



2001-2002 Catalog

Welcome to Danville Community College!

Why do we believe that DCC should be your community college? First, Danville Community College offers a comprehensive number of high quality programs for virtually every student who has the ability to benefit. You may select either programs of study for transfer to a four-year college or university or a full range of occupational-technical degree, diploma, or certificate programs that lead directly to employment upon graduation from DCC. In addition, many students pursue specialized workforce services through the Center for Business, Industry, and Government and the Regional Center for Applied Technology and Training.

Secondly, we are committed to ensuring that the citizens of the DCC service region, i.e., Danville, Pittsylvania County, and Halifax County, have complete access to the many programs and services the College offers—including a comprehensive package of financial aid options. Moreover, we have expanded our distance learning capability to enhance the availability of the aforementioned programs and services.

Thirdly, when you attend DCC, you become part of an institution where the faculty and staff believe in celebrating student achievement and success. Our students run the gamut of age and background—from students just out of high school to working adults who are seeking to update their workforce skills. You are never alone; you are never a number. You are an individual who will receive personalized attention and assistance from our outstanding faculty and staff.

This **2000-2002 edition of the DCC catalog** is designed to provide timely information about Danville Community College; however, the catalog cannot answer all of your questions. We encourage you to visit our campus or web site (www.dc.cc.va.us) and see why DCC offers a world of opportunity for you.

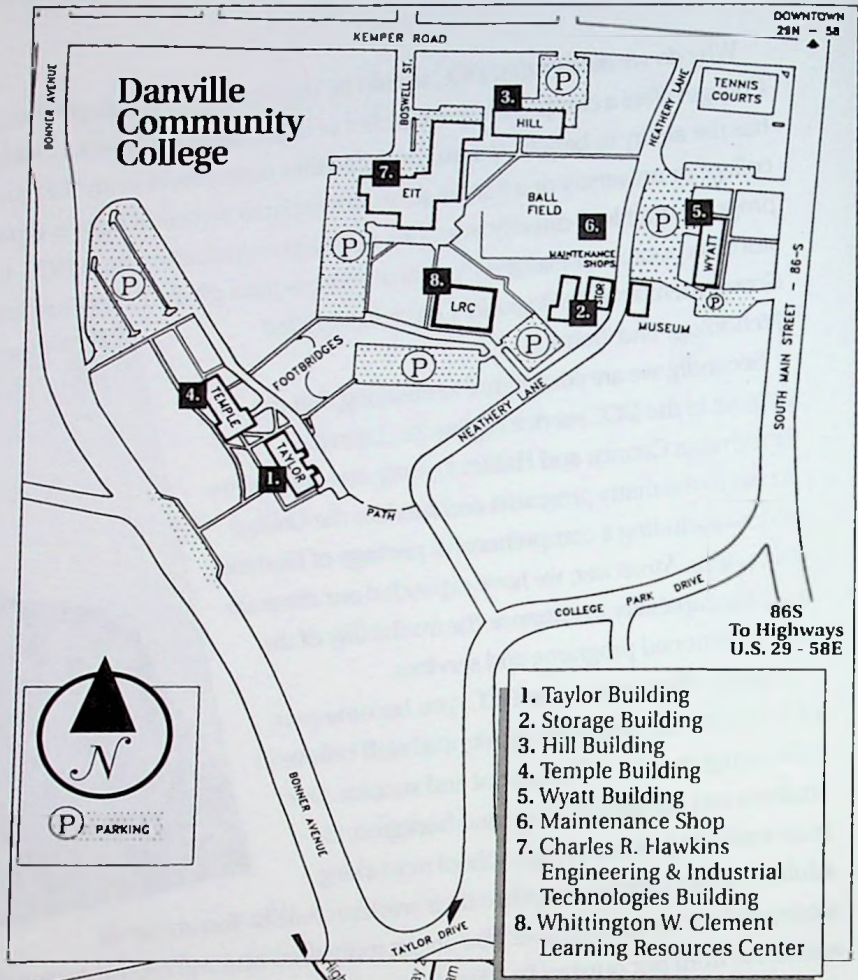


Very sincerely,

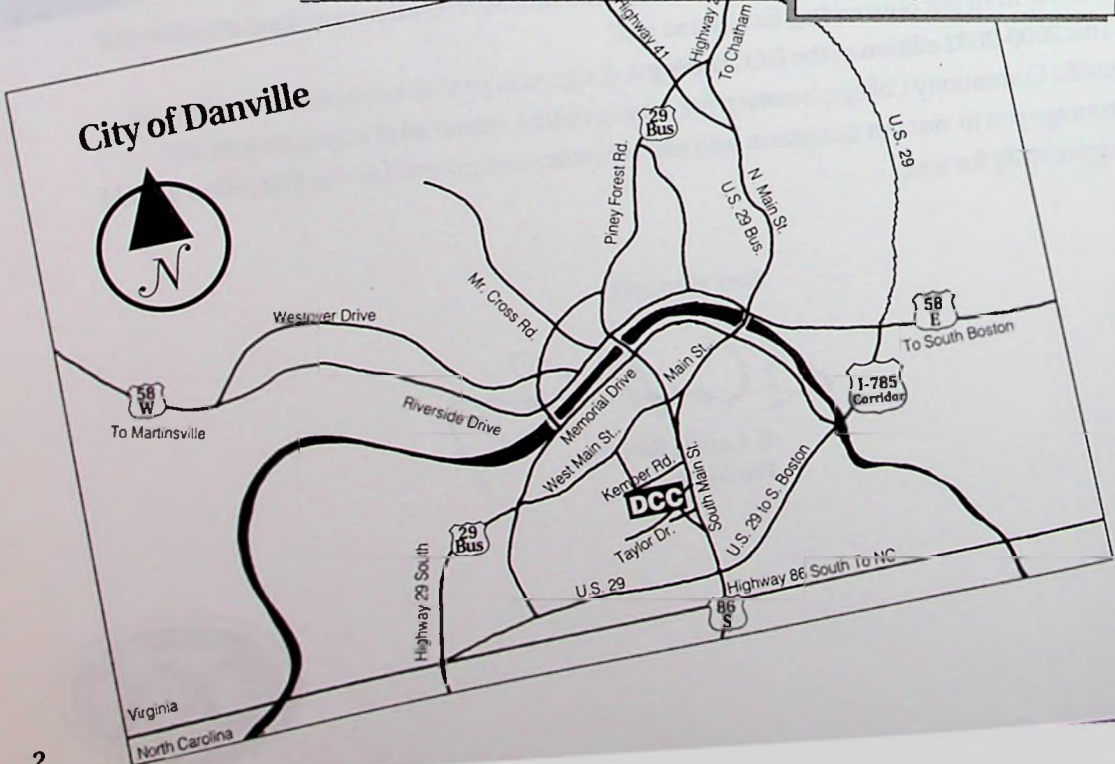
A handwritten signature in cursive script that reads "B. Carlyle Ramsey". The signature is written in dark ink and is positioned above the printed name and title.

B. Carlyle Ramsey
President





1. Taylor Building
2. Storage Building
3. Hill Building
4. Temple Building
5. Wyatt Building
6. Maintenance Shop
7. Charles R. Hawkins Engineering & Industrial Technologies Building
8. Whittington W. Clement Learning Resources Center



Danville Community College

1008 South Main Street
Danville, VA 24541-4004
(804) 797-2222
Toll Free: 1-800-560-4291
TDD: (804) 797-8542
FAX: (804) 797-8541
www.dc.cc.va.us

Off Campus Locations

Camp Grove Neighborhood

Educational Center

337 Bradley Road
Danville, VA 24541
(804) 773-3001

Continuing Education Center

P.O. Box 739
South Boston, VA 24592
(804) 575-0292

Liberty View Neighborhood

Educational Center

323 Grant Street, #3
Danville, VA 24541
(804) 792-0536

Gretna Center

207 Coffee Street
Gretna, VA 24553
(804) 656-2579

Administrative Office Hours

Weekdays: 8:00 a.m. - 5:00 p.m.

Whittington W. Clement Learning Resources Center Hours

(When Full-Session Classes Are In Session)

Monday - Thursday: 8:00 a.m. - 9:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 4:00 p.m. (Learning Assistance Center only)

Sunday: 1:00 - 5:00 p.m.

Estelle H. Womack Museum of Natural History Hours

Wednesday, Saturday, Sunday: 2:00 - 5:00 p.m.

Other hours by appointment. Please call (804) 797-8462



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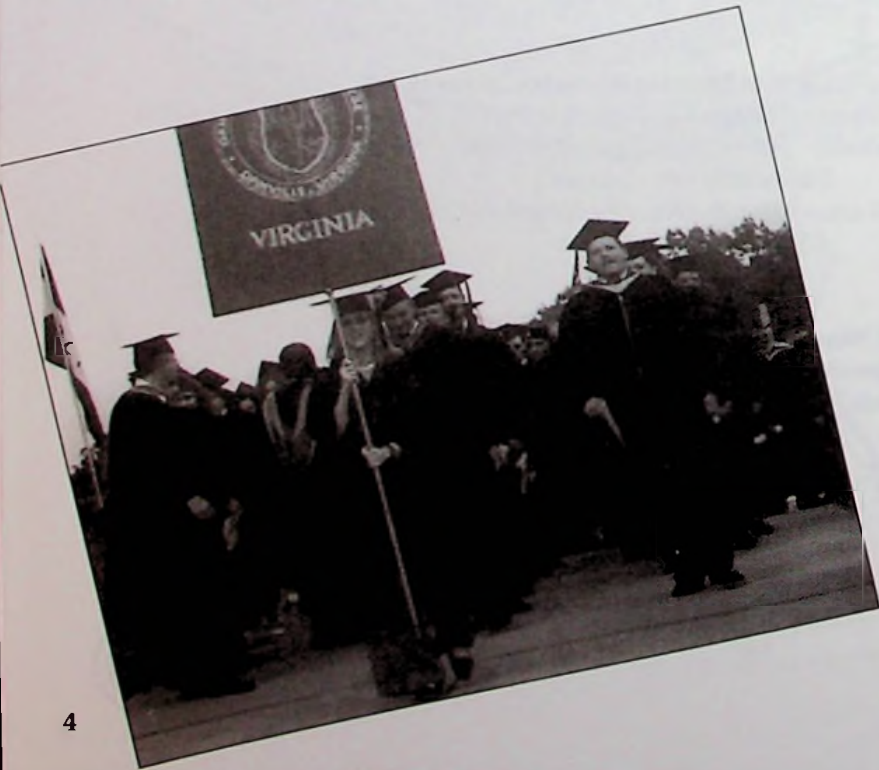
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Your Community College Offers The Following Programs of Study

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Academic Calendar 2000-2001

Fall Semester - 2000

Registration & Add/Drops (8:00 a.m. - 4:30 p.m.) (Day & Evening Classes)	July 5-August 18
Faculty Planning and Preparation Days	August 14-18
Classes Begin	August 21
Late Registration	August 21-25
Last Day for New Registration	August 25
Add/Drops Only (8:00 a.m. - 4:30 p.m.)	August 28-29
Holiday (College Closed)	September 4
Last Day to Withdraw With Full Tuition Refund	September 5
Mid-term Grades due by 3:00 p.m.	October 9
Faculty Planning and Preparation Days	October 9-10
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	October 20
Institutional Effectiveness Day	November 6
Faculty Research Day	November 22
Holiday (College Closed)	November 23-24
Classes End	December 11
Exams	December 12-18
Faculty Planning and Preparation Days	December 19-20
Faculty Research Days	December 21-22

Spring Semester - 2001

Registration & Add/Drops (8:00 a.m. - 4:30 p.m.) (Day & Evening Classes)	December 7-20 & January 3-5
Faculty Planning and Preparation Days	January 3-5
Classes Begin	January 8
Late Registration	January 8-12
Last Day for New Registration	January 12
Add/Drops Only	January 15-16
Last Day to Withdraw With Full Tuition Refund	January 22
Mid-term Grades are due by 3:00 p.m.	February 26
Spring Break	March 5-9
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	March 16
Institutional Effectiveness Day	April 5
Faculty Planning and Preparation Day	April 16
Classes End	April 30
Exams	May 1-7
Faculty Planning and Preparation Days	May 8-9
Faculty Research Days	May 10-11
Graduation	May 11

Summer Session - 2001

Registration (8:00 a.m. - 4:30 p.m.)	
(Day & Evening Classes)	April 26-May 25
Holiday (College Closed)	May 28
FIRST Session & FULL Session Classes Begin	May 29
Late Registration for FIRST Session	May 29-June 4
Late Registration for FULL Session	May 29-June 4
Add/Drops Only (Full Session Classes)	June 5
Last Day to Withdraw With Full Tuition Refund:	
FIRST Session Classes	June 4
FULL Session Classes	June 15
SECOND Session Classes	July 5
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	
FIRST Session Classes	June 18
FULL Session Classes	July 2
SECOND Session Classes	July 19
FIRST Session Classes End	June 28
Registration for Second Session Classes	April 26-June 28
SECOND Session Classes Begin	June 29
Late Registration for SECOND Session	June 29-July 5
Holiday (College Closed)	July 4
SECOND Session & FULL Session Classes End	July 31

Academic Calendar 2001-2002

Fall Semester - 2001

Registration & Add/Drops (8:00 a.m. - 4:30 p.m.)	
(Day & Evening Classes)	July 9-August 22
Faculty Planning and Preparation Days	August 16-22
Classes Begin	August 23
Late Registration	August 23-29
Last Day for New Registration	August 29
Add/Drops Only (8:00 a.m. - 4:30 p.m.)	August 30-31
Holiday (College Closed)	September 3
Last Day to Withdraw With Full Tuition Refund	September 5
Mid-term Grades due by 3:00 p.m.	October 12
Faculty Planning and Preparation Day	October 12
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	October 24
Institutional Effectiveness Day	November 7
Faculty Research Day	November 21
Holiday (College Closed)	November 22-23
Classes End	December 12
Exams	December 13-19
Faculty Planning and Preparation Days	December 20
Faculty Research Days	December 21



Spring Semester - 2002

Registration & Add/Drops (8:00 a.m. - 4:30 p.m.)	December 10-20 & January 2-4
(Day & Evening Classes)	January 2-4
Faculty Planning and Preparation Days	January 2-4
Classes Begin	January 7
Late Registration	January 7-11
Last Day for New Registration	January 11
Add/Drops Only	January 14-15
Last Day to Withdraw With Full Tuition Refund	January 21
Mid-term Grades are due by 3:00 p.m.	February 25
Spring Break	March 4-8
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	March 15
Faculty Planning and Preparation Day	April 1
Institutional Effectiveness Day	April 11
Classes End	April 29
Exams	April 30-May 6
Faculty Planning and Preparation Days	May 7-10
Faculty Research Days	May 13-15
Graduation	May 10

Summer Session - 2002

Registration (8:00 a.m. - 4:30 p.m.)	April 25-May 24
(Day & Evening Classes)	May 28
FIRST Session & FULL Session Classes Begin	May 28
Holiday (College Closed)	May 27
Late Registration for FIRST Session	May 28-June 3
Late Registration for FULL Session	May 28-June 3
Add/Drops Only (Full Session Classes)	June 4
Last Day to Withdraw With Full Tuition Refund:	
FIRST Session Classes	June 3
FULL Session Classes	June 5
SECOND Session Classes	June 5
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	
FIRST Session Classes	June 17
FULL Session Classes	July 1
SECOND Session Classes	July 18
FIRST Session Classes End	June 27
Registration for Second Session Classes	April 25-June 27
SECOND Session Classes Begin	June 28
Late Registration SECOND Session	June 28-July 5
Holiday (College Closed)	July 4
SECOND Session & FULL Session Classes End	July 30

Exam Schedule 2000-2001

Fall 2000

Tuesday, December 12

All TuTh - 9:30 classes — 8:00-10:30
 All TuTh - 11:00 classes — 11:00-1:30
 All TuTh - 1:30/2:00 classes — 2:00-4:30
 All Tuesday evening classes — 6:30-9:30 p.m.

Wednesday, December 13

All MWF - 10:00 classes — 8:00-10:30
 All MWF - 1:00 classes — 11:00-1:30
 All MWF - 3:00 classes — 2:00-4:30
 All Wednesday evening classes — 6:30-9:30 p.m.

Thursday, December 14

All TuTh - 8:00 classes — 8:00-10:30
 All TuTh - 12:00/12:30 classes — 11:00-1:30
 All TuTh - 3:00 classes — 2:00-4:30
 All Thursday evening classes — 6:30-9:30 p.m.

Friday, December 15

All MWF - 8:00 classes — 8:00-10:30
 All MWF - 11:00 classes — 11:00-1:30
 All Friday evening classes — 6:30-9:30 p.m.

Monday, December 18

All MWF - 9:00 classes — 8:00-10:30
 All MWF - 12:00 classes — 11:00-1:30
 All MWF - 2:00 classes — 2:00-4:30
 All Monday evening classes — 6:30-9:30 p.m.

Spring 2001

Tuesday, May 1

All TuTh - 9:30 classes — 8:00-10:30
 All TuTh - 11:00 classes — 11:00-1:30
 All TuTh - 1:30/2:00 classes — 2:00-4:30
 All Tuesday evening classes — 6:30-9:30 p.m.

Wednesday, May 2

All MWF - 10:00 classes — 8:00-10:30
 All MWF - 1:00 classes — 11:00-1:30
 All MWF - 3:00 classes — 2:00-4:30
 All Wednesday evening classes — 6:30-9:30 p.m.

Thursday, May 3

All TuTh - 8:00 classes — 8:00-10:30
 All TuTh - 12:00/12:30 classes — 11:00-1:30
 All TuTh - 3:00 classes — 2:00-4:30
 All Thursday evening classes — 6:30-9:30 p.m.

Friday, May 4

All MWF - 8:00 classes — 8:00-10:30
 All MWF - 11:00 classes — 11:00-1:30
 All Friday evening classes — 6:30-9:30 p.m.

Monday, May 7

All MWF - 9:00 classes — 8:00-10:30
 All MWF - 12:00 classes — 11:00-1:30
 All MWF - 2:00 classes — 2:00-4:30
 All Monday evening classes — 6:30-9:30 p.m.

Exam Schedule 2001-2002

Fall 2001

Tuesday, December 13

All TuTh - 8:00 classes — 8:00-10:30
 All TuTh - 12:00/12:30 classes — 11:00-1:30
 All TuTh - 3:00 classes — 2:00-4:30
 All Tuesday evening classes — 6:30-9:30 p.m.

Friday, December 14

All MWF - 8:00 classes — 8:00-10:30
 All MWF - 11:00 classes — 11:00-1:30
 All Friday evening classes — 6:30-9:30 p.m.

Monday, December 17

All MWF - 9:00 classes — 8:00-10:30
 All MWF - 12:00 classes — 11:00-1:30
 All MWF - 2:00 classes — 2:00-4:30
 All Monday evening classes — 6:30-9:30 p.m.

Tuesday, December 18

All TuTh - 9:30 classes — 8:00-10:30
 All TuTh - 11:00 classes — 11:00-1:30
 All TuTh - 1:30/2:00 classes — 2:00-4:30
 All Tuesday evening classes — 6:30-9:30 p.m.

Wednesday, December 19

All MWF - 10:00 classes — 8:00-10:30
 All MWF - 1:00 classes — 11:00-1:30
 All MWF - 3:00 classes — 2:00-4:30
 All Wednesday evening classes — 6:30-9:30 p.m.

Spring 2002

Tuesday, April 30

All TuTh - 9:30 classes — 8:00-10:30
 All TuTh - 11:00 classes — 11:00-1:30
 All TuTh - 1:30/2:00 classes — 2:00-4:30
 All Tuesday evening classes — 6:30-9:30 p.m.

Wednesday, May 1

All MWF - 10:00 classes — 8:00-10:30
 All MWF - 1:00 classes — 11:00-1:30
 All MWF - 3:00 classes — 2:00-4:30
 All Wednesday evening classes — 6:30-9:30 p.m.

Thursday, May 2

All TuTh - 8:00 classes — 8:00-10:30
 All TuTh - 12:00/12:30 classes — 11:00-1:30
 All TuTh - 3:00 classes — 2:00-4:30
 All Thursday evening classes — 6:30-9:30 p.m.

Friday, May 3

All MWF - 8:00 classes — 8:00-10:30
 All MWF - 11:00 classes — 11:00-1:30
 All Friday evening classes — 6:30-9:30 p.m.

Monday, May 6

All MWF - 9:00 classes — 8:00-10:30
 All MWF - 12:00 classes — 11:00-1:30
 All MWF - 2:00 classes — 2:00-4:30
 All Monday evening classes — 6:30-9:30 p.m.

Important: Please Note! All exams will be administered in the regular class meeting room. Any changes in the schedule must be approved in advance by the appropriate Division Chair and the Dean of Instruction and Student Development. During the above exam days, classes meeting after 3:00 p.m. or on weekends will have exams at the regularly scheduled class meeting times.

Summer Session 2001 and Summer Session 2002: There will be no exam days. Exams should be given at the last two class meetings.



The College

Danville Community College is a two-year institution of higher education under the statewide Virginia Community College System. DCC's service area includes the City of Danville, Pittsylvania County, and Halifax County. The College, its employees, and students are governed by the policies established by the State Board for Community Colleges with the support and advice of the Danville Community College Board.

It is the policy of Danville Community College to maintain and promote equal opportunities in its programs and activities, admissions, and employment without regard to race, color, sex or age (except where sex or age is a bonafide occupational qualification), religion, handicap, national origin, educational opportunity, or other non-merit factors. Inquiries concerning the affirmative action policy should be addressed to: Danville Community College Affirmative Action Office, 1008 South Main Street, Danville, VA 24541, Telephone: (804) 797-2222; TDD: (804) 797-8542.

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

The College has an open admissions policy. You can enroll if you have a high school diploma or the equivalent, or have reached the age of 18. In order to help you succeed, you may, however, be required to participate in developmental studies before beginning course work in the particular field of study you have chosen.

Students With Disabilities

Danville Community College is dedicated to the belief that individuals should have equal opportunity to develop and extend their skills and knowledge. Consistent with this philosophy, the College encourages persons with disabilities to apply and provides appropriate support services necessary to ensure access to educational programs.

In order that the College may assess each student's needs and plan most effectively for his or her academic experience, the student is requested to contact the Counseling Center to coordinate appropriate accommodations. Students must provide documentation of a disability.

Location

The 76-acre campus is located approximately two miles from downtown Danville on South Main Street (Route 86). Please refer to map on page 2.

History

Danville Community College developed from two institutions, Danville Technical Institute and the Danville Division of Virginia Polytechnic Institute. Danville Technical Institute opened in 1936 as Danville Textile School, becoming Danville Technical Institute just after World War II. The Danville Division of Virginia Polytechnic Institute first began as an engineering division in 1946, and was later expanded to include the first two years of course work for all engineering, business administration, liberal arts, and science majors.

Beginning in the summer of 1967, all programs taught by Danville Technical Institute were brought under the Virginia Department of Community Colleges. Effective July 1, 1968, the Danville Division of Virginia Polytechnic Institute merged with the existing community college to provide more comprehensive programming.

Mission Statement

Danville Community College provides quality credit and non-credit comprehensive higher-education and workforce-training programs and services to meet the individual, business, and community needs of its region.

Programs

Danville Community College is a comprehensive institution of higher education offering programs of instruction extending two years beyond the high school level. These programs include:

- 1. Occupational-Technical Education:** The occupational and technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, professions, and government. The programs are planned primarily to meet the needs for workers in the region being served by the College.
- 2. University Parallel-College Transfer Education:** The university parallel-college transfer program includes college freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.
- 3. General Education:** General education is that portion of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. The following eight elements embody the essence of general education: communication; learning skills; critical thinking; interpersonal skills and human relations; computational and computer skills; understanding culture and society; understanding science and technology; and wellness. Locally developed general education objectives covering the 14 general education elements shall be included in the catalog of each institution (Virginia Community College System Policy Manual). See General Education Objectives on page 12.
- 4. Continuing Adult Education:** These programs are offered to enable the adults in the region to continue their learning experiences. This work includes both degree credit and non-degree credit work offered on and off the campus.
- 5. Special Training Program:** Special training is provided where specific job opportunities are available for new or expanding industries. This special training is coordinated with Virginia's economic expansion efforts and with the needs of employers.
- 6. Developmental Studies Program:** Foundation and developmental programs are offered to help prepare a student for admission to an occupational-technical curriculum or to a university parallel-college transfer curriculum in the community college. These programs are designed to help develop the basic skills and understanding necessary to succeed in other community college programs.
- 7. Specialized Regional and Community Services:** The facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by the community college. This service includes the non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.



Goals of the College

Reaffirmed by the College Board annually, the Goals of the College are:

- Goal 1.** The College will provide quality credit and non-credit educational programs and instruction for the citizens of the service region;
- Goal 2.** The College will carry out its commitment to outreach programs for people within the College's service region;
- Goal 3.** The College will carry out its commitment to provide services necessary to assist students in achieving their educational goals;
- Goal 4.** The College will provide facilities that enhance a quality educational environment;
- Goal 5.** The College will have an excellent faculty and staff;
- Goal 6.** The College will obtain and use resources to achieve its purpose; and
- Goal 7.** The College will strengthen its commitment to partnerships and relationships.

General Education Objectives

In order to fulfill its purpose, Danville Community College seeks to enable and encourage students to: investigate career choices that are compatible with their abilities and interests; apply critical thinking and decision-making skills; demonstrate competence and achievement in their chosen fields of study; apply knowledge and skills learned in the classroom to actual situations; apply principles of personal and interpersonal skills; prepare for entry into subsequent educational programs and/or into chosen career fields; expand workforce skills; and master essential skills in reading, writing, computation, oral communications, and computer literacy.

The College recognizes that certain values need to be assimilated by students. These values include a framework of ethics, an appreciation of democratic institutions, knowledge of world cultures, recognition of the impact of science and technology on society, and a commitment to lifelong learning.

The following General Education Objectives apply to all certificate, diploma, and degree programs offered by the College.

Communication

- Students will read critically, write in an organized manner, listen objectively, and speak effectively.

