richmond

**Wooton, Larry L.**; Respiratory Care; A.S., College of the Albemarle; A.A.S., Durham Technical Institute

**Workman, Eleanor G.**; Developmental Mathematics; B.S., Mary Washington College

**Wright, Lawrence N.**; Biology; B.A., Virginia Wesleyan College; M.S., Virginia Commonwealth University; Ph.D., Virginia Commonwealth University

**Wurm, William F.**; German; B.S., California University of Pennsylvania; M.Div., Saint Vincent Seminary

**Zastrow, Marisa G.**; American Sign Language and Interpretation; B.S., Eastern Kentucky University; M.A., Gallaudet University

**Zhu, Jiepei**; Natural Science; M.D., Heng Yang Medical College; Ph.D., Virginia Commonwealth University

## CLASSIFIED STAFF

---

**Adams, Regina**; Education Support Specialist II (Student Services Specialist–Career and Transfer Advising), Student Affairs

**Allmond, Roderick D.**; Housekeeping and Apparel Manager II (Custodial Services Manager), Facilities Management and Planning

**Anderson, Bryant O.**; Trades Technician I (Grounds Maintenance Worker), Facilities Management and Planning

**Anderson, Linda D.**; Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Baber, Kristi P.**; Administrative and Office Specialist III (Division Support Technician), School of Business

**Banks, Deborah P.;** Education Support Specialist II (Admissions Support Specialist), Admissions and Records

**Barbieri, Lisa K.;** Information Technology Specialist I (Instructional Support Technologist), Academic Computing Support

**Barua, Priti;** Administrative and Office Specialist III (Accounts Receivable Billing Specialist), Financial Operations

**Beebe, Steven E.;** Trades Technician IV (Building Maintenance Supervisor), Facilities Management and Planning

**Bell, Joseph T.;** Administrative and Office Specialist III (Academic Support Center Technician), Academic Affairs

**Bennett, Mary L.;** Education Support Specialist III (Workforce Assessment Coordinator), Community College Workforce Alliance

**Best, Joseph J.;** Information Technology Specialist II (Manager, Administrative Computing), Department of Technology

**Biehler, Arthur F.;** Financial Services Manager I (Business Manager), Financial Operations

**Bishop, Lisa D.;** Library Specialist I (Library Specialist), Information and Library Services

**Blalock, Lori B.;** Administrative and Office Specialist III (Enrollment and Marketing Specialist), Community College Workforce Alliance

**Blevins, Rose M.;** Emergency Coordinator I (Lead Communications Officer), Department of Police

**Bracey-Smith, LaMonica D.;** Administrative and Office Specialist III (Facilities Management Support Technician), Facilities Management and Planning

**Britt, Chimere C.;** Administrative and Office Specialist III (Customer Service Representative), Information Center

**Britt, Terri M.;** Education Support Specialist III (Information Center Manager), Information Center

**Brooks, Jesse L.;** Information Technology Specialist I (Mobile Computing Technician Senior), Department of Technology

**Brooks, Pamela S.;** Administrative and Office Specialist III (Administrative Assistant to the Vice President), Community College Workforce Alliance

**Brooks, Yvette D.;** Administrative and Office Specialist III (Outreach and Recruitment Support Technician), Outreach and Recruitment

**Brown, Angelette;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Brown, James R.;** Administrative and Office Specialist II (Student Success Center Information Specialist), Student Affairs

**Brown, Jill B.;** Library Specialist II (Library Specialist), Information and Library Services

**Brown, Judy G.;** Administrative and Office Specialist III (Fiscal Technician Senior), Financial Operations

**Brown, Sterline S.;** Administrative and Office Specialist III (Administrative Assistant), Office of Vice President of Academic Affairs

**Bruce, Vicki L.;** Education Support Specialist II (Student Services Specialist/ Career and Transfer Advising), Student Affairs

**Bujtas, Margaret R.;** Administrative and Office Specialist III (Division Support Technician), School of Mathematics, Science and Engineering

**Bullock, Chiquita R.;** Security Officer III (Security Officer Senior) Department of Police

**Burchett, Christa C.;** Compliance and Safety Officer III (Building Construction Inspector), Facilities Management and Planning

**Burrell, Linda D.;** Administrative and Office Specialist III (Contract Administrative Specialist), Community College Workforce Alliance

**Burrell, Scott F.;** Agriculture Specialist III (Agriculture Specialist), School of Business

**Burton, Brenda L.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Byrd, Andrea L.;** Education Support Specialist II (Student Life Specialist), Student Affairs

**Cain, Kimberly J.;** Administrative and Office Specialist III (Fiscal Technician/Grant Funds), Financial Operations

**Campbell, David C.;** Law Enforcement Officer I (Police Officer), Department of Police

**Campbell, Sharon D.;** Administrative and Office Specialist III (Fiscal Technician), Community College Workforce Alliance

**Canada, Deborah W.;** Administrative and Office Specialist III (Division Support Technician), School of Business

**Carroll, Pamela H.;** Policy and Planning Specialist II (Senior Research Analyst), Office of Policy and Institutional Effectiveness

**Carroll-Payne, Tramaine N.;** Education Support Specialist III (Student Success Center Coordinator), Student Affairs

**Carter, Alice M.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Carter, Tre'na R.;** Education Support Specialist II (Admissions Specialist), Student Affairs

**Clark, Stephanie M.;** Administration and Office Specialist III (Fiscal Technician), Financial Operations

**Clarke, Maria N.;** Education Support Specialist II (Financial Aid Technician Senior) Student Affairs

**Clifford, Nicole R.;** Educational Support Specialist III (Student Success Coach), Student Affairs

**Cloer, David S.;** Information Technology Specialist II (Programmer Analyst/Consultant), Department of Technology

**Cobb Sr., Eric L.;** Housekeeping and Apparel Worker II (Custodial Services Worker Senior), Facilities Management and Planning