Learning Skills

- Students will recognize the need for lifelong learning.
- Students will demonstrate skills to locate and utilize information resources.
- Students will draw from knowledge of appropriate disciplines, identify problems, analyze alternate solutions, and make decisions.

Critical Thinking

- Students will develop critical thinking skills including analysis, evaluation, synthesis, and reflection.
- Students will demonstrate the ability to function in an independent, self-directed manner.

Interpersonal Skills and Human Relations

- Students will recognize effective interpersonal skills.
- Students will recognize the need for value judgments and will display a concern for ethics and social responsibility.

Computational and Computer Skills

- Students will utilize mathematical procedures for effective performance on the job and in society.
- Students will be able to use appropriate computer technology.

Understanding Culture and Society

- Students will recognize the value of democratic institutions.
- Students will recognize the existence of different perspectives and cultural values.

- Students will recognize the function and impact of major social, cultural, economic, and political institutions.
- Students will develop a historical consciousness and a global perspective.

Understanding Science and Technology

- Students will know and understand the major developments in science and technology, in relationship to their field of study, and will evaluate their impact on contemporary society and on the environment.

Wellness

- Students will recognize behaviors which promote physical and emotional well being.

Educational Foundation

The Danville Community College Educational Foundation is a tax-exempt, non-profit organization governed by a Board of Directors and composed of concerned citizens, donors and alumni. The Foundation was established to enhance the academic excellence of Danville Community College and to improve the College's ability to serve the citizens of our area. Objectives of the Foundation include: awarding student scholarships, providing professional development for the faculty and staff, ensuring that instructional equipment keeps pace with technological changes, strengthening the academic programs, and encouraging cultural activities.

The Estelle Womack Museum of Natural History

The Estelle Womack Museum of Natural History, administered by the DCC Educational Foundation, Inc., was officially opened April 1, 1987. Housed in a 5,000 square-foot building, the museum is located on Neathery Lane at Danville Community College.

Dedicated to increasing public awareness of the natural environment, both past and present, the museum collection includes mounted animals, birds, reptiles, amphibians and insects, as well as Indian artifacts, fossils and minerals. The museum merges two major collections—the Johnny Westbrook bird collection that had been donated to DCC in the early 1970's and the Walter Grant big game animal collection, a gift from the Danville Museum of Fine Arts and History.

The Estelle Womack Museum of Natural History features the work of Danville-area artists. Twelve dioramas house part of the bird collection in their natural habitat. In addition, many of the small mammals, reptiles and amphibians were donated by area residents.

Admission to the Estelle Womack Museum of Natural History is free. The museum is open daily by appointment or from 2-5 p.m. on Wednesdays, Saturdays, and Sundays. School, youth, and civic groups and organizations are encouraged to arrange guided or self-guided tours. For more information, call: (804) 797-8498.

Accreditation

Danville Community College is approved by the State Board for Community Colleges in Virginia. The associate degree programs of the College have also been approved by the State Council of Higher Education for Virginia. In addition, DCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.



Admission Requirements

Admission Information

All matters pertaining to admission to DCC should be addressed to the Office of Admissions and Records.

Admission Requirements*

In general, you may enroll if you have a high school diploma or the equivalent or are at least 18 years of age and can benefit from a program of study. A student may be admitted by meeting one of the following:

1. Graduate of accredited high school.
2. Admission by GED Examination.
3. Admission by transfer.
4. Individual approval.
5. Dual enrollment.
6. Concurrent enrollment.
7. Contract arrangement.
8. Special student.
9. International student.

**Admission to the College does not mean admission to a curriculum or to a program which has additional requirements such as practical nursing.*

Graduate of an accredited high school: A graduate of an accredited high school is eligible for admission without regard to the units or courses taken in high school. An official high school transcript showing graduation must be presented for admission.

Admission by GED Examination: A non-high school graduate who is at least 17 years of age and who has successfully completed the General Education Development test (GED) is eligible to apply for admission.

Admission by Transfer: If you are requesting transfer from another college, you should:

1. Submit a general admission application to the College.
2. Submit transcript(s) of all previous college work.
3. Submit high school transcript(s).

Upon acceptance, you will meet with a counselor and/or an appropriate academic division chair who will outline for you which specific courses, previously taken, fit the program of study you are beginning at Danville Community College. Generally, no credit will be given for courses with grades lower than "C." You may be advised to repeat courses in order to make satisfactory progress in your curriculum. (Coursework transferred in or accepted for credit must be completed at an institution accredited by a post-secondary regional accrediting commission at the time the coursework was completed.)

Individual Approval: Under certain circumstances Danville Community College will admit students 18 years of age or older who did not complete high school.

Dual Enrollment: Danville Community College may enter a contractual agreement with regional high schools and offer college level courses at the high school location. Under certain circumstances, students enrolled in these courses may earn both high school and college credit.

Concurrent Enrollment: High school seniors may be admitted to the College and enroll for courses prior to graduating from high school. Prior to admission, the College must receive written permission from the student's parents and his/her high school principal, and be approved by the Coordinator of Admissions and Records.

Contract/Memorandum of Agreement: Under certain circumstances, Danville Community College may enter into an agreement with business, industrial, and governmental groups to provide educational services. Students admitted under this arrangement will receive full benefit of College services; however, they may need to meet additional requirements in order to enroll in a curricula program.

Special Student: Any person who wishes to enroll at Danville Community College who has not completed his/her junior year of high school may be permitted to register as a special student. This status will restrict the student to enrolling in a maximum of one (1) credit course per session. Final approval for such admission requires the recommendation of the principal of the last school attended, permission of the student's parents, approval of the College Admissions Committee, and the approval of the Dean of Instruction and Student Development.

International Students: Besides the College's general admission requirements, all international students must demonstrate proficiency in both written and oral English. Applications, and all required papers, must be received by April 30 for admission to the Fall term. No applications will be taken after this date.

Admission Procedures

Regular Admission:

(For program-placed students):

1. A completed application for admission form.
2. A completed Virginia Residency Form.

Official transcripts from all high schools, colleges, and universities attended. If the student has been out of high school ten (10) years or more, high school transcripts are not required for admission to the College; however, certain programs may require high school transcripts for admission.

3. Program-placed students normally are required to take an appropriate placement test. The test is administered in the College's Learning Assistance Center.

Non-Curricula Admission:

(For non-program-placed students):

1. A completed application for admission form.
2. A completed Virginia Residency Form.
3. Acceptance by the College does not ensure admission to a specific curriculum or course.

Once accepted by the College, the student will meet with a college counselor. Together they will discuss his/her educational interests and decide if additional tests are needed to help choose a program or course. The counselor will advise the student about the specific admission requirements of the program in which he/she is interested. After these requirements are met, the student can be admitted to the program. Provided all program admission requirements are met, priority will be given to students:

- a. Recommended by the program's admission committee;
- b. Legal residents of Virginia living in cities and counties supporting the College;
- c. Other Virginia residents;
- d. Other U. S. citizens; and
- e. Others.

The College reserves the right to refuse admission to applicants when it can be demonstrated to be in the best interest of the College.

Admissions To Specific Curricula

In addition to the general admission requirements explained above, specific requirements are listed for each program of the College. Among the items generally considered in determining students' eligibility for admission to a curriculum are their educational and occupational experiences and other reasonable standards to ensure that they can successfully complete the program requirements. Specific requirements for each program of the College are listed in the Program of Study section of this Catalog. If a student does not meet the requirements for a specific program or course, the student may improve his or her chances of eligibility by completing



Developmental Studies courses. Program-placed students normally are required to take an appropriate placement test. The test is administered in the College's Learning Assistance Center.

Residence Requirements: Each student applying for admission must complete a Virginia In-State Tuition Application in order to be declared legally domiciled in Virginia. Students must verify that one year before the date of entering the term for which they are requesting in-state tuition status they had given up any previous domicile and were living in Virginia with the unqualified intention of remaining in Virginia. Please contact the Admissions Office if you have any questions regarding residency requirements.

Advanced Standing for Experiential Learning Guidelines

Students who have reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the Dean of Instruction and Student Development. Recognizing that many adults have gained college-level knowledge in non-collegiate settings—through work experience, seminars, workshops, non-credit courses, and other educational experiences—Danville Community College provides a mechanism for evaluating and awarding college credit for knowledge. Credit earned through this evaluation process is considered **Advanced Standing Credit**.

The following shall apply to the **Advanced Standing Credit** requirements:

1. To earn credit for prior learning, an individual must be admitted to the curriculum in which advanced standing is requested.
2. As much as 25 percent of the required curriculum credits may be earned through the advanced standing process.
3. Advanced standing credits awarded through the advanced standing evaluation process will be posted to the student's transcript after the student has successfully completed 15 credits of course work in the curriculum with a cumulative grade point average of at least 2.25 in the curriculum.
4. Advanced standing will be awarded only for courses in which a student is not currently and has not been previously enrolled.

Procedure for student to apply for Advanced Standing Credit: The procedure will be administered by two faculty members. One of the faculty members must teach the course for which credit is requested.

1. Student must submit a resume which will be reviewed by the faculty members.
2. Student will be interviewed and a determination will be made by the faculty members at this time whether or not to proceed.
3. Student will be requested to take a brief oral examination administered by the faculty members. Again, a determination will be made whether or not to proceed.
4. Student will be requested to take a written test, perform specific tasks, and/or complete a project.
5. The results of the above will be reviewed by the faculty members who will make a final decision whether or not to recommend that credit be awarded.
6. The recommendation will be forwarded to the appropriate administrator.

Course Acceptance Policy

1. The administrator responsible for the program for which the evaluation of a student's previous course work is requested shall:
 - a. Determine the acceptability of each course the student wishes to transfer or apply toward the program requirements based upon his/her knowledge of changes which have occurred since the course(s) was completed;
 - b. Give particular attention to courses in areas which have had significant technological changes in recent years (i.e., electronics, automotive, printing, computer science, accounting, office systems technology, etc.);
 - c. As deemed appropriate, seek the input of faculty or other administrators regarding the proper course of action.

2. Courses which are determined to have outdated information and whose acceptance would not assure the student of having current skills may be used to meet elective credit requirements.

3. Students who have kept their educational training current through their job activities may have their course work given special consideration for acceptance.

4. A student who wishes to challenge the decision regarding the non-acceptance of his/her course work may do so by demonstrating his/her competencies in an appropriate manner to the administrator or appropriate faculty member.

5. Because of the diversity of courses offered and the differences in changes which occur over a given time, no specific timeframe can be established for courses whose content may have become obsolete. However, it is recommended that all technical courses taken under the quarter system or more than five years ago be carefully reviewed for their current relevance.

6. The decision to accept or not accept a course(s) should be made with the idea that a student's graduation indicates current and relevant competencies in the program of studies.

Auditing A Course

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

Registration

Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the Academic Calendar in this Catalog. The dates also are posted in each building on campus.

In addition to on-campus day and evening registration, off-campus registration is conducted at various sites in Halifax and Pittsylvania Counties. For specific times and dates, consult the Academic Calendar, or call the Admissions Office at (804) 797-2222 or 797-8467.

Mail Registration

We advise all students to confer with a counselor or faculty advisor before registering for classes. However, if you want to register for evening credit classes by mail, simply complete a DCC registration form and return it by the announced due date, along with the tuition (and a completed application, if a new student) to the Business Office. Mail registration for on-campus courses may require payment of a maintenance fee and a student activity fee. Please check these fees as listed on page 18, and add fees to your payment as appropriate.

Telephone Registration

You may register for classes by telephone during designated time periods each term if you have a current application on file in the Admissions Office. The hours are from 9:00 a.m. - 4:30 p.m., Monday through Friday. You may use either VISA or MASTER CARD for tuition payments.

Offerings

The College reserves the right to cancel, withdraw, or combine classes when necessary. Classes with insufficient enrollment normally are cancelled the first week of class (see refund policy).



Expenses

Tuition

Tuition rates are established annually by the State Board for Community Colleges. Current rates can be verified by contacting the Admissions and Records Office.

The College has an extensive financial assistance program. We urge you to review that section of this Catalog, and to contact our Financial Aid Office for additional information.

Payment of Tuition and Fees

Fall Semester: Students wishing to enroll for Fall Semester classes may do so on the published dates during the months of June and July. Students must pay tuition and related fees on the same day that they register; otherwise, their registration will be cancelled.

Spring Semester, Summer Session, and Special Session Classes: Students enrolling for classes must pay all tuition and related fees on the same day that they register. Failure to do so will result in the cancellation of their registration.

Students who have not paid tuition and fees are not authorized to attend class(es).

Student Activity Fee

The Student Activity Fee is \$0.50 per credit hour, pending approval by the State Board for Community Colleges in May 2000. Monies are used for social and cultural activities. Fees are subject to change by the State Board for Community Colleges. Contact the Admissions Office at (804) 797-8467 for the current cost.

Maintenance Fee

All students enrolled for three or more semester hours on campus pay a Maintenance Fee. Currently, the Maintenance Fee is \$1.00 per term. Monies are used to maintain College parking lots.

VCCS Technology Fee

All students on and off campus will be charged a technology fee for each credit hour for which they enroll. This fee will be shown separately on the registration form. All monies support the acquisition of high technology equipment for academic purposes. Currently, the Technology Fee is \$1.50 per credit. Fees are subject to change by the State Board for Community Colleges.

Other Fees

There are NO special laboratory or library fees. Students are responsible for any College property which they damage or lose (such as laboratory or shop equipment, supplies, library books, and materials).

Nonpayment of Tuition and Fees, or Other College Debts

A student's continued attendance at the College is dependent upon proper settlement of all debts owed the institution. Transcripts, certificates, diplomas, or degrees will not be issued, nor will students be permitted to complete registration until accounts are cleared satisfactorily with the Business Office, Bookstore, or Library. Should the student fail to satisfy all due and payable amounts for tuition and fees, College loans, College fines, or other debts owed the College, the College may initiate disciplinary action in accordance with the College's Code of Student Conduct and Discipline Policy.

Transcripts

Transcripts may be obtained by completing a transcript request form in the Admissions and Records Office, or by signed letter requesting transcript be sent to some location. Fax requests also are acceptable.

Books and Materials

Students are expected to obtain their own books, supplies, and consumable materials. The approximate cost of textbooks for a full-time student is \$275 per semester.

Grading System

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

A - Excellent	4 grade points per credit
B - Good	3 grade points per credit
C - Average	2 grade points per credit
D - Poor	1 grade point per credit
F - Failure	0 grade point per credit
P - Pass	No grade point credit (applies to special courses). (P/U Option: No more than 10 credits can count toward graduation.)
R - Re-enroll	No grade point credit (applies to specialized courses and seminars).
S - Satisfactory	No grade point credit. Used only for satisfactory completion of a Developmental Studies course.
U - Unsatisfactory	No grade point credit (applies to specialized courses and seminars). (P/U Option: No more than 10 credits can count toward graduation.)
W - Withdrawal	No credit (A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of withdrawal or that the withdrawal was officially made before the "deadline" date published in the college calendar.) See Withdrawal Policy in the next section.
I - Incomplete	No credit. This grade is used for a number of unavoidable reasons. The incomplete extends enrollment in the course and the requirements for satisfactory completion will be established through the instructor. A student must complete the course by the end of the next term or another grade (A, B, C, D, F, P, R, S, U, or W) may be awarded by the instructor. This new grade would be based upon course work which has been completed. The W grade should be awarded only under mitigating circumstances which must be documented and a copy placed in the student's academic file.
X - Audit	No credit (Permission of the Division Chair and the Dean of Instruction and Student Development are required to audit a class.)

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

Grading - Developmental Studies Course

A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of the developmental studies course.

A grade of "R" (Re-enroll) shall be assigned to a student who makes satisfactory progress during the term, but has not completed the course objectives. This grade, which is to be used only for developmental studies, is to permit re-enrollment for the completion of the course objectives.

A grade of "U" (Unsatisfactory) shall be assigned to a student not making satisfactory progress. The Developmental Studies academic advisors, with the concurrence of the Division Chair for Arts and Sciences, will determine the subsequent sequence of courses for the student who receives a grade of "U."

A student may enroll no more than twice in any single developmental course. Appeal for a third and final enrollment must be addressed to the Coordinator of Admissions and Records. For additional information, refer to "Repeating A Course" section on page 26 in this Catalog.



Withdrawal Policy

Withdrawing from a course without an official form automatically results in course failure. Withdrawals cannot be completed by telephone. The official date of withdrawal is the date the withdrawal form is received in the Admissions Office and not the date of initiation of the form unless the two coincide.

If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roll and no grade is awarded.

After the add/drop period, but prior to the completion of sixty percent of a session (nine weeks for regular session), a student who withdraws or is withdrawn from a course will be assigned a grade of "W."

After that time, if a student withdraws or is withdrawn from a course(s) or the College, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and if the student is making satisfactory progress at the time of withdrawal, the grade of "W" will be given.

Curriculum students who withdraw from a course(s) or who withdraw from the College after sixty percent of the class has passed, should initiate the withdrawal request in their Division Chair's office where the Division Chair will decide whether the reason for withdrawal is mitigating. If the student is withdrawing from the College, an exit interview with a counselor will be required. Non-curricular students should initiate their withdrawals in the Counseling Office where a counselor will decide if the reason is mitigating. In all cases, mitigating circumstances must be documented and the document plus the completed withdrawal or drop form will be placed in the student's permanent record. Students must sign withdrawal forms.

Tuition Refund

Students are eligible for a tuition refund if they drop classes or withdraw from the College on or before the announced date each semester. The add/drop form or withdrawal form must be processed by the Admissions Office. The College publishes in each semester's Class Schedule the dates during which a student may be eligible for tuition refunds. No refunds will be considered after the announced date unless the student has encountered severe medical problems which relate directly to the individual student, or in case of an administrative error by the College. Before any consideration can be made, the student must appeal to the Dean of Instruction and Student Development, and then to the Dean of Financial and Administrative Services. The tuition refund policy and the deadline dates are established by State policy.

Please refer to the College Calendar in this Catalog (pages 6-8) for the deadline for tuition refund for full semester courses. Classes of shorter duration may have a different withdrawal deadline. Please contact the Admissions Office if you have questions.

Notification of Students Rights

The Family Educational Rights and Privacy Act of 1974, Sec. 438, PUB.L. 90-247, as amended, sets forth requirements governing protection of students' right to privacy in their education records and affords them a right to inspect such records. A copy of this Act is on file in the Learning Resources Center.

The College may disclose personally identifiable information from a student's education records. Such information, known as directory information, includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the previous college(s) or institution(s) attended by the student. This information may be disclosed by the College without the prior consent of the student unless a written request is made to the Coordinator of Admissions and Records before such time as the College is

asked to make such disclosure. In any case, the College may disclose directory information from the education records of an individual who is no longer in attendance at the College.

Students having questions pertaining to this Act may direct inquiries to the Director of Student Development.

Degrees, Diplomas, and Certificates

Danville Community College offers the following degrees, diplomas, and certificates for students who successfully complete approved programs:

1. An **Associate in Arts and Science Degree** (AA&S) is awarded to students majoring in Business Administration, Liberal Arts, and Science, who plan to transfer to four-year colleges or universities after completing their Danville Community College program.
2. An **Associate in Applied Science Degree** (AAS) is awarded to students majoring in one of the occupational-technical programs and who plan to obtain full-time employment immediately upon graduation from the College.
3. A **Diploma** is awarded to students who complete one of the two-year non-degree occupational curriculums.
4. A **Certificate** is awarded to students who complete one of the approved non-degree curriculums which are usually less than two years in length. The College also offers special Career Studies Certificates for programs which can be completed in less than one year.

See the Programs of Study section of this catalog for more information, or contact the Admissions Office.

Assessment Requirements

Danville Community College is required by State action to provide a comprehensive plan for student outcomes assessment. The Danville Community College Plan was approved by the State Council of Higher Education for Virginia in 1987 and has been updated each year. The Plan includes a variety of procedures to ensure that the institution has an effective process for improving the instructional and student development programs. These include:

1. Assessing general education competencies of 100 degree seeking students (Associate in Arts and Science and Associate in Applied Science Degrees).
2. Administering pre- and post-tests to Developmental Studies students.
3. Tracking the progress of selected groups of students during their enrollment at Danville Community College.
4. Surveying graduates, employers, and non-completers about the programs at the College.
5. Using a variety of assessment techniques to measure the level of success of students in meeting the objectives of their programs of study. Students are required to participate in the assessment procedures which are appropriate to their curricula. For additional information, contact the Dean of Instruction and Student Development.

Institutional Effectiveness Days

Two class days are designated each academic year (one per term) as Institutional Effectiveness Days. The purpose of these two days is to provide time to conduct assessment activities. The faculty in each program at Danville Community College have developed student outcomes objectives for each curriculum, and experience has shown that the variety of assessment techniques needed for each program requires a significant amount of time.



GRADUATION REQUIREMENTS

Catalog Year Determination

All students who are initially placed in a program (including Developmental Studies) are placed in a catalog year at the same time. The catalog year to which a student is assigned determines the catalog which describes their program requirements. Keeping in mind that the catalog goes Summer, Fall, and Spring, a student who is accepted for Summer 2000, Fall 2000, or Spring 2001 will be placed in the 2000-2001 catalog year.

Students who have been attending in a non-curricular status will be placed in the catalog year corresponding to their program placement, not the catalog year corresponding to the year they became a non-curricular student.

Students who were previously in a program and dropped out of college for at least one year or changed programs and then asked to be readmitted to the original program after one year, will be placed in the program in existence at the time of their readmittance. Students who drop out for less than one year or request readmittance to a program within a year after dropping out of it, will be readmitted under the original catalog, unless there have been significant changes to the program requirements. The counselor, in consultation with the Division Chair, will be responsible for selecting the catalog year when there is a question about which to use when readmitting a student.

Associate Degree Requirements

To be awarded an Associate Degree from Danville Community College, a student must:

1. Have fulfilled all of the course requirements of the curriculum as outlined in the College catalog (see Catalog Year Determination);
2. Have been recommended for graduation by the faculty and Division Chair for the student's curriculum;
3. Have completed all of the course and credit-hour requirements of the degree curriculum with at least twenty-five percent (25%) of the credits applicable for the degree acquired at Danville Community College;
4. Have earned a grade point average of at least 2.0 on all courses attempted which are applicable toward graduation in the curriculum;
5. Have completed all required assessment testing, interviews, or other activities;
6. Have filed an application for graduation in the Office of Admissions and Records;
7. Have resolved all financial obligations to the College and returned all library and other College materials;
8. Have attended graduation exercises except when waived by the Dean of Instruction and Student Development.

Diploma Requirements

To be awarded a diploma from Danville Community College, a student must:

1. Have fulfilled all of the course requirements of the curriculum as outlined in the College catalog (see Catalog Year Determination);
2. Have been recommended for graduation by the faculty and Division Chair for the student's curriculum;
3. Have completed at least twenty-five percent (25%) of the credits applicable for the diploma at Danville Community College;
4. Have earned a grade point average of at least 2.0 on all courses attempted which are applicable toward graduation in the curriculum;
5. Have completed all required assessment testing, interviews, or other activities;
6. Have filed an application for graduation in the Office of Admissions and Records;
7. Have resolved all financial obligations to the College and returned all library and other College materials;
8. Have attended graduation exercises except when waived by the Dean of Instruction and Student Development.

Certificate Requirements

When a student successfully completes a program of instruction which does not lead to an associate degree or diploma, a certificate may be awarded. To be awarded a certificate from Danville Community College, a student must have fulfilled all of the course requirements of the curriculum as outlined in the College catalog (see Catalog Year Determination). Also, when a student pursues a degree or diploma program, but is unable to complete the degree or diploma requirements, the student, upon the recommendation of the appropriate Division Chair and the Dean of Instruction and Student Development, may be issued a certificate, provided the portion of study successfully completed is equivalent to an approved certificate program; and the student has earned at least a 2.0 grade point average in all courses attempted which are applicable toward graduation in the curriculum, and 25 percent of the credits applicable for the certificate are completed at Danville Community College.

Graduation Honors and Awards

Appropriate honors are recorded on diplomas, certificates, or degrees. The honors, based upon scholastic achievement at Danville Community College, are as follows:

Grade Point Average

- 3.2 Cum Laude (*with honor*)
- 3.5 Magna Cum Laude (*with higher honor*)
- 3.8 Summa Cum Laude (*with highest honor*)

Academic Load

The normal course load during a regular semester at Danville Community College is 15-18 semester hours (not counting student orientation). A student must register for at least 12 credits to be considered a full-time student. A student wishing to enroll in 19 or 20 semester hours (not counting student orientation) must have a 3.0 grade point average or higher and/or the approval of his/her Division Chair. Under exceptional circumstances, a student may be allowed to enroll in more than 20 semester hours provided a request is made in writing to the Dean of Instruction and Student Development and supported by written statements from the student's advisor and Division Chair.

During the summer session, a student is restricted to two regular courses each summer term or 12-14 semester hours for the entire summer session. Students wishing to enroll in 15 semester hours must have a 3.0 grade point average or higher and/or the approval of the appropriate Division Chair. Under exceptional circumstances, a student may be allowed to enroll in more than 15 semester hours provided a request is made in writing to the Dean of Instruction and Student Development and supported by written statements from the student's advisor and Division Chair.

Academic Standing

Students are considered to be "in good academic standing" if they maintain a semester minimum grade point average (GPA) of 2.00, are eligible to re-enroll at the College, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to re-enroll may be considered eligible to receive financial aid assistance or other benefits requiring a "good academic standing" status.



Honors Program

Honors education is for the student with superior ability and interest who wishes to enhance his/her personal and educational experience at DCC.

Honor courses are designed to allow the motivated student to explore and develop interests and skills in greater depth or breadth than in standard courses. This is accomplished by appropriate additional or alternative assignments involving the exploration of special approaches or topics and/or interdisciplinary experiences. The primary goal of the Honors Program is to increase proficiency and maturity of understanding and performance.

A student interested in honors courses must meet at least one of the following criteria to be enrolled in an honors course: (1) SAT score of 1,000 or more or placement in the top 10% of the student's high school graduating class for entering freshmen; (2) inclusion on either the Dean's or President's Honors Lists for the preceding term for enrolled students; (3) special life experience or aptitude for the course(s)/program and the endorsement of two Danville Community College faculty members. A student completing ten (10) credits in honors course work, which could include a one-credit "**Honors Seminar**," will be designated an "Honors Program Graduate" upon graduation from the College.

Interested students wishing further honors program information should contact their Division Office or the instructor of the class in which honors work is desired.

Academic Honors

President's Honors List: A curriculum-placed, non-developmental student who is enrolled for at least six or more semester hours for the semester during which the honor is extended; has compiled a cumulative grade point average of at least 3.0 and a semester grade point average of 3.75 or higher; has completed a minimum of 24 semester hours at Danville Community College; and has no failures during the term of recognition will be placed on the President's Honors List.

Dean's Honors List: A curriculum-placed, non-developmental student who is enrolled for at least six or more semester hours for the semester during which the honor is extended; has compiled a cumulative grade point average of at least 3.0 and a semester grade point average of between 3.00 and 3.74; has completed a minimum of 24 semester hours at Danville Community College; and has no failures during the term of recognition will be placed on the Dean's Honors List.

Special Merit Recognition: A curriculum-placed, non-developmental student who is enrolled for at least six semester hours for the semester during which the honor is extended; has compiled a cumulative grade point average of at least 2.4 and has increased his/her semester grade point average by at least .5 grade points; and has no failures during the term of recognition will receive merit recognition on his/her semester grade report.

Academic Warning

Any student who fails to attain a minimum grade point average of 2.00 for any one term or fails a course will receive an academic warning.

Academic Probation

Any student who fails to maintain a cumulative grade point average of at least 1.5 after attempting 12 semester credit hours will be placed on academic probation. The statement, "Placed on Academic Probation," will be entered on the student's permanent records.

Any student on academic probation is required to consult with a counselor and may be required to elect less than the normal academic course load in the next term following this action. Generally, persons on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Dean of Instruction and Student Development or another appropriate College administrator.

Academic Suspension

The student on academic probation who fails to attain a grade point average of at least 1.5 for the term enrolled will be subject to academic suspension. Academic suspension normally will be for one semester unless the student reapplies and is accepted for readmission to lower level curriculum of the College. The statement, "Placed on Academic Suspension," will be entered on the student's permanent record. Any student who is academically suspended must apply for readmission to the College by a written letter to the College Admissions Committee. Students are placed on academic suspension only after they have attempted 24 semester credit hours.

Academic Dismissal

A student who does not maintain at least a 2.00 grade point average for the term following reinstatement to the College after having been on academic suspension will be academically dismissed from that curriculum. Students who have been placed on academic suspension and achieve a 2.00 grade point average for the term of their reinstatement must maintain at least a 1.50 grade point average in each subsequent term of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of a 1.50. Failure to attain 1.50 grade point average in each subsequent term until the cumulative GPA reaches 1.50 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission by the Admissions Committee of the College. The statement, "Placed on Academic Dismissal," will be entered on the student's permanent record. Students will be dismissed only after they have attempted 24 semester credit hours.

Academic Renewal

The purpose of this policy shall be to adjust the cumulative grade point average (GPA) of eligible students enrolling Summer 1994 and forward. Cumulative GPA calculations for any term prior to Summer 1994 shall not be affected. Academic, financial, and administrative events that have occurred in the past shall not be affected by the Academic Renewal process. Academic renewal may be granted only once and cannot be revoked once awarded. The following procedures shall be used at Danville Community College:

1. The student must complete the **Academic Renewal Selection Form** provided by the Admissions Office. Copies of this form will be located in all division offices as well as the Admissions Office.
2. The form must be submitted to the Admissions Office.
3. The Coordinator of Admissions and Records will make the determination of eligibility for "Academic Renewal."
4. A student denied "Academic Renewal" may appeal the decision to a committee of at least three people. This committee will be chaired by the Director of Student Development, and the other two committee members will be appointed annually by the Director of Student Development. A written appeal should be sent to the Director of Student Development within seven (7) days of denial.
5. Once "Academic Renewal" has been granted, the Admissions Office will enter all necessary data via the Student Information System (SIS) to complete "Academic Renewal."
6. All students should be warned about the pitfalls of "Academic Renewal." (Example: A student may have a "D" in a course that is needed for graduation, but cannot get credit for the course if it is part of Academic Renewal. The course will have to be repeated.)



NOTE: Separation from the College “five years or more” is defined as a minimum sixty-month period of continuous non-enrollment at the College.

An “eligible” student must be enrolled at the College as of Summer 1994, or any term forward from Summer 1994, in order to qualify for Academic Renewal. However, the continuous sixty-month period of non-enrollment may have occurred **prior** to Summer 1994, as well as the qualifying period of re-enrollment and subsequent completion of an additional twelve credits.

The qualifying “2.5 GPA based upon first twelve semester hours completed” is defined as a GPA calculation involving all courses and attempts taken in any term (or terms) up to the point of the twelfth semester hour being completed. A 2.5 GPA must be achieved based upon a calculation of all courses and attempts within the qualifying period of re-enrollment.

GPA for Repeat Courses

The GPA of a student will reflect only the last grade received for repeat courses which were initially taken in the Summer of 1994 or later. “General Usage” courses such as 099, 199, etc. are not counted as repeat courses. Repeat courses not figured in the GPA will be designated on the transcript with a parenthesis.

Attendance

Instructors will provide students with a statement of attendance policy during the first class meeting of each term. When absence from a class or laboratory becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence.

Examinations

You are expected to take all examinations, including final examinations, at the regularly scheduled time. Exceptions cannot be made without permission of the instructor.

Repeating A Course

A student is normally limited to two enrollments in the same credit course. If special circumstances warrant consideration of a third enrollment, the student must make the request in writing to the Coordinator of Admissions and Records. After reviewing the request with the Admissions Review Committee and receiving input from the appropriate Division Chair and faculty, the Committee will make a recommendation to the Dean of Instruction and Student Development, who will notify the student in writing of the decision.

If a student is denied further enrollment in a course, that student may not enroll in any other course for which the denied course is a prerequisite. For example, a student at DCC denied further enrollment in ENG 01, 03, 04, or 05 will not be allowed to enroll in an ENG course numbered 100 or higher.

Continuing Education and Workforce Services

Continuing Education and Workforce Services includes credit and non-credit courses and activities designed to meet occupational, professional, and personal interests and needs. These activities begin at various times throughout the year and vary in length according to need. Non-credit activities, by law, are self-supporting.

Continuing Education Programs

Continuing Education programs include special courses for college credit and non-credit activities for which the Continuing Education Unit (CEU) is awarded. These courses and activities are intended primarily for adults who want to upgrade their technical skills, improve their employability, increase their earnings, acquire new skills, or meet educational requirements for job certification.

Community Services Programs

Community Services programs are non-credit activities for which Continuing Education Units (CEU's) are not awarded. They consist of courses in crafts, leisure-time activities, as well as exhibits and special community projects.

Enrollment Procedure

You may enroll in Continuing Education/Community Services courses or activities by calling the Continuing Education Office and requesting a mail registration packet or by visiting the Continuing Education Office in the Wyatt Building.

Center for Business, Industry, and Government (C-BIG)

Danville Community College has a vital interest in the economic development of its service region. Through its Center for Business, Industry, and Government, the College provides a wide variety of educational opportunities for companies and organizations. Services include on-campus or on-site tailored training programs; short courses, workshops, and seminars; high-tech training using state-of-the-art equipment; management and supervisory development training; basic skills training; teleconferencing; and use of College facilities for company-sponsored training. For more information, contact the C-BIG Director, Wyatt Building, or call (804) 797-8412 or (804) 797-2222.

Virginia's Center for Innovative Technology (CIT)

Virginia's Center for Innovative Technology (CIT) participates with Danville Community College's Workforce Services group to enable the manufacturing industry in Virginia and technology-based companies in the region to be competitive in a global economy.

As Director of Manufacturing, Ms. Linda Hutson Green manages the network of manufacturing centers in the state, and works with the High Performance Manufacturing Steering Committee. Ms. Green identifies and creates critical resources and programs that are essential to the industry and its needs; defines, develops, and implements appropriate strategies for the industry; and helps companies develop new products and services. The Associate Regional Director, Ms. Geeta Vashee assists small to medium-sized businesses by acquiring or developing new technologies; making those technologies into products; bringing the product to the market; providing links to other businesses and partnerships, and applying new technologies for productivity gains.

The services are free of charge and of a confidential nature. Business and industry representatives can get more information by contacting either Ms. Green or Ms. Vashee at (804) 791-5376; or by e-mail: lgreen@cit.org or vashee@cit.org.

Apprenticeship

Apprenticeship training is coordinated through Danville Community College in partnership with the Virginia Department of Labor and Industry. Apprenticeship is a voluntary training system which assists businesses and their employees with obtaining training in the technologies. Apprentices learn the "how to" of their occupation on the job and learn the "why" in related technical instruction taught in the classroom. For more information, contact the Apprenticeship Coordinator at (804) 797-8494.



The Job Training Partnership Act (JTPA)

Danville Community College's JTPA Project is funded by the Job Training Partnership Act and the Virginia Department of Education. The primary goal of the project is to provide eligible students with training in basic educational skills to prepare them for the GED, occupational/ academic opportunities, and ultimately for employment. For more information, contact the JTPA office at (804) 797-8494.

To achieve this goal, JTPA offers the following: (1) Computer Assisted Instruction (CAI) - consists of basic educational classes using computers; students can obtain employable skills while preparing for the GED; (2) Certified Nursing Assistant (CNA) - provides theory, laboratory and clinical experiences that prepare students to take the Virginia State Licensing Exam and begin work as a Nursing Assistant; (3) Program Placed Students - offers academic support services to eligible participants enrolled in traditional DCC occupational skills programs.

Old Dominion University TELETECHNET

TELETECHNET (TELEvised TECHNical NETwork) allows students to complete freshman and sophomore level courses at DCC and then continue with junior and senior level courses taught by Old Dominion University faculty live, via satellite, in a DCC classroom. Students view the professor on a television monitor and may ask questions using microphones at their tables.

ODU offers 20 bachelor degree options at DCC: business administration (accounting, finance, information systems, management, marketing, international business), criminal justice, engineering technology (civil, civil with a concentration in surveying sciences, computer, electrical, mechanical, nuclear), nursing, human services counseling, professional communications, elementary and middle school education, occupational and technical studies, health sciences (health care management, counseling).

ODU offers four master's degrees at DCC: elementary and middle school education (part of four-year program), special education, taxation, and engineering management. ODU also offers a professional public management certificate and is a participant in an on-going state wide special education grant.

The TELETECHNET office and classrooms are located in the lower level of the Learning Research Center. The ODU site director is available to assist students as they plan their course of study. Students are strongly encouraged to meet with the site director as early in their academic careers as possible because certain substitutions may be applicable to their program of study at DCC. For more information, call (804) 791-5334.

Regional Center for Applied Technology and Training (RCATT)

The Regional Center for Applied Technology and Training (RCATT) serves as a catalyst to help stimulate regional economic growth. As a proactive educational partner, RCATT assists industries explore new technologies, adapt technology to their unique applications, and train the skilled workers necessary to maximize productivity so that area industries can be more competitive in the global marketplace. For more information, call (804) 797-8516.

Southern Virginia 2000 (SV2000)

The Southern Virginia 2000 Pre-Employment Training Program (PET Program) offered at Danville Community College provides comprehensive workforce preparation training to the unemployed and underemployed. The courses in this program were designed to enhance the employability skills of participants. This program is designed to improve the basic workplace skills necessary for persons to be valued employees. For more information, call (804) 797-8457.

Tech Prep

Tech Prep offers a secondary/postsecondary educational career path that provides avenues for students to obtain a technical education, beginning in high school and continuing through college. If students choose the Tech Prep path, they have the option to enter the work force after completing a technical degree/certificate/diploma program at DCC.

Tech Prep links academic and technical studies and uses input from business, industry, government, and the community in order to build a curriculum that leads to successful employment. Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements.

Students interested in Tech Prep options should consult their high school counselors and/or the Dean of Instruction and Student Development at Danville Community College.

Upward Bound

The Upward Bound Program at DCC is a federal pre-college program designed to help economically disadvantaged students complete high school and to enter and succeed in postsecondary education. Upward Bound offers extensive academic instruction as well as counseling, mentoring, tutoring, a summer bridge program, and other support services.

Students interested in Upward Bound should consult their high school counselor and/or DCC's Coordinator of Upward Bound at (804) 797-8482.

VA's Philpott Manufacturing Extension Partnership

Danville Community College is the site for an office of VA's Philpott Manufacturing Extension Partnership, which promotes economic growth in the southern Virginia region by helping smaller manufacturing firms recognize and achieve their full market potential. The Project Manager at DCC and the Center's staff of other engineering and manufacturing professionals across the state, are available to provide practical experience, objectivity, and hands-on services. For more information, call (804) 797-8411.

Weldon Cooper Center For Public Service - University of Virginia

Danville Community College hosts the University of Virginia's Southside office of the Weldon Cooper Center for Public Service which provides high quality consultation, technical assistance and training to business and government. The Center is renown for its State and regional demographic and socio-economic publications. The Center's Southside office researches and disseminates information on the Region's socio-economic condition and links the business and government needs of Southern Virginia with the resources of the University. For more information, contact (804) 791-5174.

Education for Independence Programs

Project Hope

Project Hope assists single parents who have custody of their children and homemakers who want to attend College to obtain marketable skills. Financial assistance for tuition, books, child care and/or transportation is available. The program provides career development counseling, academic preparation, support groups, and lifestyle management skills. For more information, contact the Project Hope Coordinator at (804) 797-8451.

OPTIONS

OPTIONS is for females 18 years of age or older who are interested in entering nontraditional career programs such as Administration of Justice, Air Conditioning and Refrigeration, Automotive Analysis and Repair, Auto Body Mechanics, Drafting and Design, General Engineering Technology, Electricity/Electronics, and Precision Machining Technology. Support and financial services are available to participants. For more information, contact the OPTIONS Coordinator at (804) 797-8451.



NEW FOCUS

NEW FOCUS is for young women who are teenage parents and provides opportunities for participants to continue their education, gain job skills, and become self-supporting adults. The program emphasizes developing skills to enhance employability, and reinforces the education placements, support groups and an array of other special activities. Participants can be fully or partially reimbursed for day care and travel expenses incurred while attending classes and seminars. NEW FOCUS also works closely with other support agencies in the College's service region to identify and refer women who are teenage parents. For more information, contact the NEW FOCUS Coordinator at (804) 773-3026.

The Whittington W. Clement Learning Resources Center

The Whittington W. Clement Learning Resources Center (LRC) provides information and instructional support services for the college community. Centrally located on the DCC campus, the Learning Resources Center opened to students, faculty, and the community in October 1994. Housing the Library, Learning Assistance Center (LAC), Audio-Visual Services, and distance learning classrooms, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching. Located in the lower-level of the LRC are the University of Virginia's Weldon-Cooper Center for Public Service and Old Dominion University TELETECHNET.

Library Services

The Library houses a collection of more than 68,000 items including books, non-print media, periodicals, government documents, and other materials to support the instructional programs of the College. In addition, a large collection of electronic resources are available including computerized online services, CD-ROM databases, and access to the Internet. Audio-visual equipment is available for the preview of audio and video tapes, and other instructional materials. The Southside Child Care Resource Center is the newest addition to the permanent collection. The Library offers strong reference support and the staff is committed to instruction in the use of resources, both on an individual and group basis.

Learning Assistance Center

The Learning Assistance Center (LAC) is the computer and multi-media lab component of the LRC. Placement and make-up testing, test scoring, and peer tutoring are other services offered in the LAC. Audio-visual equipment is available for the preview of audio and video tapes, and other instructional materials. Students are also encouraged to use this area for group study.

Audio-Visual Services

Located on the lower level of the building, this LRC component provides television production and general audio-visual operation, maintenance, and repair services for the College.

Distance Learning

Coordinated through the Learning Resources Center, the Distance Learning Program gives students the opportunity to attend accredited college classes in a flexible way which fits individual schedules and lifestyles. Distance learning students use videos, textbooks, study guides, Interactive Television, and the Internet to complete their course work and earn college credits at home or at convenient off-campus locations. Using communications technologies to deliver instruction, distance learning courses are designed to provide the same quality and content as traditional classroom-based courses. The primary difference between traditional courses and

distance learning courses centers on the degree of freedom and responsibility the student accepts when taking a distance learning course. For some, this aspect makes distance learning courses an ideal way of continuing their education because it alleviates many time constraints and scheduling conflicts.

All Distance Learning courses have an assigned instructor. In addition, distance learning students have access to the same learning resources and student services as do students enrolled in traditional courses.

Counseling

As a service to current and prospective students, the College maintains a staff of professional counselors and faculty advisors who are committed to helping students with their academic, personal, career, and vocational plans. As a part of this assistance, students are provided appropriate tests, inventories, and occupational/educational information regarding financial assistance or employment.

Testing

A well-planned testing program for students is coordinated by the Student Development staff. An appropriate placement test is required for all new students planning to enter one of the associate degree, diploma, or certificate programs. This test is administered at the College, normally prior to registration. For more information, please call (804) 797-8404.

Orientation

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation program begins weeks before registration when the student is asked to meet with a DCC Counselor for an interview to discuss the student's educational interest, to determine what additional tests are needed, and to plan the student's application for admission to a specific curriculum. The student also will meet with a counselor and/or faculty advisor in the major curriculum to plan a program and course of study.

An orientation program is scheduled for all new students prior to the registration period. This program includes a group orientation to the College and a discussion of student services and activities. Students unable to attend the Orientation program are required to attend a one-credit orientation class.

Consumer Information

Literature is available in the Student Development Office on the following areas: post graduate employment and college transfer success; curriculum retention and completion; related educational expenses; student rights and responsibilities; financial aid policies, procedures, and the award process; and Affirmative Action/Equal Opportunity policies. Additional information is described throughout this Catalog.

Financial Aid

Danville Community College is committed in its belief that qualified students should have an opportunity to pursue educational objectives, regardless of financial resources.

Full-time and part-time students may qualify for financial aid. Classes may be taken in the day or in the evening.



To be considered for financial assistance, students must apply by completing the **Free Application for Federal Student Aid** and have the results submitted to the Financial Aid Office. In addition, the student must enroll in an eligible curriculum and make satisfactory academic progress in the program of study.

Contact the Financial Aid Office in the Wyatt Building for more information and application forms.

Federal and State Programs

Federal Work-Study Program

This program provides an opportunity for a student who shows sufficient financial need to work while attending college. Numerous jobs are available each year on campus. Some students are assigned to off-campus community service jobs.

Federal Pell Grant Program

Full-time and part-time students who are enrolled in eligible curricula may receive non-repayable aid under this program, provided they demonstrate financial need.

Federal Supplemental Educational Opportunity Grant Program

Students who show financial need may qualify for this program. This is a non-repayable grant.

Federal Family Education Loan Program

Loans are made under this program to students who obtain an application form directly from a bank or other participating lender who is willing to make an educational loan to the student. Most lending institutions in Virginia participate in the Federal Family Education Loan Programs. Students who wish to apply for a student loan must also apply for federal assistance by completing a Free Application for Federal Student Aid.

College Scholarship Assistance Program

The Virginia State Council of Higher Education provides grants under this program to students who will be enrolled in participating Virginia institutions, who have been Virginia residents for at least one year, and who demonstrate sufficient financial need.

Other State Grants

The Virginia State Council of Higher Education (SCHEV) provides funds through the Virginia Community College System to award to eligible students who are Virginia residents.

Other State grants are the Undergraduate Student Financial Assistance Program which provides funds to assist degree-seeking financially needy, minority, in-state, first-time freshmen students, and a grant that pays tuition for program-placed students enrolled for three, four, or five credits only.

Scholarships

DCC scholarships are awarded through the College and DCC Educational Foundation. Generally, only one application form is needed to apply for scholarships. The applications are available in the Educational Foundational Office, Financial Aid Office, or from high school Guidance Counselors' offices. *The DCC Educational Foundation reserves the right to limit the amount of each award to the endowment's annual return from investments. Scholarship listings are based on information available January 2000.* For more information, contact the Foundation Office at (804) 797-8437 or Financial Aid Office at (804) 797-8439.

Academic Excellence Scholarships

The Danville Community College Board has established two-year full tuition scholarships to be awarded annually at each of the area's six public high schools. Eligibility will be based solely upon the class rank: the top five students at George Washington High School and Halifax County High School; and the top two graduates at Chatham, Dan River, Gretna, and Tunstall High Schools. Information about these scholarships can be obtained from the respective high school Counseling Offices.

American National Bank and Trust Company Scholarship

This \$1,000 scholarship is made possible by American National Bank and Trust Company. The award is made to an entering freshman who is enrolling full time in a two-year program at DCC. The same student will be given preference for the award during his/her second year. The student must demonstrate a clear commitment to completing the academic program in a timely manner and cannot be eligible for other types of financial assistance.

Ashby-Pryor Endowed Scholarship

This scholarship was established in memory of Fred James and Pernie Sizer Ashby and Claude Edison and Mary Early Pryor. It is awarded to a DCC student selected by the Scholarship Committee of the Danville Community College Educational Foundation in conjunction with the College Scholarship Committee. This scholarship will be awarded at the beginning of each Fall Semester to a student who demonstrates scholastic ability and good citizenship. The amount of the award is determined by the earnings of the endowment.

Barkhouser Endowed Scholarship

Richard and Kit Barkhouser established the Barkhouser Endowed Scholarship in 1998 to support a full-time freshman at DCC. The first year student must reside within the DCC service region or in Caswell County, demonstrate scholastic achievement, have at least a 2.5 high school Grade Point Average, and exhibit leadership potential. The amount of the award is dependent upon the earnings of the endowment principal and may be used for tuition, books, and fees.

Barksdale - Rorrer Study Abroad Endowed Scholarship

The Barksdale-Rorrer Study Abroad Endowed Scholarship was established by Ms. Mary M. Barksdale, a DCC librarian until her retirement. The purpose is to enable DCC students to experience the culture and history of other countries thus broadening and promoting international understanding. The scholarship also honors DCC history professor, Kinney Rorrer.

Awards are made to students at Danville Community College. The number of awards and the amount of each award may vary from year to year. Consideration for the scholarship include financial need and academic achievement. Students must take the study-tour as a credit course. Applications are available from Mr. Kinney Rorer in the History Department.

O.T. Bonner Memorial Scholarship

The O.T. Bonner Memorial Scholarship was established in 1996 by Dr. John Bonner in memory of his father, O.T. Bonner, an educator who served as the first chair of the Danville Community College Board. The award is presented to a full-time student at DCC. The amount of the academic award is based on the earnings of the endowment and may be used for tuition, books, and fees.



Bucknam Scholarship

The Bucknam Scholarship, created in 1999 by Gregory and Tracy Bucknam and given in memory of Ms. Mary Barksdale, is an annual award of \$1600. The recipient must be a resident of Patrick Henry Boys Home, have graduated from high school during the same year in which the first scholarship award is received (current graduate), have maintained at least a 2.5 GPA during high school, and be enrolled full-time in any program at Danville Community College. If the recipient maintains at least a 2.5 Grade Point Average at Danville Community College during the first year, the student will be eligible to receive the Bucknam Scholarship for the second year.

Elizabeth B. Bustard Endowed Scholarship

The Elizabeth B. Bustard Endowed Scholarship award is made to a full-time freshman who is committed to high ideals and demonstrates leadership and good citizenship. Scholastic achievement of at least a 3.00 grade point average is the final criterion for this award. The amount of the award is dependent upon the earnings of the endowment principal. The scholarship is applicable solely to tuition, books, and fees.

James Bustard Endowed Scholarships

These scholarships, established in memory of James Bustard, a friend of the College, provide for three awards in amounts not to exceed \$4,000, \$3,000 and \$2,000. The scholarships are presented annually to three graduating DCC students who plan to transfer to an accredited four-year college or university. Other award criteria include commitment to high ideals, leadership, good citizenship and scholastic achievement.

Alexander Berkeley Carrington, Jr. & Ruth Simpson Carrington Charitable Trust Scholarships

The Carrington Charitable Trust Scholarships will be awarded to two students who are enrolled in at least 12 semester hours of classes, who demonstrate a commitment to completing the academic program in a timely manner and who have financial need. The amount of the scholarships will be based on the income earned by the endowment.

James T. Catlin, Jr.-Kiwanis Scholarship

The James T. Catlin, Jr.-Kiwanis Scholarship in the amount of \$1,500 is presented to a graduating DCC student. Payment of one-half of the scholarship will be made by Danville Community College to the institution of the recipient's choice at the beginning of the recipient's junior year, and the remainder of the scholarship will be paid to the institution of the recipient's choice at the beginning of the recipient's senior year, contingent upon satisfactory completion of the junior year's work. The recipient of this scholarship will be a student who has completed two years at Danville Community College, who is a legal resident of Virginia Community College Region Number 12, and who is transferring as a full-time student to a senior institution in pursuit of a baccalaureate degree.

The purpose of the award is to recognize scholarship, to further the educational development toward leadership and citizenship of Danville Community College students, and to honor the memory of James T. Catlin, Jr.

The scholarship recipient is selected by a Danville Community College Scholarship Committee with the approval of the Board of Directors of the Kiwanis Club of Danville, Virginia. The basis of selecting the recipient shall be: (1) financial need, (2) scholastic achievement, (3) leadership, and (4) citizenship.

Chatham Rotary Club Scholarship

The Chatham Rotary Club Scholarship, a \$500 award for tuition and books, is available to a student who is a resident of Pittsylvania County and enrolled full-time at Danville Community College. The selection is based on academic merit and financial need.

CIT Group/Factoring Scholarship

The CIT Group/Factoring Scholarship awards \$1,000 for tuition, books, and fees to a full-time rising sophomore from the DCC service area. The student must demonstrate evidence of financial need, academic promise, and leadership potential and cannot be receiving other financial assistance from the CIT Group.