**Cole, Christopher L.;** Procurement Officer II (Purchasing Manager), Purchasing

**Coleman, Eisenhower V.;** Housekeeping and Apparel Worker II (Custodial Services Worker Senior), Facilities Management and Planning

**Conlon, Carolyn A.;** Public Relations and Marketing Specialist III (Assistant Director of Marketing), Marketing

**Cope, Patricia A.;** Administrative and Office Specialist III (Contract Administrative Specialist), Community College Workforce Alliance

**Copeland, Cherise V.;** Education Support Specialist II (Student Success Center Specialist/Advising), Student Affairs

**Cormier, Tammy D.;** Information Technology Specialist I (Advancement Database and Technology Manager), Office of Advancement



**Cossey, Kimberley M.;** Education Support Specialist II (Admissions Specialist - International/Domicile Student Advisor), Student Affairs

**Cox, Kristopher T.;** Information Technology Specialist II (Computer Systems Security Engineer), Department of Technology

**Crosby, Daniel R.;** Administrative and Office Specialist I (Parking Services Attendant), Facilities Management and Planning

**Crosby, Michelle R.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Crutchfield, Kimberly D.;** Administrative and Office Specialist III (Human Resource Assistant), Human Resources

**D'Amico, Joanne M.;** Administrative and Office Specialist III (Division Support Technician), School of Humanities and Social Sciences

**Darling, Sharon Kay V.;** Library Specialist II (Library Specialist), Information and Library Services

**Davis, Sandra L.;** Financial Services Specialist I (Payroll Supervisor), Payroll

**Delaney, William A.;** Trades Technician IV (Building Maintenance Supervisor), Facilities Management and Planning

**Denby, Gary M.;** Trainer and Instructor I (Instructional Assistant), School of Business

**Dent, Rebecca W.;** Administrative and Office Specialist III (Payroll Technician), Payroll

**Derricott, Glenda D.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**DiMartino, Jenny;** Computer Operations Technician II (Data Management Technician Senior), Department of Technology

**Draeger, Valerie J.;** Administrative and Office Specialist III (Administrative Assistant), Policy and Institutional Effectiveness

**Draper, Jennifer E.;** Education Support Specialist II (Student Success Center Specialist-Advising), Student Affairs

**Duncan, Emily C.;** Human Resource Analyst I (Classified Recruitment/Wage Employment Coordinator), Human Resources

**Dungee, Candace L.;** Education Support Specialist II (Student Success Center Specialist/Admissions and Records), Student Affairs

**Dunst, Thomas W.;** Trades Technician III (Building Maintenance Technician), Facilities Management and Planning

**Ebarle-Davis, Jinky J.;** Education Support Specialist II (Student Services Specialist\ESL Programs), School of Humanities and Social Sciences

**Edwards, Betsy T.;** Education Support Specialist III (Admissions Specialist for Special Programs), Student Affairs

**Elliott, Marc C.;** Education Support Specialist II (Student Success Center Specialist/Financial Aid), Student Affairs

**Epps, Jacqueline D.;** Administrative and Office Specialist II (Middle College Office Specialist), Middle College Program

**Escobar, Mary C.;** Education Support Specialist II (Middle College Career and Transition Specialist), Middle College Program

**Evans, Kimberly J.;** Trainer and Instructor II (Lead Technology Trainer and Developer), Department of Technology

**Evans, Patricia J.;** Trainer and Instructor I (Instructional Assistant\Testing Center), Student Affairs

**Falconer, Brenda G.;** Education Support Specialist III (Assistant Registrar), Admissions and Records

**Falconer, Katherine N.;** Policy and Planning Specialist I (Data Analyst), Policy and Institutional Effectiveness

**Farrow, Jason A.;** Law Enforcement Officer I (Police Officer), Department of Police

**Faulcon, Sonya.;** Administrative and Office Specialist III (Contract Administrative Specialist), Community College Workforce Alliance

**Fernandes-Raposo, Chrystal C.;** Administrative and Office Specialist III (Fiscal Technician), Financial Operations

**Finley, Kyelon M.;** Emergency Coordinator I (Communications Officer), Department of Police

**Foster, Neale C.;** Library Specialist II (Library Specialist), Information and Library Services

**Fowler, Frederick A.;** Housekeeping and Apparel Worker II (Custodial Services Worker Senior), Facilities Management and Planning

**Franklin, Milton S.;** Law Enforcement Officer II (Police Lieutenant), Department of Police

**Fuchs, Claudio E.;** Administrative and Office Specialist III, (EducateVA/Career Switcher Program Support Technician), Community College Workforce Alliance

**Futrell, Pauline;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Garada, Salah M.;** Trainer and Instructor I (Instructional Assistant/Electronics), School of Business and Engineering

**Gibson, Stuart W.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Glover, Beverly P.;** Library Specialist II (Library Specialist), Information and Library Services

**Goodfellow, Rebekah M.;** Library Specialist I (Library Assistant), Information and Library Services

**Goodlett, Benjamin E.;** Law Enforcement Officer I (Police Officer), Department of Police

**Goodman, Susan A.;** Library Specialist II (Library Specialist), Information and Library Services

**Green, Paula J.;** Emergency Coordinator I (Communications Officer), Department of Police

**Hampton, Dedra E.;** Education Coordinator I (Great Expectations Coach), Middle College Program

**Hannah, Clarrusha K.;** Library Specialist I (Library Specialist), Information and Library Services

**Harris, Judith L.;** General Administration Coordinator I (Executive Assistant to the President), Office of the President

**Harris, Katherine E.;** Administrative and Office Specialist III (Payroll Technician Senior), Payroll

**Harris, Vickisha D.;** Education Support Specialist II (Student Success Center Specialist /Financial Aid), Student Affairs

**Harrison, Stephen T.;** Information Technology Specialist I (Installation and Repair Technician Senior), Department of Technology

**Hasbrouck, Eileen A.;** Administrative and Office Specialist III (Administrative Specialist, EducateVA/Career Switcher Program), Community College Workforce Alliance

**Hawthorne-Wood, Peggy;** Education Support Specialist II (Financial Aid Technician Senior), Financial Aid



**Hayden, Carlton A.;** Trades Technician III (Building Maintenance Technician), Facilities Management and Planning

**Haymon-Kearney, Keisha H.;** Procurement Officer I (Buyer), Purchasing

**Headley, Sherry M.;** Financial Services Specialist I (Assistant Business Manager), Financial Operations

**Heater, Timothie M.;** Information Technology Specialist II (Manager, Academic Computing), Department of Technology

**Heilman, Daniel L.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Henderson, Larry;** Housekeeping and Apparel Services Worker I (Custodial Services Worker), Facilities Management and Planning

**Henley, Diane M.;** Administrative and Office Specialist III (Fiscal Technician Senior), Financial Operations

**Hicks, Katrina J.;** Administrative and Office Specialist III (Academic Support Center Technician), Academic Affairs

**Hicks, Pamela H.;** Compliance/Safety Officer III (College Safety Manager), Department of Police

**Hicks, Wyatt B.;** Law Enforcement Officer I (Police Officer), Department of Police

**Hill, Angela L.;** Administrative and Office Specialist III (Administrative Assistant), Office of Executive Vice President

**Hill, Margaret B.;** Education Support Specialist II (Financial Aid Technician Senior), Financial Aid

**Hines, Deborah P.;** Administrative and Office Specialist III (Contract Administrative Specialist), Community College Workforce Alliance

**Hockaday, Melody L.;** Administrative and Office Specialist II (Fiscal Assistant), Financial Operations

**Hopkins, Shirley L.;** Financial Services Manager II (Director, Financial Operations), Finance and Administration

**Hopson, Paula Y.;** Administrative and Office Specialist III (Rapid Response Administrative Specialist), Community College Workforce Alliance

**Houchens, Karen S.;** Law Enforcement Officer II (Police Sergeant), Department of Police

**Huang, Hong-Ye.;** Security Officer III (Security Officer Senior), Department of Police

**Huffman, Frank T.;** Trades Technician III (Building Maintenance Technician), Facilities Management and Planning

**Jackson, Lacia P.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Jefferson, Michael;** Education Support Specialist II (Financial Aid Technician Senior), Financial Aid

**Jinkins, Paul B.;** Trainer and Instructor I (Instructional Assistant), School of Business

**Johnson, Della T.;** Housekeeping and Apparel Services Worker I (Custodial Services Worker), Facilities Management and Planning

**Jones, Debra B.;** Administrative and Office Specialist III (Division Support Technician), School of Mathematics, Science and Engineering

**Jones, Douglas A.;** Trades Technician III (Grounds Maintenance Supervisor), Facilities Management and Planning

**Jones, Morgan L.;** Education Support Specialist II (Student Success Center Specialist-Veteran Certification), Student Affairs

**Jones, Sandra D.;** Administrative and Office Specialist III (Open Enrollment Administrative Specialist), Community College Workforce Alliance

**Jordan, Derrick T.;** Education Support Specialist II (Financial Aid Technician Senior), Financial Aid

**Joseph, Christine E.;** Education Support Specialist III (First-Year Services Coordinator), Student Affairs

**Judon, William E.;** Law Enforcement Officer I (Police Officer), Department of Police

**Kendall, Randa E.;** Warehouse Specialist III (Warehouse Supervisor), Warehouse Services

**Krantz, Carol J.;** Education Support Specialist II (Student Success Center Specialist/Advising), Student Affairs

**Labrador, Stephen J.;** Trades Manager I (Facility Manager), Facilities Management and Planning

**Lewis, Donald P.;** Financial Services Specialist I (Accounts Receivable Accountant), Financial Operations

**Lewis, Warren R.;** Trades Technician III (Painter/Carpenter Technician), Facilities Management and Planning

**Lively, Diane S.;** Information Technology Specialist III (Programmer Analyst/Consultant), Department of Technology

**Livingston, Margaret A.;** Financial Services Specialist I (Financial Aid Disbursement Accountant), Financial Operations

**Long, Janet E.;** Education Support Specialist II (Student Records Specialist), Admissions and Records

**Lushbaugh, Freda M.;** Financial Services Specialist I (Federal Accountant), Financial Operations

**Manley, Jacqueline R.;** Education Support Specialist II (Student Life Specialist), Student Affairs

**Manley, Sametria Y.;** Store and Warehouse Specialist II (Postal/Warehouse Assistant), Warehouse Services

**Martin, Priscilla A.;** Law Enforcement Officer I (Police Officer), Department of Police

**Mason, Joseph T.;** Trades Technician I (Grounds Maintenance Worker), Facilities Management and Planning

**McGhee, Darnell A.;** Education Support Specialist II (Transitional Programs Specialist), Outreach and Recruitment

**McGinty, Pamela S.;** Administrative and Office Specialist III (Administrative Assistant), School of Business

**McMahon, Paula L.;** Education Support Specialist III (P.A.V.E. Program Coordinator), Student Affairs

**Melnikov, Matvey A.;** Information Technology Specialist III (Computer Systems Engineer), Department of Technology

**Midulla, Nicholas J.;** Law Enforcement Officer I (Police Officer), Department of Police

**Mihalko, Nancy R.;** Public Relations and Marketing Specialist III (Development Research and Grants Administrator), Institutional Advancement

**Miller, Christine E.;** Administrative and Office Specialist III (Financial Aid Support Technician), Financial Aid

**Miller III, Harry L.;** Housekeeping and Apparel Services Worker I (Custodial Services Worker), Facilities Management and Planning

**Mitchell, Donna L.;** Administrative and Office Specialist III (Fiscal Assistant and Facilities Rental Officer), Financial Operations