Climate Control, Inc. Endowed Scholarship

The Climate Control, Inc. Endowed Scholarship was established by the company's Board of Directors and Mr. John Cannon. Preference is given to children of employees of Climate Control, Inc. and then to Halifax County residents. To be eligible, a student must be enrolled full-time in a degree, diploma, or certificate program. The award is renewable for a second year, provided the recipient maintains a 2.5 GPA and reapplies. The amount of each scholarship is dependent upon the earnings of the endowment and the number of awards made.

College Board Recognition of Achievement Scholarships

The Danville Community College Board has established \$600 scholarships to be awarded to a graduate of each of the six public high schools in the College's service region. The recipient of each award is recommended by the high school on the basis of academic potential and not financial need. These scholarships are awarded annually.

Collegiate Secretaries International (CSI) Scholarship

The DCC Chapter of Collegiate Secretaries International awards up to three \$150 scholarships for members who are returning Administrative Support Technology or Office Information Processing students. Selection will be made by the CSI Scholarship Committee based on the highest GPA attained by current members.

Mary Beth Cooper Memorial Scholarship

The Mary Beth Cooper Memorial Scholarship was established in 1996 in loving memory of a George Washington High School student whose untimely death resulted from a car accident. The \$500 scholarship is made possible by her parents, family, and friends and may be used for tuition, books, and fees. The award is made to a graduate of George Washington High School, who demonstrates financial need, scholastic achievement, and the determination to succeed.

Corning Incorporated Endowed Scholarship

The Corning Incorporated Endowed Scholarship is presented each year to a rising sophomore who has demonstrated academic excellence. The amount of this award is based upon the earnings of the endowment. The recipient must be a full-time student (12 credit hours) enrolled in Electronics, Computer Information Systems, or Accounting. This award may be applied toward tuition and books.

The Daniel Group Scholarship

The Daniel Group Scholarship was established in 1997 by The Daniel Group and its subsidiary companies: John W. Daniel & Company, Inc., Southeastern Associates, Inc., General Development Company, Inc., and Riverside Equipment Co. The award provides four \$500 scholarships for tuition, books, and fees to students who are residents of Danville or Pittsylvania County and who demonstrate need and academic promise. Preference is given to students in technical programs, particularly engineering, drafting and design, air conditioning (HVAC), and electronics.



Danville Community College Science Scholarship

A \$1,000 award, given by Mr. John Primiano, will be made to two full-time students majoring (in order of preference) in chemistry, chemical engineering, biology, physics, medicine, or nursing, and enrolled in college-transfer. Scholastic ability, financial need, and good citizenship will be other considerations in the selection process.

Danville Kiwanis Club Scholarship

The Danville Kiwanis Club Scholarship will award \$1,000 for tuition and books to a full-time or part-time DCC student who demonstrates financial need, scholastic ability, and good citizenship.

Danville Lions Foundation Endowed Scholarship

The Danville Lions Foundation Endowed Scholarship was established for full-time or part-time students who demonstrate visual or hearing impairments or other disabilities. The amount of the scholarship is based on the endowment's earnings. The award(s) may be made for tuition, books, and fees.

Tuition assistance is also available through the Danville Lions Foundation Endowment to train local teachers in sign language and other communications skills for the hearing impaired. The amount of assistance is based on the earnings of the endowment and the number of requests.

Danville Virginia Tech Alumni Scholarship

The Danville Virginia Tech Alumni Scholarship, a \$500 award, is presented annually to a graduating DCC student who plans to transfer to Virginia Tech as a full-time student. The award is based on commitment to high ideals, leadership, good citizenship, and a GPA of 3.0 in the graduate's curriculum.

Davenport Scholarship

The Davenport Scholarship was established by Mr. and Mrs. Ben Davenport, Jr., to benefit the child of an employee of Chatham Oil Company, Chatham Security Inc., Express Mart, First Piedmont Corporation, or Piedmont Transport. The student must be enrolled in a degree, diploma, or certificate program; and the basis of selection will be: scholastic achievement, financial need, and good citizenship. In order to receive the scholarship for a second semester, the student must maintain a 2.5 GPA for the first semester. The amount of the award will not exceed tuition for 16 hours per semester.

Dental Hygiene Scholarship

The Dental Hygiene Scholarship is made available to students enrolled in the dental hygiene program who demonstrate need and academic promise. Awards range from \$250 to \$500 and may be used for tuition, books, and fees.

d-Scan, Inc. Scholarships

The d-Scan, Inc. Scholarships are \$1,000 awards made to DCC students who are enrolled (or planning to enroll) in a technology program. Recipients must be residents of Halifax County who show academic achievement potential and promising leadership qualities. Two awards will be made annually.

Thelma E. Forney Endowed Scholarship

The Thelma E. Forney Endowed Scholarship has been established as a memorial to a deeply respected individual who was employed at Danville Technical Institute and Danville Community College for 27 years.

The scholarship is awarded to a student in the Administrative Support Technology Program, or in any other diploma-certificate program at DCC. The amount of the scholarship award is dependent upon the earnings of the scholarship endowment. Selection is based on potential ability and financial need.

Archer T. Gammon Chapter #19 Disabled American Veterans/ Sgt. Kenneth Gentry Memorial Scholarship Fund

The Archer T. Gammon Chapter #19 Disabled American Veterans has established the Sgt. Kenneth Gentry Memorial Scholarship Fund. Sgt. Gentry was killed in action while serving in Iraq in 1991. The number of students receiving this award and the amount of each award may vary annually. Each recipient will be selected in accordance with the following criteria:

1. The recipient shall be enrolling at Danville Community College and shall be a disabled American veteran, or a dependent of a disabled American veteran.
2. If no student qualifies under the first criterion, then the student shall have completed at least thirty (30) semester hours in a college program with least a 2.5 grade point average and demonstrate a strong commitment to completing the program of study in a timely fashion.
3. The financial circumstances of the applicant shall be such that the scholarship aid is necessary to the beginning and continuance of his/her education in college.
4. The student will be able to demonstrate a record of good citizenship and a strong belief in the American (U. S.) form of government.

Roy and Joan Gignac Endowed Scholarship

This scholarship is provided for a second-year student enrolled in electronics. The amount of the award is dependent upon the earnings of the endowment. If no candidate meeting this criterion is available, then the scholarship may be awarded to a student enrolled in marketing or business administration. The student must also be a resident of Danville or Pittsylvania County, and preferably have a brother or sister who is attending an accredited institution of higher education as a full-time student. A 2.8 grade point average in the curriculum is required for each of the two semesters that the scholarship is utilized. The scholarship must be used within twelve months of the date it is awarded and can only be used for tuition and fees. The student must demonstrate a clear commitment to completing the academic program in a timely manner and have a record of good citizenship.

Governor's School/Dual Enrollment Scholarship

The Governor's School/Dual Enrollment Scholarship is awarded to a student who was a Governor's School or dual enrollment student while attending high school. The \$600 scholarship may be used for tuition, books, and fees.

Walter L. and E. Stuart James Grant Memorial Endowed Scholarship

This scholarship is awarded to children and immediate family members (defined as living in the same household) of **Danville Register & Bee** employees. In the event that there are no applicants from immediate family members of employees, then consideration will be given to a current **Danville Register & Bee** carrier in good standing or the spouse, son, or daughter of a current carrier (good standing to be determined by the **Danville Register & Bee**) or former carrier who gave up a route in good standing. To receive the award, the recipient must agree to assist in the Estelle H. Womack Museum of Natural History for six hours per week. The full-time student must show evidence of financial need and the ability to successfully complete college-level academic requirements. The amount of the award is dependent upon the earnings of the endowment and will not exceed one-half of the student's tuition and fees for one year. Recipients are eligible to reapply for successive years.

Norman D. Haar Endowed Scholarship

The Dr. Norman D. Haar Endowed Scholarship has been established in memory of an exceptional DCC Professor of Psychology. In order to be eligible, a student must have successfully completed Developmental Studies requirements and entered his/her chosen curriculum. The amount of the award and its restrictions are determined annually based on the needs of the applicants.



Hancock-Murray Sacred Heart Scholarship

The Hancock-Murray Sacred Heart Scholarship was established in 1996 by Pat and Cathy Daly in honor of Marguerite "Eddie" Hancock, Principal of Sacred Heart School, and Marge Murray, Youth Coordinator, Sacred Heart Church and School. The scholarship provides \$500 to a Sacred Heart School Alumnus, a member of Sacred Heart Church, or a resident of the City of Danville, Virginia who demonstrates financial need or is no longer receiving parental support. The award may be used for tuition and books.

Nathan Lester Excellence Endowed Scholarship

The Nathan Lester Excellence Endowed Scholarship has been established by The Lester Family. The award will be made to a goal-directed, motivated young person who has displayed a positive sense of excellence in art, music, or another academic arena. The recipient should be someone who might be unable to attend college without some financial assistance. The amount of the award will be determined by the earnings of the endowment.

Intertape Polymer Group Scholarship

The Intertape Polymer Group Scholarship provides two awards of \$1,500 each to children of employees of Intertape Polymer who are enrolled in a degree, diploma, or certificate program. The recipients must demonstrate scholastic achievement, financial need, and good citizenship. The award may be used for tuition, books, and fees.

Lowe's of Danville Scholarship

In 1999, Lowe's of Danville, in partnership with the Lowe's Charitable and Educational Foundation, created the Lowe's of Danville Scholarship. A student must have satisfactorily completed at least two semesters in either Electrical/Electronics, Air Conditioning & Refrigeration, or Marketing; be willing and eligible to work at Lowe's at least 10-20 hours per week during the school year or during the traditional summer break; and be at least 18 years old. The recipient must also demonstrate an aptitude, interest, and enthusiasm for a career in disciplines represented in Lowe's stores; maintain enrollment at the partner school during the one-year term of the scholarship; and not be a member of the immediate family of a Lowe's store manager or district manager.

Students must submit application to the DCC Educational Foundation. The Foundation will select 3-5 applicants who will be interviewed by a team of representatives from DCC and from Lowe's. The top 2 students are selected to complete the Lowe's Interview process. The Lowe's Scholarship recipient is hired by Lowe's of Danville and receives a \$1,000 scholarship.

Shirley Day Mayhew Scholarship

The Shirley Day Mayhew Scholarship has been established by Dr. Shirley Day Mayhew and will award \$500 for tuition and books to a full-time or part-time student. The selection of the recipient will be based upon financial need, scholastic ability, and good citizenship.

McGovern Endowed General Excellency Award

The McGovern Endowed General Excellency Award is presented each year at graduation. The amount of the award is determined by the earnings of the endowment principal. This scholarship is the result of a gift by Dr. and Mrs. Francis H. McGovern of Danville, Virginia. The recipient of this award will be a student who has completed two years at Danville Community College; has fulfilled the requirements for an Associate in Arts and Science Degree; is a legal resident of Virginia Community College Region Number 12; and is transferring to a senior institution in pursuit of a baccalaureate degree. The purpose of this award is to recognize scholarship and to further the educational development toward leadership and citizenship of Danville Community College students.

The basis of selecting the recipient shall be: (1) scholastic achievement; (2) leadership; (3) citizenship.

McGovern Endowed Honor Scholarships

The McGovern Endowed Honor Scholarships are the result of a gift by Dr. and Mrs. Francis H. McGovern of Danville, Virginia. The two recipients will be a full-time associate degree student and a full-time diploma student who have completed their first year and are remaining at the College to complete requirements. The recipients must be legal residents of the district served by the College.

These awards are intended to recognize scholarship and to further the educational development toward leadership and citizenship of the students at the College. The amounts awarded are determined by the earnings of the endowment.

Selection is based on: (1) scholastic achievement, (2) leadership, (3) citizenship, (4) financial need, and (5) ability to complete the degree or diploma program within the number of terms normally required of full-time students.

James R. Meissner, II Memorial Scholarship

The James R. Meissner, II Memorial Scholarship was established by Mrs. Judith Meissner in January 1998 in memory of her husband who was a long-time faculty member in the Precision Machining Technology program. The scholarship will be awarded to a freshman or sophomore who is enrolled in the Precision Machining Technology program and who has maintained at least a 3.0 GPA. The award may be used for tuition, books, and fees.

Clyde and Joyce Midkiff Endowed Scholarship

This scholarship is awarded to a graduate of Gretna Senior High School enrolling full-time at Danville Community College. The amount of the award is determined by the earnings of the endowment principal, and is applicable to tuition and books in the academic year in which the award is made. The award is based on financial need.

Ann and Frank Mobley Endowed Scholarship

The Ann and Frank Mobley Endowed Scholarship is presented to an incoming full-time freshman from Pittsylvania County, with preference being given to a Tunstall High School student. The amount of the award is dependent upon the endowment's annual earnings. Need, scholastic achievement of at least a 3.0 grade point average for the last year in school, academic promise, and good citizenship are among the criteria for selection.

Robert E. Morgan Memorial Endowed Scholarship

The Robert E. Morgan Memorial Endowed Scholarship was established in memory of Robert E. "Bob" Morgan, longtime professor of electrical/electronics at DCC and Danville Technical Institute. The award will be made to a student in the electrical/electronics curriculum who shows potential for successfully completing the program and does not qualify for other financial assistance. The amount of the award is dependent on the earnings of the endowment and the scholarship may be used for tuition and fees.

Kenneth L. Neathery Memorial Endowed Scholarship

The Kenneth L. Neathery Endowed Memorial Scholarship has been established at Danville Community College to provide students with educational opportunities. Mr. Neathery devoted many years of service to the College. His deep concern for students and his belief in the worth of each individual guided his every action.

The Kenneth L. Neathery Memorial Endowed Scholarship shall be awarded to a full-time program-placed business student at Danville Community College. The amount of the award is dependent upon the earnings of the endowment principal, and is applicable to tuition and fees in the academic year the award is made.

The scholarship may be awarded to a student in any curriculum who demonstrates scholastic achievement and a commitment to high ideals.



Lawrence Olds Memorial Endowed Scholarship

The Lawrence Olds Memorial Endowed Scholarship was established as a living tribute to an individual dedicated to the education of the community. The scholarship will be awarded annually to a student who demonstrates academic potential and good citizenship. The amount of the award will be based on the earnings of the endowment.

Rexford E. O'Neil Endowed Scholarship

The Rexford E. O'Neil Endowed Scholarship, named in memory of DCC's long-time registrar, is awarded to an entering freshman enrolled full-time in an associate degree or diploma program. The amount of the award is dependent upon the endowment's earnings and is restricted to tuition and fees. The recipient should be a student who does not qualify for other types of financial assistance and shows promise of educational success.

Peoples Mutual Telephone Endowed Scholarship

The Peoples Mutual Telephone Endowed Scholarship is awarded annually for tuition and fees, and the amount of the award is dependent upon the endowment's earnings for the previous year. The recipient shall be selected in accordance with the following criteria:

1. The student is an employee, spouse, or legal dependent of an employee of Peoples Mutual Telephone, enrolling either as a full-time or part-time student. The scholarship may be awarded for up to six semesters and three summer sessions provided the student maintains at least a 2.5 grade point average, has entered a curriculum, remains in the program, demonstrates good citizenship, and reapplies annually.
2. If no candidate qualifies under the above, then the scholarship shall be awarded to a student who has resided in the Peoples Mutual Telephone service area for one year prior to the award.

Peoples Mutual Telephone Company, Inc. — Tech Prep Scholarship

Peoples Mutual Telephone Company, Inc., an independent telephone firm located in Gretna, Virginia, expanded its scholarship endowment in 1998 in order to provide a scholarship for a graduate of the Tech Prep Program who has maintained at least a 2.5 GPA and who will continue his/her education at Danville Community College. Preference for the scholarship will be given to a Gretna High School student or to a student from Pittsylvania County. The amount of the award is dependent upon the income earned by the endowment. Funds may be used for tuition and fees.

Piedmont Virginians for Child Abuse Prevention Scholarship(s)

Funds have been provided by the Piedmont Virginians for Child Abuse Prevention to assist with book and tuition costs of individuals who are working in the field of child care and who desire more knowledge and training in the child care curriculum. Eligible applicants include day care workers, home care providers, and foster parents. This award is for full-time or part-time students who may not qualify for other financial aid.

Pilot Club of Danville, Inc. Scholarship

In 1995, the Pilot Club of Danville, Inc. established a \$500 annual award for a full-time or part-time student who demonstrates financial need and resides in Danville or Pittsylvania County. For more information, contact the Financial Aid Office.

Sandra Lee Riddle/RACO Endowed Honor Scholarship

This scholarship shall be awarded to a graduate of Gretna Senior High School or someone who has lived within ten miles of Gretna for five years. The amount of this award is determined by the earnings of the endowment and will be applicable to tuition and books in the academic year the award is made. The recipient must be a full-time student entering a curriculum at Danville Community College. Preference will be given in the following order:

(1) a student planning to enter a registered nursing program; (2) a business student; (3) a student in other programs. In order to use this scholarship for a second semester, a full-time student must earn at least a 2.5 grade point average for the first semester of the scholarship.

Rippe Endowed Scholarship for Women in Science and Business

Established in 1992 by Rippe's and Ben Rippe, this scholarship is awarded to a full-time female student enrolled in college transfer and majoring in business. Selection of the criteria is based on the educational ability of the student. For more information, contact the Financial Aid Office.

Riverdan Benevolent Fund Endowed Scholarship

The Riverdan Benevolent Fund Endowed Scholarship has been established for Dan River Inc. employees and their dependents. The amount of the scholarship award is based on the endowment's earnings, and must be used for tuition, books, and fees in the academic year in which the award is made. Length of continuous employment at Dan River Inc. is a factor in determining eligibility. This award is also available to sons, daughters, and spouses of deceased employees, who at the time of death, had three or more years continuous service.

Riverview Rotary Club Scholarship

The Riverview Rotary Club Scholarship will be awarded to a first or second year student who shows scholastic ability and good citizenship. The student must be enrolled at least half-time. The amount of the award will be \$500 for tuition and books.

Roberts-Hunt Endowed Scholarship

The Roberts-Hunt Endowed Scholarship is awarded to a student who is a resident of South Boston or Halifax County, and is made possible by a gift from Dr. and Mrs. Lucien W. Roberts. The amount of the award is dependent upon the earnings of the endowment's principal over the previous year.

Wendell O. Scott Memorial Scholarship

The Scott family and the Wendell Scott Scholarship Foundation initiated the Wendell O. Scott Memorial Scholarship fund in 1994 with the first academic award presented in 1999. The award is given to a student enrolled in the automotive/auto body program or a related technical program. The student must maintain a 2.5 GPA, and have athletic potential. The amount of the award is based on the earnings of the endowment and may be used for tuition, books, and fees.

Obra E. and Shirley J. Spangler Endowed Scholarship

The Obra E. and Shirley J. Spangler Endowed Scholarship Fund was established in 1996. A recipient must be enrolled in the printing program; have maintained at least a 2.5 GPA; and have demonstrated good citizenship through community involvement. The amount of the award is based on the earnings of the endowment and may be used for tuition, books, and fees.

Stendig-Miller Family Endowed Scholarship

Stendig-Miller Family Endowed Scholarship was established by Mr. & Mrs. Joseph Stendig and the late Mrs. Minnie Miller. It is awarded annually to a student entering Danville Community College, enrolled full-time or part-time in a program. The award is based on the earnings of the endowment and is to be used for tuition and books. Selection is determined by financial need and the student's strong commitment to acquiring an education.



Christopher Daniel Turner Scholarship

The Christopher Daniel Turner Scholarship was first awarded in 1997 in memory of an outstanding young man who died tragically during his military service. The award was established by his parents and provides \$500 for tuition, books, and fees. The scholarship is given to a student who has been a Law Enforcement Explorer in Post 911, Danville, Virginia for at least six months, resides in Danville or Pittsylvania County, and is enrolled or enrolling in the Administration of Justice program. The recipient must demonstrate financial need and have a grade point average of at least 2.5.

Luther R. Vaughan Memorial Scholarship

The Luther R. Vaughan Memorial Scholarship was established by Mr. Vaughan's widow, Jane, and daughter, Valerie. Mr. Vaughan was a 1962 graduate of the Electrical/Electronics program at Danville Technical Institute. The scholarship will be awarded to a full-time student who is enrolled in the Electrical/Electronics program; has maintained a 2.5 GPA in high school or in the first year of the program; is committed to acquiring an education; and has demonstrated good citizenship ideals. The \$500 annual award may be used for tuition, books, and fees.

Jean Harper Vernon Scholarship

The Jean Harper Vernon Scholarship was first awarded in 1996 by Main Street United Methodist Church in honor of Mrs. Vernon's dedication to using musical talent as a ministry. Since that time, Mrs. Vernon and her husband, Melvin, have continued to provide the award for DCC students who have an interest in choral direction or sacred musical performance. Preference will be given to a student from the service region who plans to complete a four-year degree.

Virginia Bank and Trust Company Endowed Scholarship

Established by the Virginia Bank and Trust Company, this tuition scholarship is presented to a rising sophomore who has completed 30 semester hours in Business Management or Marketing at Danville Community College. The amount of the award is dependent upon the earnings of the endowment.

The student is required to have a 2.75 grade point average or above, reside in the Danville area (within 30 miles of the main office of Virginia Bank and Trust Company), and be taking at least 12 credit hours.

This scholarship will be awarded at the beginning of each Fall Semester. The award will be based on need, scholastic ability, and good citizenship.

Wachovia Bank Scholarship

Wachovia Bank awards a scholarship to a DCC freshman who is a Virginia resident with at least a 2.5 high school grade point average and graduated or received the GED within the last two years. Applicants with a General Education Diploma must submit two letters of recommendation. The predominant qualifying criterion is need. The scholarship is available to students in all majors with preference given to first generation college students. A student may receive scholarship funds for a maximum of four semesters.

Jack I. White Endowed Scholarships

The Jack I. White Endowed Scholarships were established by a bequest from the estate of Miss Annie E. White in memory of her sisters, Miss Elizabeth H. White and Miss Juliette I. White. Recipients must be graduates of Dan River High School who demonstrate financial need and sufficient aptitude and commitment to complete a college education. One or more full tuition scholarships will be made each year. Announcement of the recipient(s) will be made at the Dan River High School Commencement.

Whittle Family Endowed Scholarship

The Whittle Family Endowed Scholarship, established by Mr. and Mrs. Henry D. Whittle, Jr., is an award for tuition and books. Selection of the recipient is based on need, scholastic ability, and good citizenship. The amount of the award is determined by the earnings of the endowment and may vary from year to year.

Plumer Wiseman Endowed Scholarship

The Plumer Wiseman Endowed Scholarship was established in memory of Mr. Plumer Wiseman, a dedicated volunteer at the Estelle H. Womack Museum of Natural History, by the John James Westbrook Society and the DCC Educational Foundation. The purpose of the award is to provide an opportunity for a full-time student to receive tuition assistance in return for working at the Museum during its hours of operation on Wednesdays, Saturdays, or Sundays. The student must have a 2.5 GPA in the major field and be working towards a degree, diploma, or certificate. The amount of the award will be determined by the endowment earnings and may vary from year to year, but will not exceed full tuition at the in-state.

Woodward Scholarship

The Woodward Scholarship will be awarded to a high school senior who has overcome obstacles in order to graduate and obtain a high school diploma. The recipient must have potential for success in post secondary education and future work; enroll in any certificate, diploma, or degree program at Danville Community College; and maintain a 2.0 GPA while enrolled at DCC. Recommendations will be solicited from the Regional Alternative Schools in Halifax County and Danville/Pittsylvania County, the Southside Regional Group Home in Halifax; Patrick Henry Boys Home; and the directors of Social Services in Danville, Halifax County, Pittsylvania County, and Farmville. The amount of the academic award is based on the earnings of the endowment and it may be used for tuition, books, and fees.

Garland M. Wyatt Endowed Scholarship

The Garland M. Wyatt Endowed Scholarship is presented to a student enrolled in a business-related curriculum at DCC who demonstrates financial need. The amount of the award is determined by the earnings of the endowment over the previous year, and may be used for tuition and books.

James B. Wyatt, Jr. Memorial Scholarship

The James B. Wyatt, Jr. Memorial Scholarship was established by Mr. Wyatt's widow, Gayle, and their daughter, Laura. The award serves as a means of continuing Mr. Wyatt's interest in educating the youth of this community and his desire to improve the lives of disadvantaged individuals. An award of \$500 will be made to a full-time or part-time student enrolled or enrolling in the Administration of Justice curriculum and may be used for tuition, books, and fees.

Wyatt-Benton Endowed Scholarship

The Wyatt-Benton Endowed Scholarship was established by Landon and Kathryn Benton Wyatt in memory of their parents. The amount of the award is determined by the annual earnings from the endowment causing it to vary from year to year. The award is made to a rising sophomore, based on need, scholarship, and good citizenship.



L. Wilson York Endowed Memorial Scholarship

The L. Wilson York Endowed Memorial Scholarship was established as a tribute to an outstanding member of the community who placed a high value on education. Mr. York served on the DCC Educational Foundation Board as treasurer, and was a member of the Scholarship Committee. The amount of the award is determined by the earnings of the endowment. The scholarship may be used for tuition and fees in the academic year the award is made. The award is presented to a student who shows academic promise regardless of financial resources.

Other Programs

Other financial aid plans and options may be added throughout the year. Students are encouraged to regularly contact the Financial Aid Office for information on such programs and/or scholarships.

Full-time Academic Status

Official enrollment for each semester must be 12 semester hours or more, not audit, to permit certification of full-time student status for Veterans Administration or Social Security benefits, and most other purposes.

Veterans

Programs and courses of study at Danville Community College are approved by the State Department of Education for payment of veteran's benefits. Applications for the G.I. Bill are available from the Office of Veterans Affairs on campus or from the V.A. office in Roanoke. Applications for benefits may be returned to the Veterans Affairs Office at DCC.

Career Services

The College maintains a Career Services area in the Counseling Office for students who wish to secure part-time or full-time employment while attending college, during vacation, or after graduation. Occupational information on job requirements and opportunities is provided in the Counseling Office.

Full-time Employment

The College maintains continuous contact with the State employment service, business, industry, the professions, and government for the latest information about jobs. Prior to graduation, students may interview with potential employers who recruit on campus. The Placement Service seeks to acquaint the student with the ethics and techniques of interviewing.