**Mitchell, Keondra M.;** Program Administration Specialist I (Job Placement Coordinator) Community College Workforce Alliance

**Moore, Joseph C.;** Financial Services Specialist II (CCWA Business Manager), Community College Workforce Alliance

**Murphy, Jami W.;** Administrative and Office Specialist III (Fiscal Technician Senior/Petty Cash), Financial Operations

**Neblett, Bruce T.;** Trades Technician II (Building Maintenance Worker), Facilities Management and Planning

**Newsome, Barbara L.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**O'Connor, Emily E.;** Administrative and Office Specialist III (Advancement Support Technician), Institutional Advancement

**Otey, Kenneth L.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Page, Nichole J.;** Public Relations and Marketing Specialist III (Scholarship Manager), Institutional Advancement

**Paige-Clark, Valerie;** Administrative and Office Specialist II (Public Relations Support Technician), Marketing

**Pearson, Joseph D.;** Information Technology Specialist II (Computer System Engineer), Department of Technology

**Peterson, Anthony L.;** Information Technology Specialist I (Computer Help Desk Technician), Department of Technology

**Phaup, Kristi L.;** Human Resource Analyst I (Benefits Specialist), Human Resources

**Phillips, Kimberly A.;** Education Support Specialist III (Student Success Center Coordinator), Student Affairs

**Poindexter, Gloria A.;** Education Support Specialist II (Student Success Center Specialist-Financial Aid), Student Affairs

**Poindexter, Maria T.;** Human Resource Analyst II (Manager of Training and Development), Human Resources

**Pollard, Donald J.;** Trades Technician III (Grounds Maintenance Technician), Facilities Management and Planning

**Pollard, Olivia L.;** Administrative and Office Specialist III (Fiscal Technician-Accounts Payable), Financial Operations

**Pollock, Jameo D.;** Program Administration Specialist I (Rapid Response Coordinator), Community College Workforce Alliance

**Poulton, William C.;** Law Enforcement Officer I (Police Officer), Department of Police

**Quash, Natolyn L.;** Financial Services Manager I (Accounting Manager), Financial Operations

**Reed, Jessica R.;** Administrative and Office Specialist III (Contract Administrative Specialist), Community College Workforce Alliance

**Rhea, Katherin L.;** Information Technology Specialist II (Manager, Technology Training and Support), Department of Technology

**Richards, Karmisha L.;** Library Specialist II (Library Specialist), Information and Library Services

**Riecke, Victoria;** Financial Services Specialist II (Budget Manager), Financial Operations

**Roach, Susan K.;** Educational Support Specialist II (Student Services Specialist/Student Accommodations), Student Affairs

**Roberts, Amy T.;** Information Technology II (Programmer/Analyst Consultant), Department of Technology

**Roberts, William R.;** Information Technology Specialist I (Instructional Support Technologist), Department of Technology

**Rollings, Janice H.;** Administrative and Office Specialist III (E-Learning Specialist), Distance Education

**Ronca, Paul D.;** Law Enforcement Manager II (Chief of Police), Department of Police

**Rosbaugh, Teresa A.;** Education Support Specialist III (Coordinator of Foundation Programs), Institutional Advancement

**Saunders, Bruce W.;** Information Technology Specialist II (Instructional Media Engineer), Department of Technology

**Schroeder, David C.;** Trades Technician III (Grounds Maintenance Technician), Facilities Management and Planning

**Sellers, Cheryl L.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Shipe, Deborah A.;** Program Administration Manager I (Parking Services Manager), Facilities Management and Planning

**Sibley, Daniel B.;** Trades Technician IV (Lead Building Maintenance Technician), Facilities Management and Planning

**Simms, Sarah A.;** Administrative and Office Specialist III (Student Affairs Program Support Technician Senior), Office of Vice President of Student Affairs

**Smith, Altrice L.;** Education Support Specialist II (Student Services Specialist / Student Accommodations), Student Affairs

**Smith, Tanya L.;** Administrative and Office Specialist III (Human Resource Assistant), Human Resources

**Smith Jr., John T.;** Information Technology Specialist I (Instructional Support Technologist), Academic Computing Support

**Southworth, Michael W.;** Information Technology Manager I (Computer Systems Senior Engineer), Department of Technology

**Spearman, Chauntelle N.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Starke, Alice A.;** Administrative and Office Specialist III (Division Support Technician), School of Business

**Stokes, Wallace L.;** Housekeeping and Apparel Services Worker I (Custodial Services Worker), Facilities Management and Planning

**Talley-Bryant, Kimberly D.;** Law Enforcement Officer I (Police Officer), Department of Police

**Tate, Susan A.;** Information Technology Specialist III (Applications Programmer Analyst/Supervisor), Department of Technology

**Taylor, Lorine R.;** Administrative and Office Specialist II (General Office Specialist), Office of the President

**Taylor, Marvin C.;** Information Technology Specialist I (Computer Help Desk Lead Technician), Department of Technology

**Terrell, Douglas N.;** Compliance/Safety Officer III (Construction Manager), Facilities Management and Planning

**Thomas, Lisa M.;** Education Support Specialist II (Admissions Specialist), Admissions and Records

**Thompson, Jemuel E.;** Security Officer III (Security Officer Senior), Department of Police

**Thompson Sr., Matthew E.;** Trades Technician IV (Building and Grounds Manager), Facilities Management and Planning

**Tinsley, Nicol C.;** Information Technology Specialist I (College Web Developer), Marketing

**Townes, Adelle A.;** Education Support Specialist II (Student Success Center Specialist/Admissions and Records), Student Affairs

**Townes, Jr., James E.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Trent, Earletta M.;** Administrative and Office Specialist I (Parking Services Lead Cashier), Facilities Management and Planning

**Trifu, Vlada;** Trades Technician IV (Building Maintenance Supervisor), Facilities Management and Planning

**Tunstall, Denise S.;** Education Administrator I (Registrar), Admissions and Records

**Turner, Helen D.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Vaughan-Ransome, Terri M.;** Education Support Specialist II (Transitional Programs Specialist), Outreach and Recruitment

**Vehorn, Steven R.;** Public Relations and Marketing Specialist III (Assistant Director of Public Relations), Communications and Public Affairs

**Victory, Jacqueline P.;** Trainer and Instructor I (Instructional Assistant), School of Mathematics, Science and Engineering

**Walker, Karen A.;** Financial Services Specialist I (Financial Services Specialist), Financial Operations

**Ward, John D.;** Law Enforcement Officer II (Police Lieutenant), Department of Police

**Washington, Renee W.;** Administrative and Office Specialist III (Lead Customer Service Representative), Information Center

**Washington, Samuel E.;** Housekeeping and Apparel Worker I (Custodial Services Worker), Facilities Management and Planning

**Watson, Erika R.;** Education Support Specialist II (Student Success Center Specialist/ Advising), Student Affairs

**Watt, Cassandra;** Administrative and Office Specialist III (Division Support Technician), School of Nursing and Allied Health

**Weaver, Linda B.;** Administrative and Office Specialist II (Division Support Specialist), School of Business

**Wells, Frank L.;** Security Officer III (Security Officer Senior), Department of Police

**White, Carolyn C.;** Administrative and Office Specialist III (Division Support Technician), School of Business

**White, Rondell L.;** Law Enforcement Officer I (Police Officer), Department of Police

**Williams, Amy;** Law Enforcement Officer I (Police Officer), Department of Police

**Williams, Montequ C.;** Laboratory and Research Specialist I (Science Laboratory Specialist Senior), School of Mathematics, Science and Engineering

**Wilson, Bridget D.;** Laboratory and Research Specialist I (Science Laboratory Specialist Senior), School of Mathematics, Science and Engineering

**Wilson, Timothy A.;** Information and Technology Specialist I (Installation and Repair Technician Senior), Department of Technology

**Wingo, Michelle L.;** Human Resource Manager I (Human Resource Manager), Human Resources

**Winston, Nicole M.;** Administrative and Office Specialist III (Division Support Technician), School of Mathematics, Science and Engineering

**Wolfe, Wallace L.;** Information Technology Specialist I (Installation and Repair Technician Senior), Department of Technology

**Woody, Pamela A.;** Administrative and Office Specialist III (Division Support Technician), School of Humanities and Social Sciences

**Woodson, Corliss B.;** Human Resource Manager II (Director of Human Resources), Human Resources

**Young, Mautricia C.;** Human Resource Analyst I (Faculty Recruitment/ CommonHealth Coordinator), Human Resources

**Young, Wanda V.;** Trainer and Instructor I (Instructional Assistant/Testing Center), Student Affairs

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### Accounting AAS & Certificate

---

**Russ Beyer**  
Owner, Richmond Offices  
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Department of Accounts  
Commonwealth of Virginia

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Chairperson, Dept. of Accountancy  
Virginia Commonwealth University

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Franklin Federal Savings Bank  
and President, Richmond Chapter of Women Accountants

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Philip Morris, Inc.

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Stosch, Dacey, and George, CPA

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Mary Baldwin College

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Hanover County

**Douglas A. Middleton**  
Chief of Police  
Henrico County Division of Police

**Thomas A. Varner**  
Retired  
Adjunct Faculty  
JSRCC

### Administrative Support Technology Certificate

### Legal Office Technology CSC

---

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Administrative Assistant  
Mapcom Systems, Inc.

**Margaret Baskette**  
Executive Assistant  
Capital One Services, Inc.

**Betty Blodgett**

Administrative Assistant  
Capital One Services, Inc.

**Patricia Burcher**

Adjunct Faculty  
JSRCC

**Barbara Cameron, CPS**

Executive Assistant  
Capital One

**Kathryn B. Ely**

Program Support Technician  
Virginia Tech Richmond Center

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Executive Assistant  
Morning Star Baptist Church

**Audrey Henderson**

Executive Assistant  
Southern States Company

**Darlene Hopkins, CPS/CAP**

Executive Assistant  
Virginia Health Quality Center

**Jacqueline Howie, CPS**

Executive Assistant  
Department of Public Works  
City of Richmond

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Virginia Housing Development Authority

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Virginia Community College System

**DaNika Robinson**

Program Support Technologist  
Massey Cancer Center

**Jacelyn Tyson**

Assistant to the Dean  
Virginia Commonwealth University

**Diane Wilson**

Adjunct Faculty  
JSRCC

**ASL-English Interpretation AAS****American Sign Language CSC****ASL/Deaf Studies Specialization  
of Social Sciences AS**

---

**Afton Bell**

ASL Teacher  
Williamsburg-James City County Public  
Schools

**Traci Branch**

Counselor  
Department of Rehabilitative Services (DRS)  
Richmond Office

**T. Greg Camp, CI**

Director  
Sign Language Association VA

**Tonya Custalow**

Adjunct Faculty  
JSRCC

**Gail Hadley-Goggin, CSC**

Educational Interpreter  
Richmond City Public Schools

**Deborah L. Pfeiffer**

Partnership for People with Disabilities  
VCU

**Architectural and Civil Engineering  
Technology AAS****Computer-Aided Design Specialist  
CSC, Surveying Technology CSC**

---

**H. Bolman Bowles, PE**

Deputy Building Official  
Building Construction and Inspection  
Henrico County

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Daniel & Company, Inc.

**Joe Durrett, PE**

Retired Engineer, Consultant  
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J. A. Heisler Contracting Company, Inc.