Part-time Employment

The Placement Office assists students in securing employment while enrolled in school. An effort is made to advise students of jobs which may relate to their college programs. The experience gained will assist them in finding permanent and satisfying positions. Students should limit themselves to approximately 15 hours per week if they are enrolled full-time.

Student Activities

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences.

Programs may include the following activities: student government, publications, intramural and extramural (club sports) athletics for men and women, dramatic activities, departmental clubs, and special interest groups as approved by the College. All of the activities will have a staff advisor or sponsor.

Official recognition is given only to scholastic, civic, athletic, professional and religious clubs and organizations which have been approved by the Student Government Association and the Director of Student Development. Should a sufficient number of students desire a particular activity, they must petition the Student Government Association for official recognition.

Student Handbook

A student handbook is available to provide additional information of interest to students. The handbook describes student activities and organizations and also lists the College rules and regulations. All new students will be given one when they register. Students are bound by the policies set forth in the Student Handbook.

Student Conduct

Each individual is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the College community.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation, depending upon the nature of the offense. The Student Handbook includes the complete College Initiated Code of Student Conduct and Discipline and explains the channels of communication available to students.

Senior Citizen Tuition and Fees Waiver

The Senior Citizens Higher Education Act of 1974, amended in 1977, 1982, and 1989 has established specific fee waiver provisions for Virginia residents who have reached 60 years of age and wish to attend classes at a State-supported institution of higher education.

1. To be eligible for free tuition and fees for CREDIT COURSES, part-time or full-time, a person must meet the following criteria:

- be 60 years of age or older;
- be a legal resident of Virginia;
- had a taxable income not exceeding \$10,000* for Federal income tax purposes for the year preceding the year in which enrollment is sought;
- be admitted to the College as a student.

2. To be eligible for free tuition for AUDIT OF CREDIT COURSES or for taking NON-CREDIT COURSES (not to exceed three courses per term), a person must meet the following criteria:

- be 60 years of age or older;
- be a legal resident of Virginia;
- be admitted to the College as a student.



Any senior citizen planning to enroll at the College should contact the Office of Admissions and Records when registering for classes under the tuition waiver program. Paragraph 23-38.56 of the Senior Citizens Higher Education Act states in part "...a senior citizen shall only be admitted to a course in which enrollment is sought after all tuition paying students have been accommodated." If eligible senior citizens wish to enroll in a course free of charge, they must wait until after the registration period for tuition paying students is over and then register on a space available basis. If they wish to reserve a place in a class, they are welcome to register in the same fashion as any fee-paying student. In doing so, the refund policy of the College shall apply the same as for any fee-paying student.

*Note: *Income restriction subject to change. Contact the Admissions Office for more information.*

Waived Tuition

Section 23-7.1 of the Code of Virginia provides that free tuition for State-supported institutions be granted to children of: (1) deceased or permanently disabled veterans of the armed forces, or (2) prisoners of war or persons missing in action; or (3) persons who have been killed in the line of duty while employed or serving as a law enforcement officer, a fire fighter, or a member of a rescue squad. ***To be eligible for such aid, the student must be between the ages of 16 and 25, and the parent must have met certain State residency requirements.***

If you are eligible for the waiver of tuition and required fees under items (1) or (2) above, you must present a letter of certification from the State Division of War Veterans' Claims to the Dean of Financial and Administrative Services before tuition can be waived. Requests for applications should be directed to the Director, Division of War Veterans' Claims, Commonwealth of Virginia, 210 Franklin Road, S.W., Roanoke, VA, 24011. If possible, applications should be submitted at least four months before the expected date of matriculation.

If you are eligible for the tuition waiver under item (3) above, you must provide certification from the chief administrative officer of the law enforcement agency or the State Fire Marshall that the deceased parent was employed or serving as a law enforcement officer or fire fighter or a member of a rescue squad and was killed in the line of duty. This certification must be submitted to the Dean of Financial and Administrative Services so that a determination can be made on the request for free tuition and required fees.

Bookstore

DCC's Bookstore is located in the Wyatt Building and is operated for the convenience of the students, faculty, and staff. Operating hours are posted each term.

The bookstore offers a variety of products including books; supplies; and discounted computer items such as software, hardware, and other peripherals. The Bookstore also sponsors a monthly Student Spotlight and an Excellence In Academics Scholarship.

Return and Refund Policy

Cash register receipts must be submitted for refund. All refunds are made by check. The refund will be mailed within two weeks after the item is returned. New books and related materials must be in new, resalable condition to obtain a refund. Names should not be written in books until student is sure he/she will remain in the class. Receipts are required for state audit purposes. If a receipt is unavailable, exchanges will be permitted for equal value.

Textbooks

Textbooks may be returned for a refund until the last day of the add/drop period. An official drop form along with the dated bookstore receipt is required.

General Books

General books such as trade paperbacks, hardcover fiction, and non-fiction are non-refundable.

Calculators and Electronics

Refunds on calculators are not available. Defective items are not replaced after 30 days of purchase. Merchandise must be returned with its carton, related product materials (instructions, warranty, etc.) and the dated sales receipt.

For defective merchandise purchased and held for more than 30 days, the manufacturer or local service outlet must be contacted directly.

Computer Software

Computer software that is in its original shrink wrap and is the current version may be returned within seven days of the purchase date. No refund if opened.

General Merchandise

All merchandise purchased from the bookstore other than the above is non-refundable. Defective merchandise will be exchanged for like items.

Used Books

The Bookstore purchases and resells used books to provide more reasonable prices for students. Buy-back dates are posted around the campus prior to each book-buy.

The Knights' Armor

The Knights' Armor, located at the Taylor Building, is a convenience store which sells beverages, snacks, and paper supply items. Operating hours are posted each term. The Knights' Armor is operated as a branch of the Bookstore.

Parking and Traffic

All student, faculty, and staff vehicles that are parked on the campus must bear a current DCC parking sticker. Spaces for the faculty and staff are clearly marked, and they are reserved for faculty and staff only. Student parking spaces are marked with white lines. Faculty and Restricted spaces are marked with yellow lines. The College provides designated parking areas to accommodate handicapped students. Students park only in parking spaces painted white. After 3:00 p.m., students are allowed to park in all reserved spaces (with the exception of those indicated for the handicapped or disabled).

Parking permits are issued to students at the College Information Desk, located in the main hall of the Wyatt Building. Faculty and staff permits are available in the Office of the Dean of Financial and Administrative Services, Room 8, Wyatt Building. Handicapped parking permits are issued in the Office of the Dean of Instruction and Student Development, Room 1, Wyatt Building.

The College has a 20 mile per hour speed limit within parking areas and 25 mile per hour speed limit on Neathery Lane. These limits are strictly enforced. Anyone violating these limits will have their parking privileges revoked.

Security personnel will issue tickets for all parking violations. Individuals receiving more than one ticket will be subject to the College Initiated Code of Student Conduct and Discipline, which includes towing.



Drug and Alcohol Abuse Policy

Danville Community College is committed to providing a drug-free environment for its employees and students. It is a violation of College rules for students to manufacture, distribute, dispense, possess, or use controlled substances while participating in College-related activities, on or off campus. Students who are using or dealing drugs are subject to disciplinary procedures. Students who are convicted of drug-related offenses are required to notify the Dean of Instruction and Student Development within five (5) days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Director of Student Development for assistance in obtaining treatment. (All such contacts will remain confidential.) For more information, see the Student Handbook/Calendar or contact the Director of Student Development.

The College is committed to providing on-going educational information to students covering the effects and consequences of substance abuse.

Firearms and Other Weapons

Use or possession of firearms or any other kind of weapon is in violation of College policy. According to state law, firearms and other weapons can not be brought on campus. This policy includes firearms and/or weapons left in vehicles on campus property.

Policy Statement for The Prohibition of Sexual Harassment

Danville Community College shall not tolerate any verbal or physical conduct by any member of the College community which constitutes sexual harassment of any other member of the College community as outlined in Part 1604.11 Discrimination because of Sexual harassment, Title VII, Sec. 703, of the Civil Rights Act of 1964, as amended; or other applicable State or federal law. Upon receipt of a complaint of sexual harassment, the College will take action appropriate to the charge presented by the complainant. All faculty, staff, students, and administrators will be held accountable for compliance with this policy.

The complete document can be found in the College Policy Manual which is on record in the Library.

Information Technology Resources

Danville Community College provides telecommunications centers, library technological infrastructure, and computing centers to support the academic programs of the College. Users of these resources are expected to abide by the established Computer Ethics Guidelines (See page 164).

Transfer Associate Degrees (Associate in Arts and Science)

Business Administration

Liberal Arts

Science

Danville Community College offers transferable courses to meet the first two years' requirements for four-year degrees for any American college or university. Since much of the course work taken during the first two years of a Bachelor's Degree is in the area of general education, the same DCC courses would be appropriate for a variety of four-year degree programs. Listed below are several illustrations of four-year degrees with the recommended two-year program at DCC which would serve as good preparation for transfer. This list is not all-inclusive. Please contact DCC's Counseling Office at (804) 797-8460 for advice on a specific program at a particular university.

Four-Year Degree/Teaching Option¹

Accounting
 Actuarial Science
 Agriculture
 Anthropology
 Archeology
 Business Administration
 Chemistry
 Computer Science
 Communications
 Early Childhood Education
 Economics/Finance
 Engineering
 Civil or
 Electrical or
 Mechanical or
 Systems or
 any B.S.E. major
 Forestry
 Hotel Management
 Information Management
 Journalism
 Marine Biology
 Marketing
 Nursing (B.S.)
 Paleontology
 Performing Arts
 Pharmacy
 Physical Therapy
 Political Science
 Pre-Law
 Pre-Med
 Psychology
 Secondary Education
 Social Work
 Sociology
 Speech Therapy
 Sports Management
 Sports Medicine
 Zoology

DCC Associate Degree Counterpart

Business Administration
 Business Administration
 Science
 Science
 Science
 Business Administration
 Science
 Science
 Liberal Arts
 Liberal Arts
 Business Administration
 Science (may need to transfer after one year to
 avoid loss of credits)
 Science
 Business Administration
 Business Administration
 Liberal Arts
 Science
 Business Administration
 Science
 Science
 Liberal Arts (may need to transfer after one year to
 avoid loss of credits)
 Science
 Science
 Liberal Arts
 Liberal Arts
 Science
 Liberal Arts
 Depends on intended teaching field
 Liberal Arts
 Liberal Arts
 Liberal Arts
 Liberal Arts
 Business Administration
 Science
 Science

¹Anyone interested in a teaching career needs to talk with his/her counselor or advisor.



Business Administration

Award: ASSOCIATE IN ARTS AND SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Arts and Science Degree in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Business Administration, Accounting, Business Information Systems, Economics, Finance, Marketing, or Management.

Admission Requirements: In addition to the admission requirements established by the College, entry into this program requires completion of four units of high school English, three units of college preparatory mathematics, one unit of Laboratory Science, and one unit of Social Studies. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: This program requires courses in the humanities, natural sciences and social sciences, in addition to the Principles of Economics, Principles of Accounting, Introduction to Information Systems, and Business Statistics, usually required in the first two years of a baccalaureate Business program. Courses should be selected to satisfy the requirements of the senior college or university to which you plan to transfer. You are urged to familiarize yourself with the college or university to which transfer is contemplated. A DCC counselor will help you in the initial planning of your program. You will also be assigned an academic advisor in the Business Department who will assist you in course selections at Danville Community College. In order to prepare for junior class standing at a four-year college or university, you must normally complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon satisfactory completion of this program at DCC, you will be awarded the Associate in Arts and Science Degree (AA&S) in Business Administration.

Program Requirements: To receive the Associate in Arts and Science Degree in Business Administration, you must complete a minimum of 62 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for sequence courses or others requiring prerequisites.

Business Administration

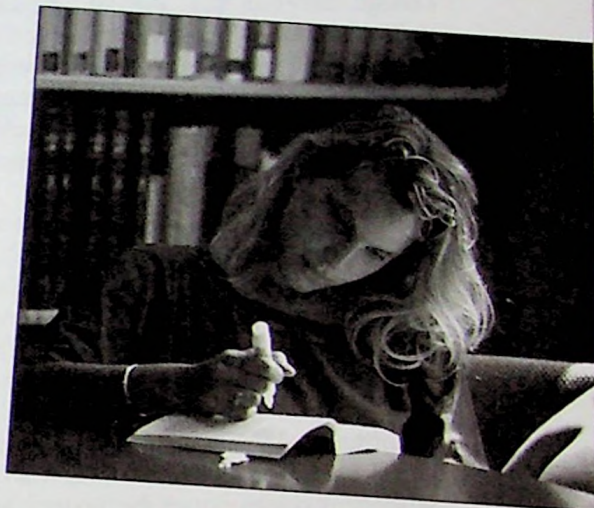
Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIO 101	General Biology I			
or		3	3	4
CHM 101	General Chemistry			
ENG 111	College Composition I	3	0	3
HIS 101	History of Western Civilization			
or				
HIS 121	U. S. History I	3	0	3
MTH 163	Precalculus I	3	0	3
STD 100	Orientation	1	0	1
Total		13	3	14

Second Semester				
BIO 102	General Biology II			
or		3	3	4
CHM 102	General Chemistry I			
ENG 112	College Composition II	3	0	3
HIS 102	History of Western Civilization II			
or				
HIS 122	U. S. History II	3	0	3
or				
Elective				
MTH 271	Applied Calculus I	3	0	3
BUS 147	Intro. to Bus. Information Systems	2	2	3
PED/HLT	Physical Ed./Health	0	2	1
Total		14	7	17

Third Semester				
ACC 211	Principles of Accounting I	3	0	3
BUS 221	Business Statistics I	3	0	3
ECO 201	Principles of Economics I	3	0	3
ENG	Literature			
or		3	0	3
ENG	Humanities Elective			
Elective	Social Sciences Elective	3	0	3
PED/HLT	Physical Education/Health	0	2	1
Total		15	2	16

Fourth Semester				
ACC 212	Principles of Accounting II	3	0	3
BUS 227	Quantitative Methods	3	0	3
ECO 202	Principles of Economics II	3	0	3
ENG	Literature			
or		3	0	3
ENG	Humanities Elective			
EEE	Elective	3	0	3
Total		15	0	15

Total Minimum Credits for the Associate in Arts and Science Degree in Business Administration62



Liberal Arts

Award: ASSOCIATE IN ARTS AND SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Arts and Science degree program in Liberal Arts is designed for students who plan to transfer to a four-year college or university to complete a Bachelor of Arts degree program in any of the liberal arts or social sciences. This Associate degree may also be appropriate for students who plan to complete a baccalaureate degree program with certification to teach elementary or secondary English, humanities, or social sciences.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English, two units of college preparatory algebra and one unit of college preparatory geometry, one unit of laboratory science, and one unit of history. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: This curriculum requires courses in the humanities, natural sciences, mathematics, social sciences, and health and physical education. You are urged to acquaint yourself with the requirements of the major department in the college or university to which transfer is contemplated. A DCC counselor will help you in the initial planning of your program. You will also be assigned an academic advisor in the Division of Arts and Sciences who will assist you in schedule preparation for the time you are enrolled in the Liberal Arts curriculum at Danville Community College. In order to prepare for junior class standing at a four-year college or university, you must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon satisfactory completion of the program at Danville Community College, you will be awarded the Associate in Arts and Science Degree in Liberal Arts.

Program Requirements: To receive an Associate in Arts and Science Degree in Liberal Arts, you must complete a minimum of 63 credits with a 2.00 or better grade point average. The following outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites in the course descriptions portion of this Catalog.

Focus Courses: A sequence of four Focus Courses must be selected by a Liberal Arts student for presentation to the academic advisor. Approval by the advisor is required. The Focus Courses should be related to each other and should also be accepted in transfer to the four-year program of the student's choice.

Liberal Arts

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	College Composition I	3	0	3
MTH 163	Precalculus I	3	0	3
—	¹ Focus Course I			3-4
BIO 101	General Biology I	3	3	
or				
CHM 111	College Chemistry I	3	3	
or				
CHM 101	General Chemistry	3	3	4
—	Approved Computer Elective	2-3		2-3
Total		—	—	16-18

Second Semester				
ENG 112	College Composition II	3	0	3
MTH	Approved Mathematics Course	3	0	3
—	¹ Focus Course II			3-4
BIO 102	General Biology II	3	3	
or				
CHM 112	College Chemistry II	3	3	
or				
CHM 102	General Chemistry II	3	3	4
—	Humanities or Social Science Elective	3	0	3
Total		—	—	16-17

Third Semester				
ENG	Literature I (ENG 241 or ENG 243)	3	0	3
HIS 101	History of Western Civilization I	3	0	
or				
HIS 121	United States History I	3	0	3
PLS 211	² U.S. Government I	3	0	
or				
PSY 201	Intro. to Psychology I	3	0	
or				
ECO 201	Principles of Economics I	3	0	3
—	¹ Focus Course III	3	0	3
HLT/PED	³ Approved "Wellness" Elective	—	—	1
—	Humanities or Social Science Elective	3	0	3
Total		—	—	16

Fourth Semester				
ENG	Literature II (ENG 242 or ENG 244)	3	0	3
HIS 102	History of Western Civilization II	3	0	
or				
HIS 122	United States History II	3	0	3
PLS 212	² U.S. Government II	3	0	
or				
PSY 202	Intro. to Psychology II	3	0	
or				
ECO 202	Principles of Economics II	3	0	3
—	¹ Focus Course IV	3	0	3
HLT/PED	³ Approved "Wellness" Elective	—	—	1
Total		—	—	13

Total Minimum Credits for the Associate in Arts and Science Degree in Liberal Arts63

¹The four Focus Courses (minimum of 12 credits) must be approved by the academic advisor. Focus Courses should be planned as preparation for transfer into the four-year degree program of choice. Examples of Focus Course sequences would include the following:

- ART 101-102, MUS 121-122
- HIS 121-122-266-268
- HLT 100-116-200-215
- PHI 100, REL 200-210-230
- PSY 201-202-215-238
- PSY 201-202-235-236
- SCM 100-110-200-105
- SOC 201-202-235-236
- SPA 101-102-203-204

²A year sequence of Social Science is required, normally PLS, PSY, or ECO. This sequence must not duplicate any of the Focus Courses.

³This credit can be satisfied by a single 2 or more credit course in Health, Physical Education, or Recreation.



Science

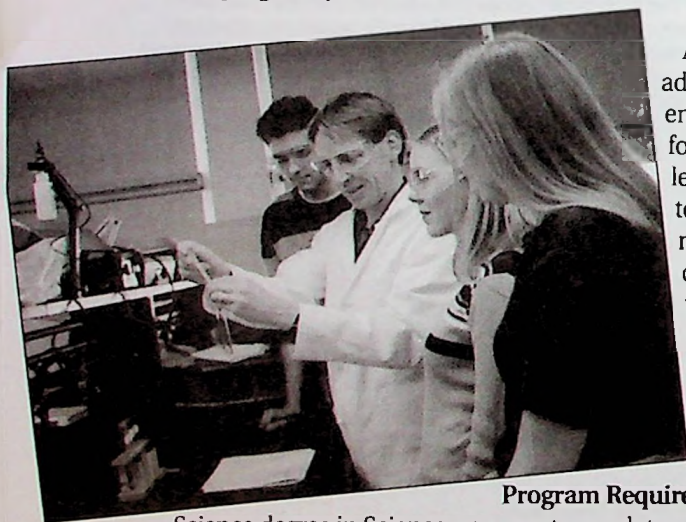
Award: ASSOCIATE IN ARTS AND SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Arts and Science degree program in Science is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in any of the sciences or related pre-professional programs. This Associate degree may also be appropriate for students who plan to complete a baccalaureate degree program with certification to teach elementary or secondary math, science, or technologies.

Program Description: Although the major emphasis in this curriculum is on mathematics, and the biological and physical sciences, the curriculum also includes a range of courses in humanities and social sciences. You have sufficient flexibility to select appropriate courses to correspond to the requirements of the senior college or university to which you plan to transfer. You are urged to familiarize yourself with the requirements of the college or university to which transfer is contemplated.

A DCC counselor will assist you in the initial planning of your program. In addition, an academic advisor in the Division of Arts and Sciences will assist you on a regular basis with your program plan. In order to prepare for upper division (junior class) standing at a senior college or university, you should complete a program at the community college which is comparable to the first two years of the program at the senior college or university. Upon satisfactory completion of this program, you will be awarded the Associate in Arts and Science degree.



Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English, three units of college preparatory mathematics, one unit of laboratory science, and one unit of social studies. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Requirements: To receive the Associate in Arts and Science degree in Science, you must complete a minimum of 63 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for sequence courses or others requiring prerequisites.

Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENG 111	College Composition I	3	0	3
STD 100	Orientation	1	0	1
HIS 101	History of Western Civ. I	3	0	
	or			
HIS 121	United States History I	3	0	3
MTH 163	Precalculus I	3	0	
	or			3-5
MTH 173	Calculus With Analytic Geometry I	5	0	
	¹ 100 Level Lab Science	3	3	4
HLT/PED	² Approved "Wellness" Elective	—	—	1
Total		—	—	15-17
Second Semester				
ENG 112	College Composition II	3	0	3
HIS 102	History of Western Civ. II	3	0	
	or			
HIS 122	United States History II	3	0	3
MTH 271	Applied Calculus I	3	0	
	or			3-5
MTH 174	Calculus With Analytic Geometry II	5	0	
	¹ 100 Level Lab Science	3	3	4
HLT/PED	² Approved "Wellness" Elective	—	—	1
	Elective	—	—	3-4
Total		—	—	17-18
Third Semester				
ENG	³ Literature I	3	0	3
ECO 201	⁴ Principles of Economics I	3	0	3
	¹ 200 Level Lab Science	3	3	4
	Approved Elective or Field Requirements	—	—	6-8
Total		—	—	16-18
Fourth Semester				
ENG	³ Literature II	3	0	3
ECO 202	⁴ Principles of Economics II	3	0	3
	¹ 200 Level Lab Science	3	3	4
	Approved elective or Field Requirements	—	—	5-8
Total		—	—	15-18

A third lab science is recommended.

Total Minimum Credits for the Associate in Arts and Science Degree in Science:63

¹Acceptable 100-level laboratory science sequences are:

- BIO 101-102 General Biology I-II
- CHM 111-112 College Chemistry I-II

Acceptable 200-level laboratory science sequences are:

- BIO 231-232 Human Anatomy and Physiology I-II
- BIO 256 General Genetics along with BIO 205 General Microbiology
- CHM 241-242 Organic Chemistry I-II with lab
- CHM 251-252 Quantitative Analysis I-II
- PHY 201-202 General College Physics I-II
- PHY 241-242 University Physics I-II

²This credit can be satisfied by a single 2 or more credit course in Health, Physical Education, or Recreation.

³Acceptable literature sequences are:

- ENG 241-242 Survey of American Literature I-II
- ENG 243-244 Survey of English Literature I-II
- ENG 251-252 Survey of World Literature I-II

⁴Acceptable substitutions are:

- PLS 211-212 U. S. Government I-II
- PSY 201-202 Introduction to Psychology I-II



Associate In Applied Science Degrees

Accounting

Administration of Justice

Administrative Support Technology

Track I: General Office Specialization

Track II: Legal Specialization

Track III: Medical Office Specialization

Business Management

Track I: Management Specialization

Track II: Printing Management Specialization

Track III: Marketing Specialization

Track IV: Automotive Management Specialization

Dental Hygiene (offered by Virginia Western Community College
in the DCC area)

Early Childhood Development (*pending approval by the State Council of
Higher Education for Virginia*)

General Engineering Technology

Information Systems Technology

Track I: Information Systems Technology

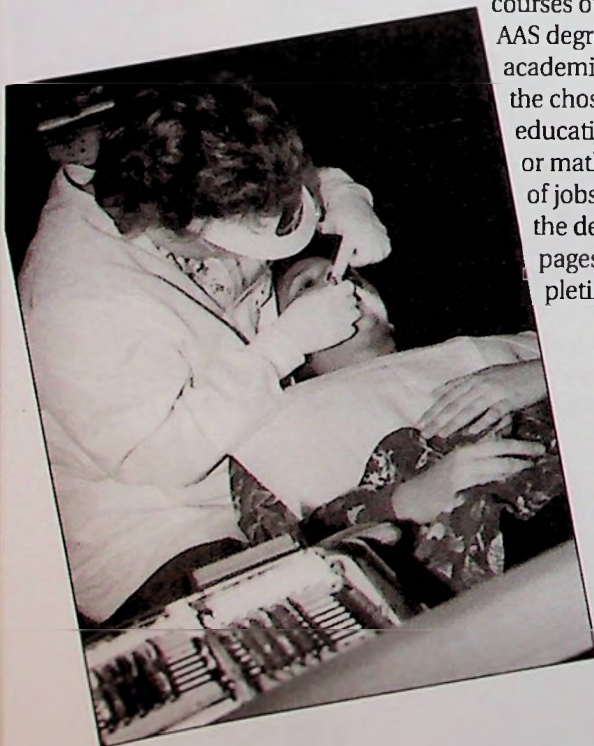
Track II: Microcomputer Specialist

Track III: Network Specialist

Medical Laboratory Technology (offered by Central Virginia Community College
in the DCC area)

Respiratory Therapy (offered by J. Sargent Reynolds
Community College in the DCC area)

The Associate in Applied Science degree is designed for the student who does not plan to pursue a four-year program of study, but still seeks an educational experience that includes courses other than those directly related to the chosen field. The AAS degree requires 65-69 credits which can be completed in two academic years. Along with the courses that are directly related to the chosen field of study, students will take a variety of general education courses such as English, speech, psychology, science or mathematics, and physical education or wellness. The types of jobs which you might expect to obtain upon completion of the degree requirements are listed on the following catalog pages which describe the specific requirements for completing each program of study.



Accounting

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Applied Science Degree program in Accounting is designed for persons who seek employment in the accounting field immediately upon completion of the program. Persons seeking initial employment in the accounting field and those in accounting seeking advancement may benefit from this program.