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Surveyor  
Department of Public Works  
Henrico County

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Principal  
Baskervill Architects

**Marcia Powers, AIA**

Architect  
Moseley Architects

**Gilbert Seese, PE**

Senior Associate  
Schnabal Engineering & Associates

**Bill Skelley**

Senior Associate  
Colonial Webb Mechanical Corporation

**John Taylor**

District Manager  
Gilbane Construction Company

**Automotive Technology AAS****Automotive Technology Certificate,  
Hybrid and Electric Vehicle  
Technology CSC**

---

**Michael Bakken**

Supervisor  
Afton Chemical Corporation

**Donna Carvana**

Apprenticeship Representative  
VA Dept. Labor & Industry

**Jim Redmond**

Territory Manager  
Hunter Engineering Co.

**Leslie Tyler**

Former Student  
JSRCC

**Ernest Walker**

Maintenance Manager  
Community Assisted Ride  
Enterprise (CARE), GRTC

**Mike Walker**

Assistant District Manager  
Firestone

**Kenneth West**

Training Specialist  
CarMax

**Leroy Williams**

Adjunct Faculty  
JSRCC

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Management Development Certificate,  
Entrepreneurship in Small Business  
CSC**

---

**Real Estate CSC****Pamela M. Fuschini**

Manager  
Department of Public Utilities  
City of Richmond  
Adjunct Faculty  
JSRCC

**Thomas M. Fuschini**

Project Management Analyst  
Fleet Management  
City of Richmond

**Charles McCabe**

President  
People's Tax Service

**John O'Halloran**

Retired  
Management Consultant



**Steve Pugh**  
Adjunct Faculty  
JSRCC

**Gerald Quirk**  
Adjunct Faculty  
JSRCC

**George Wingfield**  
Controller  
F. G. Pruitt, Inc.

**Robert Winston**  
Supervisor, Customer Service Center  
Dominion Virginia Power, Inc.

**Culinary Arts AAS**  
**Pastry Arts CSC**

---

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President/CEO  
KOR Food Innovation

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District Manager  
ARAMARK

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General Manager  
The Bull and Bear Club and Chef/Owner  
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**Mike Pendergrast**  
Executive Chef  
On the ROX

**Gary V. Whitecotton**  
Executive Chef  
The Country Club of Virginia

**Dental Assisting Certificate**  
**Pre-Dental Assisting CSC**

---

**Cheryl Billingsley, D.D.S.**  
Family & Cosmetic Dentistry  
Richmond, VA

**Tiffany Boyd, RDH**  
Dental Hygienist  
Virginia Department of Health

**Stephanie Covington, RDH**  
Dental Hygienist  
Grove Avenue Family Dentistry

**Barry Griffin, D.D.S.**  
Private Practice - Periodontist  
Richmond, VA

**Debra Keller, CDA**  
Dental Assistant  
Neibauer Dental Care

**Cheryl Simms, CDA**  
Dental Assistant  
VCU School of Dentistry

**Carolyn Stowers, CDA**  
Insurance Coordinator  
MCV School of Dentistry

**Dental Laboratory Technology AAS & CSC**  
**Pre-Dental Laboratory Technology CSC**

---

**Angela Blankenship, CDT**  
Department Manager/Technician  
Great Impression Dental Lab

**Heather Brown**  
Owner/Technician  
Apex Dental Lab

**Terry Imbery, D.D.S.**  
Assistant Professor  
Dept. of General Practice  
School of Dentistry  
Virginia Commonwealth University

**Linda Lyons**  
Technician  
School of Dentistry  
Department of General Dentistry  
Virginia Commonwealth University

**Kris Schermerhorn, CDT**  
Dental Technician/Manager  
Northern Virginia Dental  
Laboratory, Inc.

**Harlan Schufeldt, D.D.S.**  
Private Practice  
Richmond, VA

**Diesel Mechanics Technology Certificate**

---

**P. Dale Bennett**  
President and CEO  
Virginia Trucking Association

**Mike Carwile**  
Service Manager  
Truck Enterprises

**Kevin Cooper**  
Service Manager  
Superior Diesel Service

**Myles Embrey**  
Assistant Professor  
NOVA

**Les Eszenyi**  
Executive Director  
Heavy Construction Contractors Association

**Russell Hicks**  
Diesel Technology Program Head  
SVCC

**Bryan McClung**  
District Manager  
Waste Management

**Bill Oehlschlanger**  
Vice President  
Central Diesel, Inc.

**Russell Perkins**  
Sales Representative  
Peterbilt of Richmond

**Allen Phibbs, CPA**  
Dealership Operational Professional Advisor  
Keith Ely Associates

**Karl Quinn**  
Training Manager  
Alban Tractor Company

**Bill Reinholtz**  
Human Resource Administrator  
Carter Tractor Company

**Bill Roberts**  
Parts Manager  
International Truck Sales of Richmond

**John Spittle**  
Service Manager  
James River Equipment

**Steve Strickland**  
General Service Manager  
Carter Machinery

**Tom Wisbey**  
Dean  
SVCC

**Early Childhood Development AAS**  
**& Certificate**

**Early Childhood Education CSC,**  
**Early Childhood Education –**  
**Advanced CSC, Early Childhood**  
**School-Age Child Care CSC**

---

**Linda Beasley-Pinney**  
Professor of Psychology  
JSRCC

**Virgie Binford**  
Retired Educator  
Richmond Public Schools  
Adjunct Faculty, JSRCC

**Cora Dickerson**  
Director  
Infant and Toddler Connections of Virginia  
United Way

**Michele McInnis**  
Early Childhood Program Consultant  
Richmond, VA

**Marilyn Rice**

Inclusion Program Specialist  
Partnership for People with Disabilities  
Virginia Commonwealth University

**Mark R. Saunders**

Educational Technology Grants  
Virginia Department of Education

**Electronics Technology CSC**

---

**Stanley B. Childress, PE**

Childress Consulting Engineering, Inc.