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

- Accounting Trainee
- Accounting Technician
- Junior Accountant
- Accountant

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Description: The first two semesters (first year) of the Associate in Applied Science Degree program in Accounting are similar to other programs in business. In the second year, you will pursue your specialty in Accounting. You are urged to consult with the Counseling Office and your faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the four-semester program, you will be awarded the Associate in Applied Science Degree in Accounting. Some courses within this program may be applied to a four-year program at the discretion of the admitting institution. However, if your objective is to obtain a four-year degree in Accounting, you should enroll in DCC's Business Administration program.

Program Requirements: To receive the Associate in Applied Science Degree, you must complete a minimum of 69 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACC 111	Accounting I	3	0	3
BUS 100	Intro. to Business	3	0	3
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Systems Lab	0	2	1
ENG 111	English Composition I	3	0	3
PLS	Elective			
or		3	0	3
PSY	Elective			
STD 100	Orientation	1	0	1
Total		16	2	17
Second Semester				
ACC 112	Accounting II	3	0	3
ACC 195	Topics in Comp. Acctg.- Peachtree	2	0	2
BUS 121	Business Math I			
or		3	0	3
MTH 121	Fundamentals of Math I ¹			
IST 117	MicroComputer Software	3	0	3
IST 118	MicroCom. Software Lab	0	2	1
ECO 120	Survey of Economics	3	0	3
ENG 112	College Composition II	3	0	3
Total		17	2	18
Third Semester				
ACC 221	Intermediate Accounting I	4	0	4
ACC 261	Prin. of Federal Taxation	3	0	3
BIO/NAS				
or	Science or Math Elective ²	3	0	3
MTH				
BUS 241	Business Law I	3	0	3
HLT/PED	Health/Physical Education	0	2	1
Elective	Approved Elective	3	0	3
Total		16	2	17
Fourth Semester				
ACC 222	Intermediate Accounting II	4	0	4
BUS 242	Business Law II	3	0	3
HLT/PED	Health/Physical Education	0	2	1
<i>Students may select 3 of the 4 following courses:</i>				
ACC 231	Cost Accounting	3	0	3
ACC 241	Auditing	3	0	3
ACC 262	Prin. of Federal Taxation II	3	0	3
FIN 215	Financial Management	3	0	3
Total		16	2	17

Total Minimum Credits For Associate in Applied Science Major . . .69

¹One unit of high school algebra or MTH 03 is required as a prerequisite for MTH 121.

²Students who take MTH 121 may substitute an approved business elective for the BIO or NAS elective.



Administration of Justice

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Administration of Justice curriculum has been developed and maintained in cooperation with state and local police officials. The curriculum is not designed to train for any specialty, but rather to provide a broad academic foundation which will prepare the student to enter any of the many fields of law enforcement. Although the curriculum is primarily designed for persons who seek full-time employment in law enforcement, several adjustments are possible to enable a student to prepare for transfer to a baccalaureate degree program in Administration of Justice.

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

Commercial and Industrial Security Officers

Local, State, and Federal Enforcement Officers

Police Officers

Private or Government Investigators

Probation, Parole, Corrections, and Rehabilitation Officers

Admission Requirements and Procedures: In addition to the general requirements for admission to the College, entry into the Associate in Applied Science degree program in Administration of Justice requires the following:

1. A personal interview with a representative of the Administration of Justice Department.
2. Special Requirements: Students who wish to enroll in the Administration of Justice program with the objective of obtaining employment with law enforcement agencies are advised that the following qualifications are generally prerequisite to such employment:
 - a. Excellent physical condition, free from any physical or mental condition which might adversely affect acceptance or performance as a law enforcement officer.
 - b. Possess normal hearing and normal color vision. Eye functions must be normal. Visual acuity must not be less than 20/40 in either eye without correction.
 - c. Weight should be in proportion to height.
 - d. Must be of excellent moral character. Must not have been convicted of any crime involving moral turpitude or any felony. Must not have received an excessive number of traffic citations. Background investigations will be conducted by the employing agency to confirm the foregoing.

Program Requirements: To receive the Associate in Applied Science degree in Administration of Justice, you must complete a minimum of 65 credits with a grade point average of 2.00 or better. Approximately one-half of the curriculum includes courses in administration of justice with the remaining courses in related and general education subjects. Instruction includes both the theoretical concepts and practical applications needed for future success in administration of justice. Each student is urged to consult with a faculty advisor and the Counseling Office in planning a program and selecting electives. Students who plan to transfer to a senior college or university to complete a baccalaureate degree program in Administration of Justice (Law Enforcement) may be advised to substitute several other courses for some of those listed below. The following outline represents a typical order of courses taken by full-time students. Part-time students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites in the course descriptions portion of this Catalog.

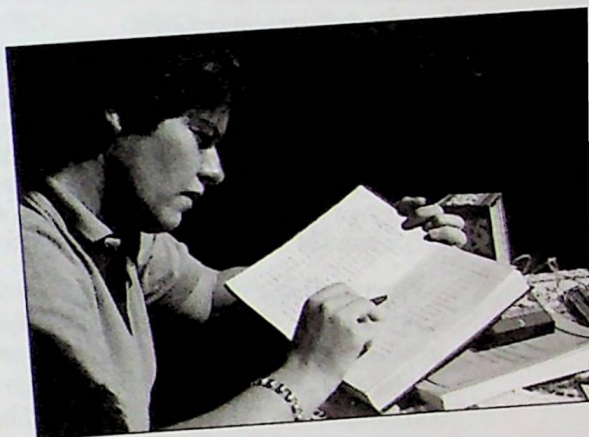
Administration of Justice

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	College Composition I	3	0	3
NAS	Nat. Science Topics for Mod. Soc. or other approved science or math course	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
SOC 201	Introduction to Sociology I	3	0	3
ADJ 130	Intro. to Criminal Law	3	0	3
Total		—	—	16

Second Semester				
ENG 112	College Composition II	3	0	3
—	Non-ADJ elective*	—	—	3
SOC 202	Introduction to Sociology II	3	0	3
ADJ	Approved elective*	—	—	3
ADJ 131	Legal Evidence	3	0	3
—	Approved Wellness Elective*	—	—	3
Total		—	—	18

Third Semester				
ADJ 211	Crim. Law, Evidence & Procedures I	3	0	3
SOC 236	Criminology	3	0	3
LGL 230	Legal Transactions	3	0	3
PLS 211	U.S. Government I	3	0	3
PSY 201	Intro. to Psychology I	3	0	3
—	Computer Course or Approved Alternative	1	0	1
Total		16	0	16

Fourth Semester				
ADJ 212	Crim. Law, Evid. & Procedures II	3	0	3
SOC 235	Juvenile Delinquency	3	0	3
LGL 215	Torts	3	0	3
PLS 212	U.S. Government II	3	0	3
or		3	0	3
PSY 202	Intro. to Psychology II	3	0	3
—	Approved elective*	3	0	3
Total		15	0	15



Total Minimum Credits for the Associate in Applied Science Degree in Administration of Justice65

*All electives should be planned carefully with the academic advisor to ensure maximum employment or transfer potential.



Administrative Support Technology

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four to six semesters, depending upon the track chosen.

Purpose: The Associate in Applied Science Degree program in Administrative Support Technology is designed to educate and train students wishing to enter or advance in an office support career. With three tracks offered under the Administrative Support Technology umbrella, students are given the opportunity to design a course of study that will meet their occupational objectives.

Occupational Objectives: Possible employment opportunities include:

Administrative Secretary	Executive Secretary
Medical Secretary	Medical Transcriptionist
Medical Insurance Coder	Office Manager
Legal Assistant	Legal Secretary

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: Designed for completion in two years, all tracks of the Administrative Support Technology program combine instruction in critical areas related to successful career advancement within the office support area. The **General Office** track allows students to select two (2) elective courses in order to design a program of study that will meet their specific occupational objectives. These electives should be discussed with the student's advisor and may include courses such as law, medical terminology, information systems technology, management, or other approved subject area.

The **Legal Specialization** track of Administrative Support Technology, is geared specifically to individuals who want a career as a legal secretary or an entry-level legal assistant (a person capable of performing independent legal work under the supervision of an attorney). Small firms often use this qualified employee in a combination of these positions. As shown on the outline that follows, courses include general education courses, computer courses, word processing, and six legal courses, two of which are electives. The legal courses are taught in the evening by practicing attorneys, but all other courses may be taken in the day or evening. Any student making less than a "C" on a legal course is encouraged to repeat that course.

The **Medical Office Specialist** track offers training needed to work in a medical environment. The medical courses are usually taught during the evenings and will provide the skills needed to work as a medical secretary, insurance coder, or medical transcriptionist.

The **General Office** track of the Administrative Support Technology curriculum may also serve as the first two years of study for a student's bachelor of science degree in Business Education. The courses taken in this curriculum will transfer to Virginia Polytechnic Institute & State University (VPI&SU) where a student may continue the program and obtain a BS degree in Business Education with teaching certification.

Program Requirements: To receive the Associate in Applied Science Degree, you must complete a minimum of 69 credits in the General Office track; a minimum of 69 credits in Legal Specialization; and a minimum of 66 or 68 credits in Medical Office Specialization, and have a grade point average of 2.0 or better. The following outlines represent a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for courses requiring prerequisites.

Administrative Support Technology

General Office Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 101	Keyboarding I	2	0	2
AST 103	Keyboarding I Lab	0	2	1
PSY 126 HUM	Psy. for Business/Industry or Approved Humanities or Soc. Sci Elective	3	0	3
ENG 134	Applied Grammar I	3	0	3
BUS 121	Business Math I	3	0	3
AST 234	Records & Database Mgt.	3	0	3
STD 100	Orientation	1	0	1
IST 195	Windows 95 Elective	0	2	1
HLT/PED	Health/Physical Education	0	2	1
Total		15	6	18
Second Semester				
AST 102	Keyboarding II	2	0	2
AST 104	Keyboarding II Lab	0	2	1
ECO 100	Elementary Economics	3	0	3
ENG 135	Applied Grammar II	3	0	3
HLT/PED	Health/Physical Education	0	2	1
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Systems Lab	0	2	1
BIO/NAS or MTH	Science or Math Elective	3	0	3
Total		14	6	17
Third Semester				
ACC 111	Accounting I	3	0	3
ACC 243	Office Administration I	3	0	3
AST EEE	Word Processing Elective	2	0	2
AST EEE	Word Processing Lab	0	2	1
BUS 235	Business Letter Writing	3	0	3
AST 113	Speedbuilding	0	2	1
IST EEE	IST Spreadsheet Elective	3	0	3
Total		14	4	16
Fourth Semester				
ACC 195	Comp. Acctg. - Peachtree	2	0	2
AST 244	Office Administration II	3	0	3
AST 201	Keyboarding III (Intern.)	2	0	2
AST 202	Keyboarding III Lab	0	2	1
AST 205	Business Communications	3	0	3
AST 253	Desktop Publ. w/PageMaker	2	0	2
AST 255	Desktop Publ. Lab	0	2	1
Elective		3	0	3
STD 106	Job Search Strategies	1	0	1
Total		16	4	18

Total Minimum Credits for the Associate in Applied Science Degree in Administrative Support Technology (General Office Specialization)69

Administrative Support Technology

Legal Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 101	Keyboarding I	2	0	2
AST 103	Keyboarding I Lab	0	2	1
ENG 134	Grammar for Writing & Speaking	3	0	3
BUS 121	Business Math I	3	0	3
LGL 110	Intro. to Law & Legal Asst.	3	0	3
STD 100	Orientation	1	0	1
IST 195	Windows 95 Elective	1	0	1
HLT/PED	Health/Physical Education	1	0	1
Total		14	2	15
Second Semester				
AST 102	Keyboarding II	2	0	2
AST 104	Keyboarding II Lab	0	2	1
ENG 135	Applied Grammar	3	0	3
LGL 115	Real Estate Law	3	0	3
IST 100	Intro. to Info. Sys.	3	0	3
IST 101	Intro. to Inf. Sys. Lab	0	2	1
Total		11	4	13
Third Semester				
AST EEE	Word Processing Elective	2	0	2
AST EEE	Word Processing Lab	0	2	1
PSY 126 HUM	Psy. for Business/Industry or Approved Humanities or Soc. Sci Elective	3	0	3
LGL 226	Real Estate Abstracting	3	0	3
Total		8	2	9
Fourth Semester				
AST 234	Records & Database Mgt.	3	0	3
ACC 111	Accounting I	3	0	3
BUS 235	Business Letter Writing	3	0	3
LGL 125	Legal Research	3	0	3
Total		12	0	12
Fifth Semester				
NAS 105 or MTH 120	Science or Math Elective	3	0	3
AST 244	Office Administration II	3	0	3
ECO 100	Elementary Economics	3	0	3
AST 265	Legal Office Procedures/ Internship	3	0	3
PED/HLT	Health/Physical Education	0	2	1
STD 106	Job Search Strategies	1	0	1
Total		13	2	14
Sixth Semester				
LGL	Approved Elective	3	0	3
Elective	Approved Elective	3	0	3
Total		6	0	6

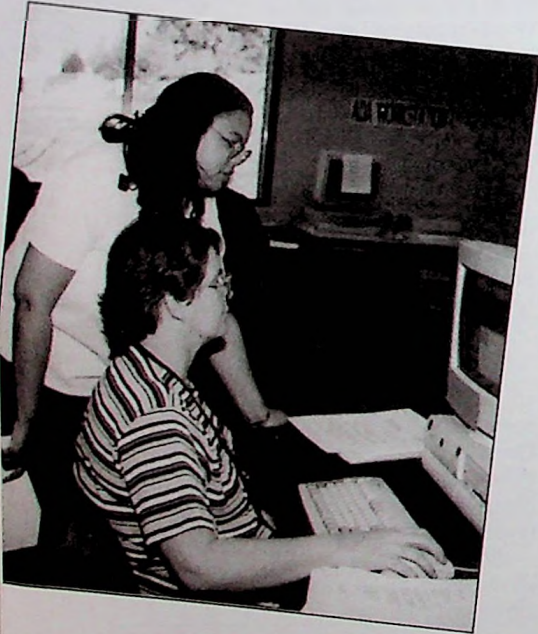
Total Minimum Credits for the Associate in Applied Science Degree in Administrative Support Technology (Legal Specialization)69



Administrative Support Technology

Medical Office Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 101	Keyboarding I	2	0	2
AST 103	Keyboarding I Lab	0	2	1
ENG 134	Grammar for Writing & Speaking	3	0	3
BUS 121	Business Mathematics I	3	0	3
BIO 100	Basic Human Biology	3	0	3
HLT 143	Medical Terminology I	3	0	3
STD 100	Orientation	1	0	1
Total		15	2	16
Second Semester				
AST 102	Keyboarding II	2	0	2
AST 104	Keyboarding II Lab	0	2	1
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Systems Lab	0	2	1
ENG 135	Applied Grammar	3	0	3
HLT 144	Medical Terminology II	3	0	3
HLT/PED	Health/Physical Education	0	2	1
Total		11	6	14
Third Semester				
AST 234	Records & Database Mgt.	3	0	3
AST EEE	Word Processing Elective	2	0	2
AST EEE	Word Processing Lab	0	2	1
ECO 100	Elementary Economics	3	0	3
HIT 106	ICD-9-CM Coding I*	2	0	2
Total		10	2	11
Fourth Semester				
ACC 111	Accounting I	3	0	3
AST 113	Speedbuilding**	0	2	1
or				
HIT 107	ICD-9-CM Coding II*	2	0	2
AST 243	Office Administration I	3	0	3
PSY	Approved Psych. Elective			
or				
HUM	Apprvd. Humanities Elec.	3	0	3
HLT/PED	Health/Physical Education	0	2	1
HIT 100	Intro. To Health Care Sys.	1	0	1
HIT 226	Legal Aspects of Record Doc.	2	0	2
Total		14	4	13-14
Fifth Semester				
AST 244	Office Administration II	3	0	3
AST 201	Keyboarding III (Internship)	2	0	2
AST 202	Keyboarding III Lab	0	2	1
AST 245	Medical Machine Transcription**	3	0	3
or				
HIT 105	CPT Coding*	2	0	2
STD 106	Job Search Strategies	1	0	1
Elective		3	0	3
Total		12	14	12-13



Total Minimum Credits for the Associate in Applied Science Degree in Administrative Support Technology (Medical Office Specialization)66-68

* Coding Option

** Transcription Option — students can pursue either the coding option or the transcription option. Many students take all courses for both options.

Business Management

Track I: Management Specialization

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Applied Science Degree program in Business Management is designed primarily for persons who seek employment in business immediately upon completion of the program. There are four specializations available to meet a variety of occupational objectives: management, printing management, marketing, and automotive management. Both persons who are seeking their first employment position and those who are seeking promotion may benefit from these programs.

Occupational Objectives: The following occupational titles represent examples of possible employment opportunities for graduates of the management specializations:

- Management Trainee
- Administrative Assistant
- Purchasing Agent
- Human Resource Supervisor
- Production Supervisor
- Small Business Owner/Manager
- Office Manager

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Description: The first two semesters (first year) of the Associate in Applied Science Degree program in Business Management are similar to other curriculums in business. In the second year, you will pursue your specialty in Business Management. The program includes technical courses, courses in related areas, general education courses and electives. Instruction will include both the theoretical concepts and practical applications needed for success in business. You are urged to consult with the Counseling Office and your faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the four semester program, you will be awarded the Associate in Applied Science Degree (AAS) in Business Management.

Program Requirements: To receive the Associate in Applied Science Degree, you must complete a minimum of 69 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students.

Business Management-Track I Management Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	Keyboarding for Computer Usage ¹	1	0	1
BUS 100	Intro. to Business	3	0	3
BUS 121	Business Mathematics I	3	0	3
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Sys. Lab I	0	2	1
ENG 111	College Composition I	3	0	3
MKT 100	Principles of Marketing	3	0	3
STD 100	Orientation	1	0	1
Total		17	2	18
Second Semester				
BUS 111	Principles of Supervision	4	0	4
BUS 122	Business Mathematics II	3	0	3
IST 117	Intro. Micro. Software	3	0	3
IST 118	Intro. Microcomputer Lab	0	2	1
SPD 110	Intro. to Speech Comm.	3	0	3
ECO 120	Survey of Economics	3	0	3
Total		16	2	17
Third Semester				
ACC 111	Accounting I	3	0	3
BUS 241	Business Law I	3	0	3
BUS 236	Business Communication	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
BUS 220	Intro. Business Statistics	3	0	3
PSY/SOC	Psy./Social Sci. Elective	3	0	3
Total		15	2	16
Fourth Semester				
ACC 195	Comp. Acctg.- Peachtree	2	0	2
BIO/NAS or MTH	Science or Math Elective	3	0	3
ELECTIVE	Approved Bus. Elective	3	0	3
ELECTIVE	Approved Bus. Elective	3	0	3
BUS 298	Seminar & Project	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
BUS 209	Continuous Quality Improvement	3	0	3
Total		17	2	18

Total Minimum Credits for the Associate in Applied Science Degree in Business Management, Track I (Management Specialization)69

¹Students having prior keyboarding training may request advanced standing.



Business Management

Track II: Printing Management Specialization

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in two years, which includes one summer term.

Purpose: The Business Management - Printing Management Specialization is designed for persons who seek employment in printing management or marketing positions. Both persons who are seeking their first employment in a managerial position and those presently in management who are seeking promotion may benefit from this program.

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

- Owner - Manager
- Department Manager
- Management Trainee
- Sales/Marketing Representative

Admission Requirements: In addition to the admission requirements established for the College, entry into the Printing Management Specialization requires completion of four units of high school English, one unit of keyboarding, one unit of high school mathematics, and one unit of vocational printing/graphics. Students with deficiencies in academic preparation may correct weaknesses in the College's Developmental Studies program or through fundamental printing courses offered by the Printing Department.

Program Description: The Printing Management Specialization is similar to other curriculums in business; however, the program provides opportunity for you to pursue a specialization in printing technology. Instruction will include both the theoretical concepts and practical applications needed for success in the printing management/marketing field. You are urged to consult with your faculty advisor in planning your program and selecting electives.

Program Requirements: To receive the Associate in Applied Science Degree in Business Management (Printing Management Specialization), you must complete a minimum of 69 credits with a grade point average of 2.00 or better. The following curriculum outline represents a typical order of courses taken by full-time day students. Part-time students may take courses in any desired sequence except sequence courses or others requiring prerequisites.

Business Management - Track II

Printing Management Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	Keyboarding for Computer Usage ¹	1	0	1
BUS 100	Introduction to Business	3	0	3
BUS 121	Business Mathematics I	3	0	3
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Sys. Lab	0	2	1
ENG 111	College Composition I	3	0	3
MKT 100	Principles of Marketing	3	0	3
STD 100	Orientation	1	0	1
Total		17	2	18
Second Semester				
BUS 111	Principles of Supervision	4	0	4
ECO 120	Survey of Economics	3	0	3
ENG 115	Technical Writing	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
PNT 211	Composition Tech. I	2	2	3
PNT 221	Layout and Design I	2	2	3
Total		14	6	17
Third Semester				
PNT 255	Color Photography	3	0	3
Total		3	0	3
Fourth Semester				
ACC 111	Accounting I	3	0	3
BUS 236	Business Communication	3	0	3
BUS 241	Business Law I	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
IST 117	Intro. Micro. Software	3	0	3
IST 118	Intro. Micro. Lab	0	2	1
Total		12	4	14
Fifth Semester				
ACC 195	Computerized Accounting 2	2	0	2
BIO	or Math or Science Elective	3	0	3
NAS				
BUS 298	Seminar & Project	3	0	3
PNT 231	Lithographic Chemistry	2	0	2
PNT 245	Production Planning & Estimating	3	3	4
PSY 126	Psy. for Business/Industry	3	0	3
Total		16	3	17

Total Minimum Credits for the Associate in Applied Science Degree in Business Management, Track II (Printing Management Specialization)69

¹Students having prior keyboarding training may request advanced standing.

Business Management

Track III: Marketing Specialization

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Business Management - Marketing Specialization program is designed for students who are preparing for full-time employment in merchandising, retailing or related marketing occupations. Persons seeking initial employment in Marketing or those already employed in Marketing and seeking advancement may benefit from this program.

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

- Sales Representative
- Buyer and Assistant Buyer
- Manager/Manager Trainee
- Department Manager
- Real Estate/Insurance Sales
- Small Business Management/Owner
- Other Related Marketing Occupations

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The program includes technical courses in marketing, related business courses and general education courses. Instruction will include both the theoretical concepts and practical applications needed for further success in Marketing. You are urged to consult with the Counseling Office and a faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the program, you will be awarded the Associate in Applied Science Degree (AAS) in Business Management - Marketing Specialization.

Program Requirements: To receive the Associate in Applied Science Degree with Marketing Specialization, you will need to complete a minimum of 69 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students.

Business Management-Track III

Marketing Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	Keyboarding for Computer Usage ¹	1	0	1
BUS 100	Introduction to Business	3	0	3
BUS 121	Business Mathematics I	3	0	3
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Sys. Lab	0	2	1
ENG 111	College Composition I	3	0	3
MKT 100	Principles of Marketing	3	0	3
STD 100	Orientation	1	0	1
Total		17	2	18
Second Semester				
BUS 111	Principles of Supervision	4	0	4
BUS 122	Business Mathematics II	3	0	3
IST 117	Intro. Micro. Software	3	0	3
IST 118	Intro. Microcomputer Lab	0	2	1
SPD 110	Intro. to Speech Comm.	3	0	3
MKT 110	Principles of Selling	3	0	3
Total		16	2	17
Third Semester				
ACC 111	Accounting I	3	0	3
BUS 236	Business Communication	3	0	3
BUS 241	Business Law I	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
ECO 120	Survey of Economics	3	0	3
MKT 216	Retail Organization & Management	3	0	3
Total		15	2	16
Fourth Semester				
ACC 195	Computerized Accounting	2	0	2
BIO/NAS or MTH	Math or Science Elective	3	0	3
MKT 227	Merchandise Buying & Control	3	0	3
MKT 298	Seminar & Project	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
PSY/SOC	Psy./Soc. Science Elective	3	0	3
BUS 209	Continuous Quality Improvement	3	0	3
Total		17	2	18

Total Minimum Credits for the Associate in Applied Science Degree in Business Technology - Track III (Marketing Specialization)69

¹Students having prior keyboarding training may request advanced standing.



Business Management

Track IV: Automotive Management Specialization

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters and one summer term.

Purpose: The Business Management - Automotive Management Specialization is designed primarily for persons who seek employment in the automotive field immediately upon completion of the program. Both persons who are seeking their first employment position and those who are seeking promotion may benefit from the program.

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

- Automotive Management/Support
- Service Advisor
- Service Manager
- Automotive Parts Sales/Management
- Automotive Manufacturer Representative
- Automotive Sales
- Automotive Warranty Claims Administrator

Program Description: The Automotive Management Program is designed for students who wish to pursue employment in management and support areas of automotive sales, repair, parts and manufacturing businesses. The program includes courses in automotive technology, general education and electives. Instruction will include both the theoretical concepts and practical applications needed for success in automotive management. You are urged to consult with the Counseling Office and your faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the four semester program, you will be awarded the Associate in Applied Science Degree (AAS) in Business Management Track IV -Automotive Management Specialization.

Program Requirements: To receive the Associate in Applied Science Degree in Business Management - Automotive Management Specialization, you must complete a minimum of 69 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students.