**Bill Leigers**

Director  
Richmond Electricians Joint Apprenticeship  
Committee

**Emergency Medical Services –  
Paramedic AAS****Emergency Medical Technician CSC,  
EMT – Intermediate CSC****EMT – Paramedic CSC****Pre-EMS – Paramedic CSC**

---

**Melinda Carter**

Director of Trauma and EMS Services  
CJW Medical Center

**Chip Decker**

Director  
Richmond Ambulance Authority

**Monty Dixon**

EMS Training Officer  
Henrico County Division of Fire

**Jon Donnelly**

Retired  
Former Executive Director  
Old Dominion Emergency Medical Services  
Alliance

**Dillard E. Ferguson**

Deputy Chief – EMS  
Goochland County Fire and Rescue

**James H. Gould, Jr.**

Director  
Center for Trauma and Critical Care Education  
MCVH/VCU Medical Center

**Mike Harmon**

Battalion Chief  
Chesterfield County Fire/EMS

**Myron W. Kiltz**

Division Chief  
Hanover County Fire/EMS

**Rick McClure**

Deputy Chief  
Henrico Fire Department

**Albert Thompson**

Captain  
Chesterfield County Fire/EMS

**Wayne Woo**

Battalion Chief  
Hanover County Fire/EMS

**Fire Science Technology AAS****Fire Science Technology Certificate**

---

**Rick Bucher**

Fire Chief  
Powhatan County Fire/Rescue

**Russell Chandler**

Branch Chief  
Training & Technical Services  
Virginia Department of Fire Programs

**Robert A. Creecy**

Fire Chief  
Richmond Department of Fire and Emergency  
Services

**Fred Crosby**

Fire/EMS Chief  
Hanover County

**Jason Gill**

Design Manager  
Fire and Life Safety America

**James Graham**

Deputy Fire Chief  
Chesterfield County Fire & EMS Department

**Ray A. Jackson**

Retired  
Richmond Department of Public Utilities

**Scott Keim**

Fire Chief  
Louisa County

**William McKay**

Fire Chief  
Goochland County Fire/Rescue

**Edward Loy Senter, Jr.**

Fire Chief  
Chesterfield County Fire & EMS Department

**Edwin W. Smith**

Fire Chief  
Henrico County Division of Fire

**Charles L. Werner**

Fire Chief  
Charlottesville Fire Department

**Horticulture Technology AAS****Floral Design CSC**

---

**Jason Anderson**

Arborist  
Arborscapes, LLC

**Grace Chapman**

Director of Horticulture  
Lewis Ginter Botanical Garden

**Tabb Jones**

Owner, Head Grower  
Jones Flowers, Inc.

**Karen Shipp Kelly**

Owner/Landscape Designer  
Shipp & Wilson, Inc.

**David O. Pippin**

Owner  
David Pippin, Inc.

**Hospitality Management AAS****Hospitality Leadership CSC****Hotel Rooms Division Management CSC**

---

**Jennifer H. Carnham**

Vice President of Marketing  
Richmond Metropolitan Convention & Visitors  
Bureau

**Steve Fixman**

Facilities Contract Administrator  
Philip Morris USA

**Mark W. Herndon**

Managing Partner  
Buckhead's Restaurant and Chop House

**Ken Wall**

Food and Beverage Director  
Berkeley Hotel

**Human Services AAS****Substance Abuse Counseling CSC**

---

**Virgie Binford**

Retired Educator  
Richmond Public Schools  
Adjunct Faculty  
JSRCC

**Arthur W. Byrd**

Retired

**Al Jackson**

Clinical Director  
The Healing Place

**Rick Joyner**

Director of Men's Facility  
Rubicon, Inc.

**Dr. Andrean Oliver**

Assistant Professor  
Dept. of School and Community Counseling  
Virginia State University

**Information Systems Technology AAS****Computer Programmer CSC****Internet Applications Development  
(Web Design) CSC****Microcomputer Applications CSC****Microsoft Network Administration  
CSC****Network Engineering CSC****Network Fundamentals CSC**

---

**John Dickerson**

Senior System Architect  
Dominion Resources

**Martin Graham**

Network Engineer  
IBM at Capital One

**Kevin Hazzard**

Lead Consultant/Architect  
CapTech Ventures, Inc.

**Marena Hill-Bartos**

Site Director  
Old Dominion University

**Mike Jones**

President  
Core Consulting, Inc.

**Remi Pelletier**

Programmer Analyst Specialist  
Dominion Resources

**Dr. Ellen Walk**

Assistant Professor and  
Program Chair  
Information Systems and Business  
School of Professional and Continuing Studies  
University of Richmond

**Jeff Waters**

Senior Systems Engineer  
Hanover County

**Ted Woods**

IT Manager  
Richmond Redevelopment & Housing Authority

**Medical Laboratory Technology AAS****Pre-Medical Laboratory Technology CSC**

---

**Rose McCaferty, MS, MT (ASCP)**

Laboratory Director  
Henrico Doctors' Hospital  
Forest Campus

**Mary Mismas**

Senior Scientist  
Foodborne Outbreaks Division  
DGS-DCLS  
Commonwealth of Virginia

**Brenda Stephens, MS, MT (ASCP)**

Medical Technologist, Clinical Microbiology  
McGuire Veterans Medical Center

**Jan Watts, MS, MT (ASCP)**

Laboratory Director  
Southside Regional Medical Center

**Nursing AAS****Health Care Technician CSC****Pre-Nursing CSC****Health Records Coding CSC**

---

**Marena Hill-Bartos, MA**

ODU Site Director/Richmond Campus  
Old Dominion University

**Carol Gabala, RN, BSN**

Director of Education  
Henrico Doctors' Hospital,  
Forest Campus

**Deavin Kates, RN, BSN**

Clinical Care Educator  
Henrico Doctors' Hospital –  
Parham

**Mary Laposata**

Health Records Coder  
HCA Virginia Hospitals

**Susan Lipp, RN, MSN**

Assistant Dean of Enrollment and Student  
Services  
VCU School of Nursing

**Jean Bacon Moseley, RN**

Retired Nurse and Virginia Board of Nursing  
Site Visitor

**Elizabeth P. Scruggs**

Clinical Nurse Educator  
Parham Doctors' Hospital

**Wanda Stephenson, RN, MS**

Nurse Education  
McGuire Veterans Hospital, Richmond, VA

**Diane Whitworth, RN**

CWOCN – Manager  
Wound Care Team and Joint Commission  
Resource  
Nurse Safety Scholar-in-Residence  
Bon Secours-St. Mary's Hospital

**Tammy Williams, MS, RN**

Coordinator, Health and  
Medical Occupations  
Henrico County Public Schools

**Opticianry AAS****Opticians Apprentice CSC**

---

**Ledonna Buckner, FCLSA**

Senior Account Manager  
Blanchard Contact Lens Company

**Grady Culbreth**

Optician  
Independent Optician

**Joseph DeZeno**

AVP of Optical Relations and  
Development  
Luxottica Retail

**Robert Flippin**

Independent Optician  
Virginia Optician State Board Member

**Ray Guin**

Optician/Private Business Owner  
Riverfront Optical

**Bill Russ**

Consultant  
Licensed Optician  
Essilor of America

**Brian Spittle**

Independent Optometrist, Owner  
The Eye Place

**Paralegal Studies AAS**

---

**Janet Broadway**

Human Resources Director  
Sands, Anderson, Marks & Miller

**Mary K. Felch**

Division of Legislative Services  
Commonwealth of Virginia

**Cecilia V. Garner**

Paralegal  
Hicks, Tymas, and Garner

**Freddie L. Goode**

Senior Managing Attorney  
Central Virginia Legal Aid  
Society, Inc.

**Pemberton Boinest Hall**  
Director for Community Health Programs  
Susan G. Komen for the Cure  
Richmond Affiliate

**James D. Phillips, J.D., Ph.D.**  
Adjunct Faculty  
VCU

**Susan B. Spielberg**  
Attorney-at-Law

---

**Practical Nursing Certificate**  
**Pre-Practical Nursing CSC**

**Enetta McCoy-Edwards**  
Clinical Services Manager  
Partners MD

**Kathy Mauch**  
Instructor, Practical Nursing  
Hanover High School, Dual Enrollment

**Rochelle Smith**  
Director of Nursing  
Beaufort Health and Rehabilitation Center

**Michael Johnson**  
Vice President of Human Relations  
Care Advantage, Inc., Care Advantage Plus, LLC

**Courtney Cosby**  
Vice President of Quality and Risk Management  
Henrico Doctors' Hospital

---

**Respiratory Therapy AAS**  
**Pre-Respiratory Therapy CSC**  
**Pharmacy Technician CSC**

**Stuart Beasley, RRT, RPH**  
Chief Pharmacist  
McGuire Veterans Medical Center

**Hara Charlier, Ph.D.**  
Vice President of Instruction and Student Services  
Blue Ridge Community College

**Benny Cherian, RRT, RCP**  
Respiratory Therapist  
Henrico Doctors' Hospital

**Scott Clary, RRT, RCP**  
Director, Respiratory Care Dept.  
CJW Medical Center  
Chippenham Campus

**John Dever, RRT, RCP**  
Director  
Respiratory Care Department  
CJW Medical Center  
Johnston-Willis Campus

**Linda Hudgins, RRT, RCP**  
Director  
Respiratory Care Department  
Henrico Doctors' Hospital  
Forest Campus

**Jamie Hey, MD**  
Co-Medical Director  
Pulmonary Associates of Richmond

**Stan Holland, MS, RRT, RCP**  
Director of Pulmonary & Sleep Services  
Rockingham Memorial Hospital

**Kevin Jackson, RRT, RCP**  
Respiratory Care Manager  
Bon Secours St. Mary's Hospital

**Michelle Sartelle, RPSGT**  
Sleep Technology Instructor  
JSRCC

**Mike Simmons, RRT, RCP**  
Respiratory Care Manager/Assistant Rehab Director/Emergency Planner  
Community Memorial Health Ctr.

**Kaipo West, RRT, RCP**  
Respiratory Therapist  
CJW Medical Center

**Debbie Wilburn, RRT, RCP**  
Director of Clinical Sales and Continuing Education  
The Pediatric Connection

---

**Retail Management Specialization**  
**of Management AAS**  
**eCommerce CSC**

**Arlyn P. Gleason**  
Vice President  
Alan Furs

**Artonda Hawkes-Cheesman**  
Marketing Specialist  
Virginia Housing Development Authority

**Xochela V. James, Ph.D.**  
Adjunct Faculty  
JSRCC

**Allison Lawrence-Jones**  
Finance Director  
Democratic Party of Virginia

**Jay Sharpe**  
President  
Jay Sharpe, Inc.

**Nancy Thomas**  
Retail Merchants Association  
CEO/President

**Art Toth**  
President & CEO  
La Grand Dame

**Gary Weiner**  
President  
Saxon Shoes

---

**Sleep Technology for**  
**Polysomnography CSC**

**Hanns Billmeyer, RRT**  
Critical Care Account Manager  
Respironics

**Charlene Bolos, RPSGT**  
Pulmonary Associates  
of Richmond

**Dr. Kathe Henke**  
Laboratory Director  
Sleep Disorders Center of Virginia

**Dianne McKee, RRT, RCP**  
Manager  
Sleep and Wake Disorders Centers  
Mary Washington Healthcare

**Michael B. Miller, MD**  
Richmond, VA

---

**Welding CSC**

**Paul Dillard**  
Sales Representative  
Arcet Equipment Co.

**Daniel Gillespie**  
Diesel Technician/Vice President  
Carter Machinery/Expert Metal Works

**Bernard Smith**  
Supervisor  
DZ Atlantic Company

**Les Smith**  
Outside Sales Consultant  
WOXCO

**Stuart Vines**  
Retired  
Adjunct Faculty  
JSRCC



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