Business Management-Track IV

Automotive Management Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	Topics in Keyboarding	0	2	1
BIO/NAS/MTH	Elective	3	0	3
BUS 100	Introduction to Business	3	0	3
BUS 121	Business Mathematics I	3	0	3
ENG 111	College Composition I	3	0	3
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Sys. Lab	0	2	1
STD 100	Orientation	1	0	1
Total		16	4	18

Second Semester				
AUT 241	Automotive Electricity I	3	3	4
AUT 265	Automotive Braking Sys.	2	3	3
ECO 120	Survey of Economics	3	0	3
ENG 115	Technical Writing	3	0	3
IST 117	Intro. Microcomp. Software	3	0	3
IST 118	Intro. Microcomp. Software Lab	0	2	1
Total		14	8	17

Summer Term I				
AUT 242	Automotive Electricity II	3	3	4
Total		3	3	4

Third Semester				
ACC 111	Accounting I	3	0	3
BUS 241	Business Law	3	0	3
MKT 100	Principles of Marketing	3	0	3
HLT/PED	Elective	0	4	2
PSY 126	Psy. for Business/Industry	3	0	3
Total		12	4	14

Fourth Semester				
ACC 112	Accounting II	3	0	3
ACC 195	Comp. Acctg - Peachtree	2	0	2
AUT 212	Automotive Systems IV	3	3	4
BUS 111	Principles of Supervision	4	0	4
BUS 236	Business Communications	3	0	3
Total		15	3	16

Total Minimum credits for the Associate in Applied Science Degree in Business Management Track IV (Automotive Management Specialization)69

Dental Hygiene

Award: ASSOCIATE IN APPLIED SCIENCE

Danville Community College is a cooperating institution for the Virginia Western Community College two-year program in Dental Hygiene. This Joint Venture Dental Hygiene program accepted its first class of students in the Fall Semester 1997, and the second class started in Fall 1999. The third class will begin in Fall Semester 2001. Potential students are encouraged to apply to DCC and enroll in related course work (or developmental studies courses as needed) prior to the Fall Semester 2001.

A student may complete this Associate in Applied Science Degree without moving from the Danville area. Applicants to the Dental Hygiene Program must have completed four units of high school English, one unit each of high school or college biology and chemistry, two units of high school or college social studies, and Algebra II or MTH 04. After a student is accepted by VWCC into the program, core courses in DNH are offered at Danville via distance learning technology, while clinical experiences are conducted by DNH instructors at the George Washington High School site. The contact person at Virginia Western Community College is Pam Woody, telephone number (540) 857-7307.

To request a package of detailed information about this program, please call DCC's Division of Arts and Sciences at (804) 797-8402.



Early Childhood Development

(pending approval by the State Council of Higher Education for Virginia)

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full time student may complete this program in four semesters.

Purpose: The Early Childhood Development curriculum is designed for students who plan to work with children from birth through age eight years using developmentally-appropriate practices. The Associate in Applied Science Degree program is primarily designed to benefit persons interested in employment in the child development field immediately after completion of community college studies. However, several adjustments in program schedules are available to enable a student to prepare for transfer to a baccalaureate degree program in Early Childhood Education.

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

Child Care Center Director	Child Care Center Teacher
Teacher Aide/Assistant	Child Care Center Teacher Assistant
Recreation Aide or Program Leader	Substitute Teacher

Admission Requirements: In addition to the admission requirements established by the College, entry into this curriculum requires a high school diploma or the equivalent. Students with academic weaknesses, as determined by the College's placement test, can correct these weaknesses by enrolling in Developmental Studies. Entry into the Associate in Applied Science degree program in Early Childhood Development also requires the following:

1. A personal interview with a representative of the Child Development Department.
2. Special Requirement: Students who wish to enroll in the Early Childhood Development curriculum with the objective of obtaining employment in early childhood education settings are advised that excellent moral character is generally considered prerequisite to such employment. Background investigations will be conducted by employing agencies to confirm that potential employees have not been convicted of a crime involving moral turpitude or any felony.

Program Description: The Early Childhood Development curriculum prepares individuals to work in services for children from birth through age eight years. The program includes courses in child development, behavior management, methods of teaching children, general education and electives. Instruction will include both theoretical concepts and practical applications needed for success in providing high quality services for children. Upon successful completion of the four semester program, you will be awarded the Associate in Applied Science Degree (AAS) in Early Childhood Development.

Program Requirements: To receive the Associate in Applied Science Degree in Early Childhood Development you must complete a minimum of 65 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full time students.

Early Childhood Development

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
CHD 120	Intro. Early Childhood Ed.	3	0	3
HLT 135	Child Health/Nutrition	3	0	3
ENG 111	College Composition I	3	0	3
IST 103	Survey of Computer Software Applications	3	0	3
HLT 100	First Aid and CPR	2	0	2
PSY 126	¹ Psy. for Business/Industry	3	0	3
Total		18	0	18
Second Semester				
ENG 115	² Technical Writing	3	0	3
CHD 205	Guiding the Behavior of Children	3	0	3
PSY 235	Child Psychology	3	0	3
BIO 100	³ Basic Human Biology	3	0	3
CHD 145	Methods for Teaching Art, Music & Movement to Children 2	2	2	3
Total		14	2	15
Third Semester				
SOC 201	Intro. to Sociology	3	0	3
CHD 166	Infant & Toddler Programs	3	0	3
	ELECTIVE	3	0	3
CHD 118	Language Arts for Young Children	2	2	3
CHD 210	Intro. to Exceptional Children	3	0	3
BUS 121	⁴ Business Mathematics I	3	0	3
Total		17	2	18
Fourth Semester				
SOC 202	Intro. to Sociology II	3	0	3
	⁵ Humanities Elective	3	0	3
CHD 126	Methods & Materials for Developing Math & Science Concepts in Children	2	1	3
CHD 215	Models of Early Childhood Programs	3	0	3
CHD 290	Coordinated Internship in Child Development	0	10	2
Total		11	11	14



Total Minimum Credits for the Associate in Applied Science Degree in Early Childhood Development65

¹PSY 201 Introduction to Psychology I is recommended for students planning to transfer to four-year institutions.

²ENG 112 College Composition II is recommended for students planning to transfer to four-year institutions.

³BIO 101 General Biology is recommended for students planning to transfer to four-year institutions.

⁴MTH 151 Mathematics for Liberal Arts I is recommended for students planning to transfer to four-year institutions.

⁵Students planning to transfer to four-year institutions should select an appropriate transfer course.



General Engineering Technology

Award: ASSOCIATE IN APPLIED SCIENCE

Length: Two years. Part-time students determine their own pace.

Purpose: The Associate in Applied Science Degree in General Engineering Technology is designed to provide a broad base of math, science, and engineering knowledge which will prepare the graduate to enter the technical workforce upon graduation. Entry into the workplace would be at the Engineering Assistant level. The graduate will have knowledge in areas of Engineering Technology such as engineering materials, design drafting, engineering mechanics, manufacturing methods, electronics, and computer programming.

Occupational Objectives:

- Engineering Technician
- Quality Control Technician
- Industrial Engineering Technician
- Material Testing Technician
- Technical Salesperson

Admission Requirements: In addition to the admission requirements established for the College, this curriculum requires successful completion of four units of high school English; three units of high school mathematics (Algebra I, Algebra II and Geometry); two units of high school social studies; one unit of laboratory science, and one unit of Technical Drafting. If a student meets the general admission requirements, a counselor will discuss the student's academic strengths and weaknesses. Any academic deficiencies may be corrected in the College's Developmental Studies program.

Program Description: General Engineering is a two-year curriculum combining a basic core of engineering courses. These courses are drawn from the field of Mechanical, Industrial, and Electronic Engineering. The first year includes studies in science, math, English, drafting, and general education courses. Although the first year is composed almost exclusively of engineering technology courses, these courses will prepare the student to enter the engineering field as an engineering technician upon graduation.

Program Requirements: To receive an Associate in Applied Science Degree in General Engineering Technology you must complete a minimum of 66 credits with a 2.00 or better grade point average. The 66 credits are distributed according to the following outline. The outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

General Engineering Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
EGR 115	Engineering Graphics	1	3	2
IST 100/101	Intro to Inform. Sys.	3	2	4
MAC 131	Machine Lab I	1	3	2
MEC 100	Intro. to Engineering Tech.	1	2	2
MTH 163	Pre-Calculus	3	0	3
STD 100	Orientation	1	0	1
Total		10	10	14

Second Semester				
ENG 111	English Composition I	3	0	3
MEC 111	Materials for Industry	3	0	3
MEC 126	Computer Programming for Technologists	2	0	2
MTH 164	Pre Calculus II	3	0	3
SPD 110	Intro. to Speech Comm.	3	0	3
HLT/PED	Physical Education Elective	0	2	1
Total		14	2	15

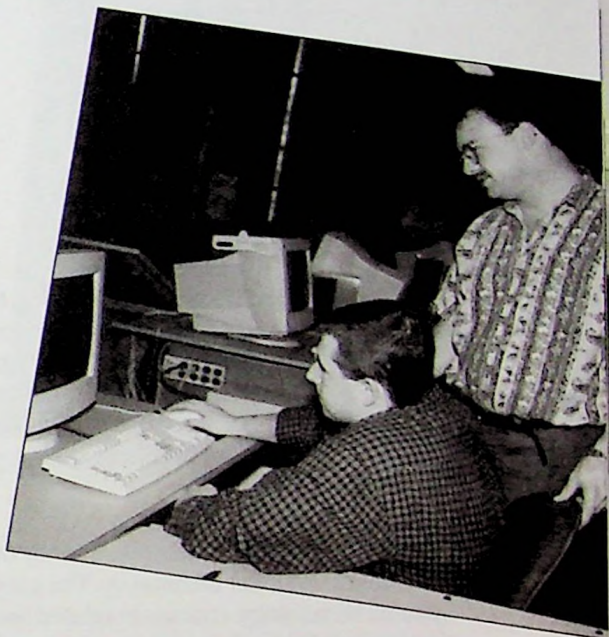
Summer Term I				
MAC 126	Intro. to CNC	2	3	3
DRF 201	Comp. Aided Drafting and Design I	3	2	4
MEC 131	Mechanics I-Statics for Engineering Technology	3	0	3
Total		8	5	10

Third Semester				
ETR 115	DC and AC Fundamentals	3	0	3
MEC 132	Mechanics II - Strength of Materials for Eng. Tech.	3	0	3
PHY 201	College Physics I	3	3	4
SOC ELE	Social Science Elective	3	0	3
Total		12	3	13

Fourth Semester				
PHY 202	College Physics II	3	3	4
SOC ELE	Social Science Elective	3	0	3
HLT/PED	Physical Education Elective	0	2	1
TECH ELE ¹	Technical Elective	3	0	3
GEN ELE	ELECTIVE	3	0	3
Total		12	5	14

Total Minimum Credits for the Associate in Applied Science Degree in General Engineering Technology66

¹Technical Elective must be applicable to career objectives and approved by faculty advisor.



Information Systems Technology

Track I: Computer Programming

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Applied Science Degree program in Information Systems Technology is designed primarily for persons who seek employment in the information processing field immediately upon graduation. Persons seeking initial employment in a information processing position and those in information processing who are seeking advancement will benefit from the program.

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

- Computer Programmer
- Computer Operator
- Data Base Administrator
- Data Analyst
- Information Systems Trainer
- Junior Systems Analyst
- System Manager
- Technical Writer

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of college preparatory high school algebra. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Description: Approximately one-half of the program includes courses in Information Systems Technology. The program includes technical courses in Information Systems Technology, courses in related areas, and general education. Instruction includes both the theoretical concepts and practical applications needed for success in Information Systems Technology. "Hands-on" training in an interactive setting is achieved through exercises and assignments. You are urged to consult with the Counseling Office and your faculty advisor in planning your program. Upon satisfactory completion of the four-semester program, you will be awarded the Associate in Applied Science Degree (AAS) in Information Systems Technology.

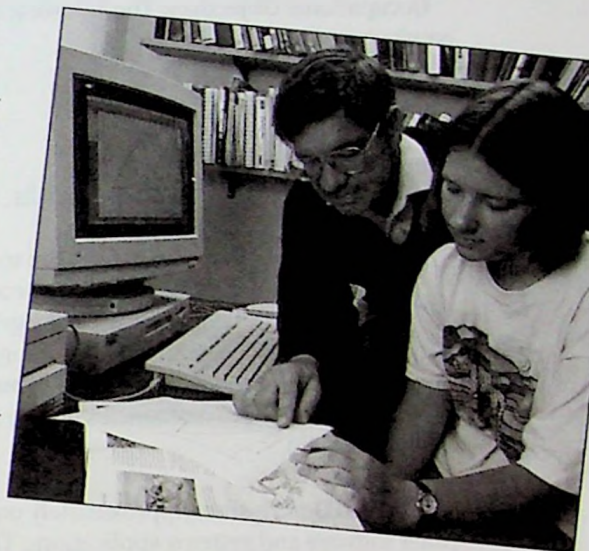
Program Requirements: To receive the Associate in Applied Science Degree, you must complete a minimum of 69 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students.

Information Systems Technology - Track I

(COMPUTER PROGRAMMING)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACC 111	Accounting I	3	0	3
BUS 100	Introduction to Business	3	0	3
ENG 131	Technical Report Writing	3	0	3
IST 100	Intro to Info. Systems	3	0	3
IST 101	Information Systems Lab	0	2	1
MTH 121	Fundamentals of Math. I			
or				
BIO/NAS	ELECTIVE	3	0	3
STD 100	Orientation	1	0	1
Total		16	2	17
Second Semester				
ACC 112	Accounting II	3	0	3
ACC 195	Comp. Acctg. - Peachtree	2	0	2
HLT/PED	Elective	0	2	1
IST 116	E-Mail, Bulletin Board, Internet	4	0	4
IST 117	Intro to Micro Software	3	0	3
IST 118	Micro Software Lab	0	2	1
SPD 110	Intro. Speech Comm.	3	0	3
Total		15	4	17
Third Semester				
BUS 220	Intro Business Statistics	3	0	3
ECO 120	Survey of Economics	3	0	3
IST 133	Database Management: Software; Access	3	0	3
IST 134	Database Software: Access Lab	0	2	1
IST 176	Event Driven Basic I	4	0	4
PLS/PSY	Elective	3	0	3
Total		16	2	17
Fourth Semester				
ELECTIVE		3	0	3
HLT/PED	Elective	0	2	1
IST	Approved Elective	3	0	3
IST 200	Local Area Networks	3	0	3
IST 201	LAN Lab	0	2	1
IST 251	Comp. Info. Systems Dev.	3	0	3
IST 276	Event Driven Basic II	4	0	4
Total		16	4	18

Total Minimum Credits for the Associate in Applied
Science Degree in Information Systems Technology Track I -
Computer Programming 69



Information Systems Technology

Track II: Microcomputer Specialist

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Information Systems Technology Track II Microcomputer Specialist program is designed primarily for persons who seek employment immediately upon graduation. Persons seeking initial employment in a microcomputer processing position and those in microcomputer processing who are seeking advancement may benefit from this program.

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

- Microcomputer Programmer
- Microcomputer Operator
- Microcomputer Technician
- Productivity Software Specialist
- Technical/Software Support Specialist

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of college preparatory high school algebra. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test.

You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Description: Approximately one-half of the program includes courses in microcomputer software and systems applications. The program offers technical courses in microcomputer software and operations, courses in related areas, and in general education. Instruction includes both the theoretical concepts and practical applications needed for success using microcomputers. "Hands on" training in an interactive setting is achieved through exercises and assignments. You are urged to consult with the Counseling Office and your faculty advisor in planning your program. Upon satisfactory completion of the four-semester program, you will be awarded the Associate in Applied Science Degree (AAS) in Information Systems Technology Track II - Microcomputer Specialist.

Program Requirements: To receive the Associate in Applied Science Degree, you must complete a minimum of 69 credits with a grade point average of 2.00 or better. The following outline represents the typical order in which courses are taken by full-time students.

Information Systems Technology-Track II (MICROCOMPUTER SPECIALIST)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACC 111	Accounting I	3	0	3
AST 117	¹ Keyboarding for Computer Usage	1	0	1
BUS 100	Introduction to Business	3	0	3
ENG 131	Technical Report Writing	3	0	3
HLT/PED	Elective	0	2	1
IST 100	Intro to Info Systems	3	0	3
IST 101	Info Systems Lab	0	2	1
STD 100	Orientation	1	0	1
Total		14	4	16
Second Semester				
ACC 112	Accounting II	3	0	3
ACC 195	Comp. Acctg.-Peachtree	2	0	2
AST 238	Microsoft Word	2	0	2
AST 239	Microsoft Word Lab	0	2	1
BUS 125	Applied Business Math	3	0	3
IST 123	Spreadsheet Software	3	0	3
IST 125	Spreadsheet Lab	0	2	1
SPD 110	Intro. to Speech Comm.	3	0	3
Total		16	4	18
Third Semester				
AST 253	Desktop Publ-PageMaker	2	0	2
AST 255	Desktop Publ - Lab	0	2	1
BIO/NAS	Science or Math Elective	3	0	3
IST 176	Event Driven Basic I	4	0	4
IST 220	Microcomp. Oper. Systems	3	0	3
IST 221	Operating Systems Lab	0	2	1
PLS/PSY	Elective	3	0	3
Total		15	4	17
Fourth Semester				
ECO 120	Survey of Economics	3	0	3
ETR 228	PC Trouble Shooting & Repair	3	0	3
HLT/PED	Elective	0	2	1
IST 133	Database Management Software: Access	3	0	3
IST 134	Database Software: Access Lab	0	2	1
IST 200	Local Area Networks	3	0	3
IST 201	LAN Lab	0	2	1
IST 251	Computer Info System Dev	3	0	3
Total		15	6	18



Total Minimum Credits for the Associate in Applied Science
Degree in Information Systems Technology Track II -
Microcomputer Specialist69

¹Students having prior keyboarding training may request advanced standing.



Information Systems Technology

Track III: Network Specialist

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Purpose: The Associate in Applied Science Degree program in Information Systems Technology Track III - Network Specialist is designed for those persons seeking employment in the field of local area networks upon graduation. Persons currently employed in another field of information processing and seeking advancement will benefit from this program. In addition, persons already employed in the networking field and preparing for certification examinations will find the material in this program helpful.

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

- PC Support Specialist
- PC Support Technician
- Network Administrator
- Network Support Specialist
- Network Engineer
- Data Communications Specialist

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of college preparatory high school algebra. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test.

You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Description: This program contains courses which provide an emphasis on designing, creating and maintaining local area networks. Courses providing instruction in microcomputer hardware, microcomputer software, and basic electronics concepts are an integral part of the curriculum. General education and business-related courses provide the student a perspective on the role of technology in today's society. Upon satisfactory completion of the four-semester program, the Associate in Applied Science in Information Systems Technology Track III - Network Specialist will be awarded.

Program Requirements: To receive the Associate in Applied Science Degree, you must complete a minimum of 66 credits with a grade point average of 2.00 or better. The following outline represents the typical order of courses taken by full-time students.

Information Systems Technology-Track III (NETWORK SPECIALIST)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	Keyboarding for Computer Usage	1	0	1
BUS 100	Introduction to Business	3	0	3
ENG 131	Technical Report Writing	3	0	3
ETR 115	D.C. and A.C. Fundamntls.	3	0	3
IST 100	Intro to Info Systems	3	0	3
IST 101	Info Systems Lab	0	2	1
MTH 121	Fundamentals of Math I or BIO/NAS Elective	3	0	3
STD 100	Orientation	1	0	1
Total		17	2	18

Second Semester				
ACC 111	Accounting I	3	0	3
IST 116	E-mail, Bulletin Board Systems and Internet	4	0	4
IST 117	Into to Micro Software or Approved IST/TEL Elective	3	0	3
IST 118	Micro Software Lab	0	2	1
SPD 110	Into Speech Comm	3	0	3
HUM/SOC	Elective	3	0	3
Total		16	2	17

Third Semester				
ETR 228	Comp Trblsht & Repair	2	2	3
HLT/PED	Health/Phys. Education	0	2	1
IST 133	Database Mgt. Software or Approved IST or TEL Elective	3	0	3
IST 134	Database Mgt. Software Lab: Access	0	2	1
IST 200	Local Area Networks	3	0	3
IST 201	LAN Lab	0	2	1
IST 220	Micro Comp Oper Systems or Approved IST or TEL Elective	3	0	3
IST 221	Operating Systems Lab	0	2	1
Total		11	10	16

Fourth Semester				
BUS 236	Comm in Management	3	0	3
ECO 120	Survey of Economics	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
IST 203	Administration of LAN	3	0	3
IST 204	Adm of LAN Lab	0	2	1
IST 206	Network Servicing	3	0	3
IST 207	Network Servicing Lab	0	2	1
Total		12	6	15



Total Minimum Credits for the Associate in Applied Science Degree in Information Systems Technology Track III - Network Specialist66

Students having prior keyboarding training may request advanced standing.



Medical Laboratory Technology

Award: ASSOCIATE IN APPLIED SCIENCE

Danville Community College is a cooperating institution for the Central Virginia Community College program in Medical Laboratory Technology.

A student may complete this Associate in Applied Science Degree without moving from the Danville area. Approximately 36 credits in specified DCC courses must be completed prior to acceptance by CVCC in the Medical Laboratory Technology program. After a student is accepted by CVCC into the program, core courses in MLT are offered in the Danville area via distance learning technology, while clinical experiences are obtained in Lynchburg two days a week.

For more details about this program, please call DCC's Division of Arts and Sciences at (804) 797-8402.



Respiratory Therapy

Award: ASSOCIATE IN APPLIED SCIENCE

Danville Community College is a cooperating institution for the J. Sergeant Reynolds Community College program in Respiratory Therapy.

A student may complete this Associate in Applied Science Degree without moving from the Danville area. Approximately 30 credits in specified DCC courses must be completed prior to acceptance by JSRCC in the Respiratory Therapy program. After a student is accepted by JSRCC into the program, core courses in RTH are offered in the Danville area via distance learning technology, while clinical experiences are coordinated through Danville Regional Medical Center and other cooperating hospitals.

For more details about this program, please call DCC's Division of Arts and Sciences at (804) 797-8402.



Diploma Programs

Air Conditioning and Refrigeration

Automotive Analysis and Repair

Drafting and Design

Electrical-Electronics

Option: Analyst Electronics

Option: General Electronics

Option: Industrial Electronics

Precision Machining Technology

Printing Technology

The diploma programs differ from the associate degree programs in several ways. They may be presented at a different educational level and are developed in response to specific local employment needs, as identified by the programs' lay advisory committees and the College's Curriculum Committee. Their specific objective is to give students a variety of hands-on training experiences to prepare them for immediate employment. The diploma programs do not require the same level of general education training as the associate degree programs, so more of the required courses are directly related to the chosen field of study. There is no limit on the maximum number of credits required in these programs, but they are designed to be completed after one or two years of study. The types of jobs which you might expect to obtain upon completion of the degree requirements are listed on the following catalog pages which describe the specific courses for completing each program of study.



Air Conditioning & Refrigeration

Award: DIPLOMA

Length: A full-time student may complete this program in two years.

Purpose: The Air Conditioning & Refrigeration Diploma program is designed to prepare you for employment as an air conditioning and refrigeration technician upon completion of the program.

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

- Air Conditioning Technician
- Installation and Service
- Sales Engineer
- Controls Technician

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Air Conditioning & Refrigeration program is designed to provide both the practical experience and technical knowledge required for competence as a technician in the air conditioning industry. Laboratory experience, field trips and specialized seminars give you the skill and know-how you need in order to plan, install and service air conditioning equipment. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Program Requirements: To receive a Diploma in Air Conditioning & Refrigeration, you must complete a minimum of 95 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.



Air Conditioning & Refrigeration

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AIR 117	Metal Layout I	1	6	3
AIR 134	Circuits & Controls I	2	3	3
AIR 154	Heating Systems I	2	2	3
AIR 161	Heating, Air Cond. & Refrig. Calculations I or approved substitute	2	3	3
AIR 165	Air Conditioning Systems I	2	3	3
ENG 131	Technical Report Writing I	3	0	3
Total		12	17	18
Second Semester				
AIR 118	Metal Layout II	1	6	3
AIR 135	Circuits & Controls II	2	3	3
AIR 155	Heating Systems II	2	2	3
AIR 162	Heating, Air Cond. & Refrig. Calculations II or approved substitute	2	2	3
AIR 166	Air Conditioning Systems II	2	3	3
PHY 130	Survey of Applied Physics (or approved elective)	2	2	3
Total		11	18	18
Summer Term I				
AIR 136	Circuits & Controls III	2	3	3
AIR 156	Heating Systems III	2	2	3
AIR 195	Topics in Customer Relations	1	0	1
HIS 268	The American Constitution or approved substitute	3	0	3
IST 103	Survey of Computer Software Applications	2	0	2
Total		10	5	12
Third Semester				
AIR 167	Air Cond. Systems III	3	3	4
AIR 181	Planning & Estimating I	1	3	2
AIR 231	Circuits & Controls V	4	3	5
AIR 271	Refrigeration I	4	6	6
Total		12	15	17
Fourth Semester				
AIR 137	Air Cond. Electronic Survey or approved substitute	1	3	2
AIR 182	Planning and Estimating II	1	3	2
AIR 232	Circuits and Controls VI	2	3	3
AIR 254	Air Cond. Systems IV	2	3	3
AIR 272	Refrigeration II	3	6	5
ENG 115	Technical Writing or approved substitute	3	0	3
Total		12	18	18
Summer Term II				
AIR 233	Circuits and Controls VII	2	3	3
AIR 255	Air Cond. Systems V	2	3	3
AIR 273	Refrigeration III	2	3	3
ECO 100	Elementary Economics or approved substitute	3	0	3
Total		9	9	12

Total Minimum Credits for a Diploma in Air Conditioning and Refrigeration95

Note: STD 100-Orientation is required for graduation and should be taken during the 1st semester the student is enrolled in the curriculum.



Automotive Analysis and Repair

Award: DIPLOMA

Length: A full-time student may complete this program in two years.

Purpose: The Automotive Analysis and Repair curriculum is designed to train persons for employment in the many occupations available in servicing motor transportation vehicles.

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

- Automotive Technician
- Auto Parts Counter Clerk
- Diagnostician
- Automotive Machinist
- Service Manager
- Automotive Dealer
- Service Representative

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Automotive Analysis and Repair program provides training in the general repair and servicing of the modern automobile. You will receive theoretical and practical experiences in engine overhaul, engine tune up, emission control servicing, automatic transmission servicing, power train servicing, front end alignment, carburetion, electrical system diagnosis, and maintenance. Diagnosis of problems with the ability to correct the specific problem located is stressed in this program. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Program Requirements: To receive a Diploma in Automotive Analysis and Repair, you must complete a minimum of 79 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Automotive Analysis and Repair

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AUT 111	Automotive Engines	3	3	4
AUT 113	Cylinder Block Service	2	3	3
AUT 114	Cylinder Head Service	2	3	3
AUT 127	Automotive Lubrication & Cooling Systems	1	3	2
ENG 131	Technical Report Writing I	3	0	3
STD 100	Orientation	1	0	1
WEL 120	Fundamentals of Welding	1	3	2
Total		13	15	18

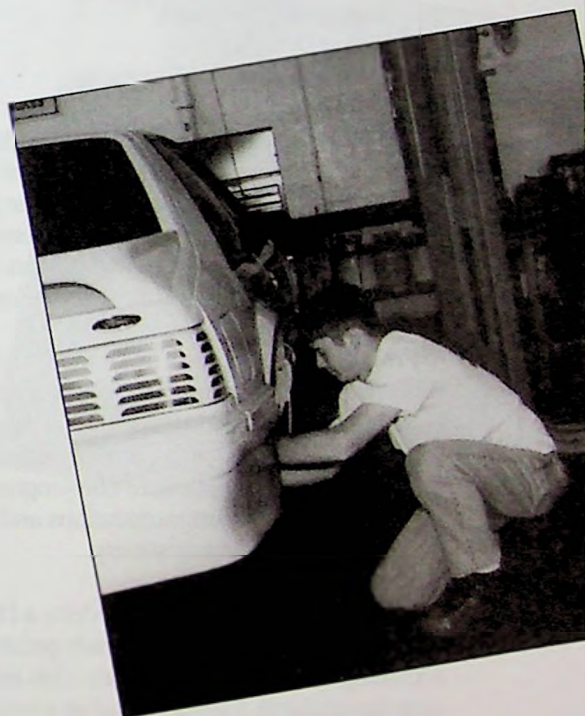
Second Semester				
AUT 121	Automotive Fuel Systems I	3	3	4
AUT 236	Automotive Climate Control	3	3	4
AUT 241	Automotive Electricity I	3	3	4
AUT 265	Automotive Braking Systems	2	3	3
PSY 126	Psy for Business/Industry	3	0	3
Total		14	12	18

Summer Term I				
AUT 215	Emission Systems Diagnosis & Repair	2	0	2
AUT 245	Automotive Electronics	3	3	4
AUT 266	Auto Alignment, Suspension & Steering	3	3	4
Total		8	6	10

Third Semester				
AUT 122	Auto Fuel Systems II	3	3	4
AUT 136	Auto. Vehicle Inspection	1	2	2
AUT 211	Automotive Systems III	3	3	4
AUT 237	Auto. Accessories or approved Tech. elective	3	0	3
AUT 295	Topics In Automotive or approved substitute	2	0	2
HIS 268	The American Constitution or approved substitute	3	0	3
Total		15	8	18

Fourth Semester				
AUT 178	Auto. Final Drive & Manual Trans. Systems	3	3	4
AUT 212	Automotive Systems IV	3	3	4
AUT 251	Automatic Transmissions I	2	6	4
ECO 100	Elementary Economics or approved substitute	3	0	3
Total		11	12	15

Total Minimum Credits for a Diploma in Automotive Analysis and Repair79



Drafting and Design

Award: DIPLOMA

Length: A full-time student may complete this program in two years.

Purpose: The Drafting and Design curriculum is designed to train persons for employment in the many occupations available in the field of drafting and design. Graduates of this program will be prepared to go into one of the following occupations.

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

- Drafting Technician
- Drafting Supervisor
- Fixture Design Technician
- Machine Design Technician
- Engineering Assistant
- Piping Designer
- Numerical Control Technician

Admission Requirements: In addition to the admission requirements established for this College, this curriculum requires completion of four units of high school English and two units of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Drafting and Design program offers instruction in the drafting procedures, materials, manufacturing processes, and science and mathematics that is needed by the technician or engineering assistant in the field. You will receive theoretical and practical experiences in drafting principles, drafting skills, CAD Drafting (AUTOCAD) manufacturing processes, and machine and tool design. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

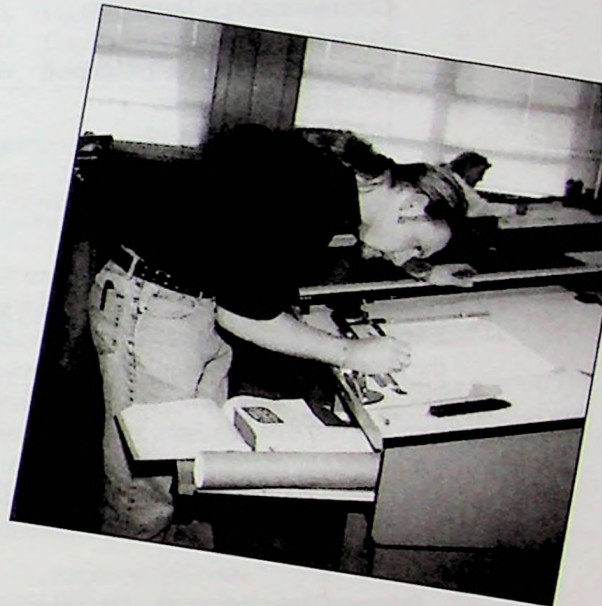
Program Requirements: To receive a Diploma in Drafting and Design you must complete a minimum of 94 credits with a grade point average of 2.00 or better. The 94 credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Drafting and Design

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRF 114	Drafting I	1	9	4
ENG 111	College Composition I	3	0	3
MAC 110	Intro. Machining Techniques	2	6	4
MEC 100	Intro. to Engineering Tech.	1	2	2
MTH 113	Eng. Technical Mathematics I	5	0	5
Total		12	17	18
Second Semester				
DRF 115	Drafting II	1	9	4
MTH 114	Eng. Technical Mathematics II	5	0	5
MEC 111	Materials for Industry	3	0	3
MEC 126	Computer Programming For Technologists	2	0	2
PHY 130	Survey of Applied Physics	2	2	4
Total		13	11	18
Summer Term I				
DRF 201	Computer Aided Drafting & Design I	3	2	4
ECO 100	Elementary Economics or approved substitute	3	0	3
ENG 115	Technical Writing	3	0	3
MEC 131	Mechanics I—Statics for Engineering Technology	3	0	3
Total		12	2	13
Third Semester				
DRF 116	Drafting III	1	6	3
MEC 132	Mechanics II—Strengths of Materials for Eng. Tech.	3	0	3
MEC 161	Basic Fluid Mechanics— Hydraulics/Pneumatics	3	3	4
ELECTIVE	Technical Elective	3	0	3
PSY 126	Psy. for Business/Industry	3	0	3
Total		13	9	16
Fourth Semester				
CIV 170	Principles of Surveying	2	3	3
DRF 210	Advanced Technical Drafting	1	9	4
HIS 268	The American Constitution or approved substitute	3	0	3
MEC 133	Mechanics III—Dynamics for Engineering Tech.	2	0	2
MEC 211	Machine Design I	3	3	4
ELECTIVE	Technical Elective	2	0	2
Total		13	15	18
Summer Term II				
DRF 202	Computer Aided Drafting & Design II	3	2	4
MAC 126	Introductory CNC Prog.	2	3	3
MEC 212	Machine Design II	3	3	4
Total		8	8	11

Total Minimum Credits for a Diploma in
Drafting and Design94

Note: STD 100—Orientation is required for graduation and should be taken during the first semester the student is enrolled in the curriculum.



Electrical-Electronics

Award: DIPLOMA

Length: A full-time student may complete these programs in five or six semesters, which includes one or two summers.

Purpose: The purpose of the Electrical/Electronics program is to train persons for employment in the technical positions available in business and industry related to electricity and electronics.

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

- Communications Technician
- Electronics Technician
- Industrial Electronics Technician
- Laboratory Technician
- Instrument Technician
- Service Technician
- Computer Technician
- Broadcast Technician

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The first three semesters include a post high school pre-occupational technical program and is designed to develop a general foundation in mathematics, electricity, electronics, theorems, networks, and fundamental circuits. Field trips and specialized seminars are included as part of the program for the development of system concepts which will provide for further options. Prior to the fourth semester you, with the aid of your faculty advisor, will select either Analyst Electronics Technology, General Electronics Technology, or Industrial Electronics Technology. Analyst Electronics Technology offers a practical and "hands on" approach. General Electronics Technology offers a theoretical and practical approach. Industrial Electronics Technology is for students seeking an industrial emphasis in their training.

Program Requirements: To receive a Diploma in Electrical/Electronics you must complete the required credits with a grade point average of 2.00 or better. The courses are distributed according to the following outlines. These outlines represent a typical order of courses taken by full-time day students.

Electrical-Electronics

(With major options)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
IST 103	Survey of Computer Software Applications	2	0	2
ELE 113	Electricity I	3	0	3
ELE 123	Electrical Applications or ELE/ETR Elective	1	2	2
ELE 199	Calculations I	3	2	4
ENG 131	Technical Report Writing I or approved substitute	3	0	3
ELE 100	Electrical-Electronics Skills	3	3	4
Total		16	10	19
Second Semester				
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II or ELE/ETR Elective	1	2	2
ELE 201	Instruments & Inst. Anal. I or ELE/ETR Elective	0	3	1
ELE 199	Calculations II	4	0	4
ETR 141	Electronics I	3	0	3
ETR 151	Electronic Ckts & Troubleshooting	2	0	2
PSY 126	Psy. for Business/Industry or Approved Elective	3	0	3
Total		16	5	18
Summer Term I				
ELE 156	Electrical Control Systems	2	2	3
ELE 199	Calculations III	2	0	2
ETR 142	Electronics II	3	0	3
ETR 152	Electr. Ckts & Troubleshooting II	2	0	2
ETR 123	ETR Applications I	1	2	2
Total		10	4	12

Electrical-Electronics

(Option—Analyst Electronics)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ECO 100	Elementary Economics			
or	Approved Substitute	3	0	3
ETR 112	Math for E/E Analysis	1	2	2
ETR 211	Electronic Diagnostics I	2	6	4
ETR 241	Elec. Communications I	3	3	4
ETR 255	Active Devices & Circuits	2	3	3
ELE/ETR	Approved Elective	—	—	1-2
Total				17-18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
ENG 115	Technical Writing			
or	Approved Substitute	3	0	3
ETR 206	Logic Circuits & Systems I	1	3	2
ETR 212	Electronic Diagnostics II	2	6	4
ETR 245	Two-Way Communications	2	6	4
ETR 247	Display Systems	2	3	3
HIS 268	The American Constitution			
or	Approved Substitute	3	0	3
Total		13	18	19

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Term II				
ELE 235	Industrial Communications	2	3	3
ETR 207	Logic Circuits & Systems II	1	2	2
ETR 246	Broadcast Systems	2	3	3
ETR 298	Seminar & Project	—	—	4
Total				12

Total Minimum Credits for a Diploma in Analyst Electronics ... 97

Note: STD 100—Orientation is required for graduation and should be taken during the first semester the student is enrolled in the curriculum.

Electrical-Electronics

(Option—General Electronics)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ECO 100	Elementary Economics			
or	Approved Substitute	3	0	3
ELE 216	Industrial Electricity	2	3	3
ETR 148	Amplifiers & Integrated Circuits	3	3	4
ETR 282	Digital Systems I	2	3	3
ENG 115	Technical Writing			
or	Approved Substitute	3	0	3
ETR 248	Instruments & Measurements	1	3	2
Total		14	12	18

(Option—General Electronics) cont.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
ETR 243	Digital, Analog & Data Comm. Systems I	4	3	5
ETR 283	Digital Systems II	2	3	3
ETR 218	Industrial ETR Circuits	3	3	4
HIS 268	The American Constitution			
or	Approved Substitute	3	0	3
EEL/ETR	Approved Elective	—	—	3
Total		—	—	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Term II				
ETR 136	Gen. Indus. Electronic Sys.	2	3	3
ETR 241	Electronic Comm. I	2	3	3
ETR 247	Display Systems	2	3	3
ETR 298	Seminar & Project	—	—	3
Total		—	—	12

Total Minimum Credits for a Diploma in General Electronics ... 97

Note: STD 100—Orientation is required for graduation and should be taken during the first semester the student is enrolled in the curriculum.

Electrical-Electronics

(Option—Industrial Electronics)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ELE 216	Industrial Electricity	2	3	3
ENG 115	Technical Writing			
or	Approved Substitute	3	0	3
ETR 282	Digital Systems I	2	3	3
ELE/ETR	Approved Elective	—	—	9
Total				18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
ECO 100	Elementary Economics			
or	Approved Substitute	3	0	3
ETR 283	Digital Systems II	2	3	3
ELE/ETR	Approved Elective	—	—	12
Total				18

Total Minimum Credits for the Diploma in Industrial Electronics ... 85

Approved elective must be applicable to career objectives and approved by faculty advisor.

Note: STD 100—Orientation is required for graduation and should be taken during the first semester the student is enrolled in the curriculum.



Precision Machining Technology

Award: DIPLOMA

Length: A full-time student may complete the program in two years.

Purpose: The Precision Machining Technology Curriculum is designed to train persons for employment in the many occupations available in industrial manufacturing shops.

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

- Machine Tool Operator
- Machinist
- Mold Maker
- Shop Manager
- Tool and Die Maker

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Precision Machining Technology program provides training in basic machine shop operations, materials, and manufacturing processes. You will receive theoretical and practical experiences in the care and use of tools, care and use of machines, working to proper tolerances, technical drafting, hydraulics and pneumatics, numerical control programming, metallurgy, tool making, jig and fixture design, precision measurements, and the development of leadership qualities. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Program Requirements: To receive a Diploma in Precision Machining Technology you must complete a minimum of 81 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline. This outlines represent a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Precision Machining Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRF 120	Intro. to Graphic Rep.	2	3	3
IST 103	Survey of Computer Software Applications	2	0	2
MAC 101	Machine Shop I	5	9	8
MTH 103	Basic Tech. Math I	3	0	3
SAF 195	Shop Safety	1	0	1
STD 100	Orientation	1	0	1
Total		14	12	18

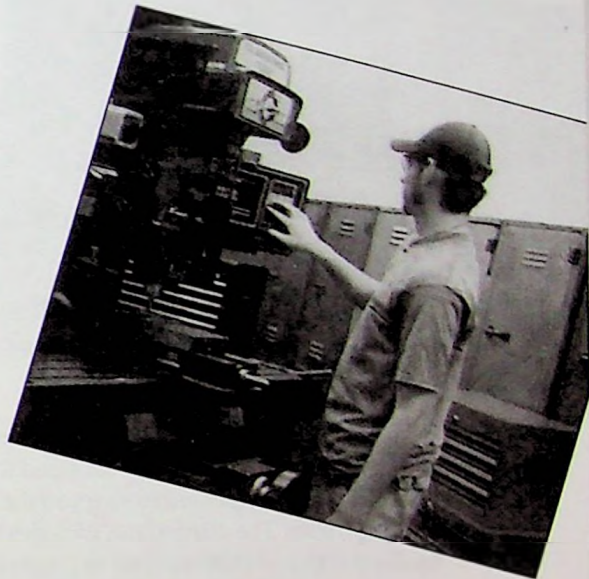
Second Semester				
DRF 160	Mac. Blueprint Reading	3	0	3
ENG 131	Technical Report Writing I	3	0	3
MAC 102	Machine Shop II	4	9	7
MAC 121	Numerical Control I	1	2	2
MTH 104	Basic Tech. Math. II	3	0	3
Total		14	11	18

Summer Term I				
MAC 221	Adv. Machine Tool Operations I	4	9	7
MEC 226	Practical Metallurgy	3	0	3
Total		7	9	10

Third Semester				
HUM 195	Humanities or Social Science Elective	3	0	3
IND 230	Applied Quality Control	2	2	3
MAC 122	Numerical Control II	1	2	2
MAC 222	Adv. Machine Tool Operations II	4	9	7
WEL 120	Fundamentals of Welding	1	3	2
Total		11	16	17

Fourth Semester				
IND 125	Installation & Preventive Maintenance	2	2	3
MAC 123	Numerical Control III	1	2	2
MAC 150	Intro. to Computer Aided Manufacturing	2	3	3
MAC 223	Adv. Machine Tool Operations III	4	9	7
SPD 110	Intro. to Speech Com. or Approved Substitute	3	0	3
Total		12	16	18

Total Minimum Credits for the Diploma in Precision Machining Technology81



Printing Technology

Award: DIPLOMA

Length: A full-time student may complete this program in two years, which includes one summer term.

Purpose: The Printing Technology program is designed to prepare you for full-time employment in occupations related to the Graphics Arts Industry.

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

- Camera Operator
- Design Artist
- Desktop Publisher
- Estimator
- Film Assembler
- Manager
- Platemaker
- Press Operator
- Stripper

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Printing Technology program provides both the practical experience and technical knowledge required for employment in the many phases of printing production. Laboratory experiences give you the skill and understanding of the complexities of the printing trades. The curriculum includes basic courses in the humanities to assist in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Program Requirements: To receive a Diploma in Printing Technology, you must complete a minimum of 80 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Printing Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BUS 121	Business Mathematics I	3	0	3
ENG 111	College Composition I	3	0	3
IST 103	Survey of Computer Software Applications	2	0	2
PNT 110	Survey of Reproduction Processes	2	3	3
PNT 131	Principles of Lithography I	3	3	4
PNT 195	Print Imaging	1	3	2
STD 100	Orientation	1	0	1
Total		15	9	18

Second Semester				
HUM	Humanities or Approved Substitute	3	0	3
PNT 132	Princ. of Lithography II	3	3	4
PNT 141	Printing Applications I	1	4	3
PNT 211	Electronic Publishing I	2	2	3
PNT 221	Layout & Design I	2	3	3
Total		11	12	16

Summer Term I				
PNT 212	Electronic Publishing II	2	2	3
PNT 222	Layout & Design II	2	3	3
PNT 295	Color Separation	2	3	3
ELECTIVE	Technical Elective	2	0	2
Total		8	8	11

Third Semester				
PNT 213	Electronic Publishing III	2	2	3
PNT 223	Layout & Design III	2	3	3
PNT 241	Advanced Printing App. I	1	4	3
PNT 251	Offset Press Operations I	3	3	4
PNT 264	Color Image Assembly	3	3	4
Total		11	15	17

Fourth Semester				
ECO 100	Elementary Economics or Approved Substitute	3	0	3
ENG 115	Technical Writing or Approved Substitute	3	0	3
PNT 231	Lithographic Chemistry	2	0	2
PNT 245	Production Planning and Estimating	3	3	4
PNT 252	Offset Press Operations II	3	3	4
Elective	Technical Elective	2	0	2
Total		16	6	18

Total Minimum Credits for the Diploma in Printing Technology80



Certificate Programs

Air Conditioning and Refrigeration Servicing
Auto Body Mechanics
Child Care
Industrial Electrical Principles
Industrial Electronic Principles
Maintenance Mechanics
Office Information Processing
Practical Nursing

The certificate programs differ from the associate degree programs in several ways. They may be presented at a different educational level and are developed in response to specific local employment needs, as identified by the programs' lay advisory committees and the College's Curriculum committee. Their specific objective is to give students a variety of hands-on training experiences to prepare them for immediate employment. The certificate programs do not require the same level of general education training as the associate degree programs, so more of the required courses are directly related to the chosen field of study. There is no limit on the maximum number of credits required in these programs, but they are all designed to be completed after one or two years of study. The types of jobs which you might expect to obtain upon completion of the degree requirements are listed on the following catalog pages which describe the specific courses for completing each program of study.

Air Conditioning & Refrigeration Servicing

Award: CERTIFICATE

Length: Variable

Purpose: The Air Conditioning & Refrigeration Servicing Certificate program is designed to train persons to service present equipment in the field and also give them a background that will enable them to cope with new developments as they occur.

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

- Air Conditioning Technician
- Installation and Service Technician
- Refrigeration Service Technician
- Circuits & Controls Service Technician

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The program is primarily for persons presently employed in the air conditioning and refrigeration field. It provides both the practical experience and the technical knowledge required for competence as a service technician in the air conditioning and refrigeration field.

The student will receive specialized seminars, theoretical and practical training in basic electricity, circuits and controls (electric, electronic, and pneumatic), combustion devices (oil burners and gas burners), refrigeration and air conditioning (residential and commercial). The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Program Requirements: To receive a Certificate in Air Conditioning & Refrigeration Servicing, you must complete a minimum of 50 credits with a grade point average of 2.00 or better. The credits are distributed

according to the following outline. This outline represents a typical order of courses taken by part-time students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AIR 111	Air Conditioning & Refrigeration Controls I	2	2	3
AIR 121	Air Conditioning & Refrigeration I	2	2	3
AIR 161	Heating, Air Conditioning & Refrigeration Calculations I or Approved Substitute	2	3	3
ENG 131	Technical Report Writing or Approved Substitute	3	0	3
STD 100	Orientation	1	0	1
Total		10	7	13
Second Semester				
AIR 112	Air Conditioning & Refrigeration Controls II	2	2	3
AIR 122	Air Conditioning & Refrigeration II	2	2	3
AIR 154	Heating Systems I	2	2	3
ECO 100	Elementary Economics or Approved Substitute	3	0	3
Total		9	6	12
Third Semester				
AIR 123	Air Conditioning & Refrigeration III	2	2	3
AIR 155	Heating Systems II	2	2	3
AIR 158	Mechanical Codes or Approved Substitute	2	0	2
AIR 213	Air Conditioning & Refrigeration Controls III	2	2	3
HIS 268	The American Constitution or Approved Substitute	3	0	3
Total		11	6	14
Fourth Semester				
AIR 124	Air Conditioning & Refrigeration IV	2	2	3
AIR 156	Heating Systems III	2	2	3
AIR 214	Air Conditioning & Refrigeration Controls IV	2	2	3
IST 103	Survey of Computer Software Applications	2	0	2
Total		8	6	11

Total Minimum Credits for Certificate in Air Conditioning & Refrigeration Servicing 50



Auto Body Mechanics

Award: CERTIFICATE

Length: A full-time student may complete this program in one year.

Purpose: The program in Auto Body Mechanics is designed to provide the student with the knowledge and skill necessary to obtain full-time employment upon completion of the program of studies.

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

- Auto Body Mechanics
- Service Manager
- Insurance Adjuster

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Auto Body Mechanics program is designed to provide training in all phases of auto body mechanics. Emphasis is placed on the solution of every day problems that arise in auto body repair, such as blistering, chipping, cracking, blushing, pin holes, panel replacement, and the use of plastics. You will be taught to use up-to-date materials that are being constantly developed, as well as new methods for detecting and repairing damage. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligation of a citizen in the American democratic society.

Program Requirements: To receive a Certificate in Auto Body Mechanics, you must complete a minimum of 48 credits with a 2.00 grade point average or better. The credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time students. Part-time and/or evening students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Auto Body Mechanics

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AUB 111	Automobile Body Theory and Shop Pract. I	5	9	8
AUB 116	Auto Body Repair	3	3	4
ENG 131	Technical Report Writing I	3	0	3
STD 100	Orientation	1	0	1
WEL 116	Welding I (Oxyacetylene)	1	3	2
Total		13	15	18
Second Semester				
AUB 112	Automobile Body Theory and Shop Pract. II	5	9	8
AUB 198	Seminar & Project	—	—	2
AUB 190	Coordinated Internship			
AUB 206	Automotive Body Component Service	1	3	2
HIS 268	The American Constitution	3	0	3
PSY 126	Psy. for Business/Industry			
	or			
	Approved Substitute	3	0	3
Total		—	—	18
Third Semester				
AUB 113	Automobile Body Theory and Shop Pract. III	3	9	6
AUB 115	Damage Repair Estimating I		3	2
AUB 298	Adv. Seminar & Project			4
	or			
AUB 290	Coordinated Internship			
Total		—	—	12

Total Minimum Credits for a Certificate in
 Auto Body Mechanics48

Child Care

Award: CERTIFICATE

Length: 1 Year

Purpose: The Child Care curriculum is designed both for persons already working in the field and for students preparing for initial employment in child care and human services facilities. The curriculum also allows appropriate course substitutions for those students interested in pursuing academic programs beyond the Certificate in Child Care.

Admission Requirements: All applicants must have a high school diploma or the equivalent for admission to the Child Care program. Students with academic weaknesses, as determined by the college-wide placement test, can correct these in the College's Developmental Studies program.

Program Description: This curriculum requires course work in the areas of humanities, social sciences, education, and health. Students will be given the opportunity to talk with an academic advisor about goals and will be assisted by an advisor in preparing the necessary schedules to fulfill these goals. Appropriate optional courses may be substituted in the curriculum to coincide with the student's goals if approved by the Division Chairman.

Program Requirements: To receive a Certificate in Child Care, the student must complete a minimum of 49 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students. Part-time students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites in the Course Descriptions portion of this Catalog.

Child Care

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
CHD 120	Intr. to Early Childhood Ed.3		0	3
ENG 111	College Composition I	3	0	3
HLT 135	Child Health and Nutrition 3		0	3
PBS 120	Intr. to Community and Soc. Serv.	3	0	3
PSY 126	Psych. for Bus./Industry	3	0	3
SOC 201	Introduction to Sociology I3		0	3
Total		—	—	19
Second Semester				
CHD 125	Creative Activities for Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
BUS 121	Business Mathematics I	3	0	3
PBS 265	Interviewing	3	0	3
PSY 235	Child Psychology	3	0	3
SOC 202	Intr. to Sociology II	3	0	3
Total		—	—	18
Summer Term				
LGL 116	Domestic Relations and Consumer Law	3	0	3
PSY 236	Adolescent Psychology	3	0	3
SOC 298	*Seminar and Project	1	6	
or				
CHD 298	Seminar and Project	1	6	3
ELECTIVE	Approved Elective	3	0	3
Total		9	8	12

Total Credits for a Certificate in Child Care49

*The Seminar and Project (SOC 298 or CHD 298) must be taken during the final semester. Requests for exceptions should be addressed to the academic advisor, who will forward the request to the Division Chair.



Industrial Electrical-Electronic Principles

Award: CERTIFICATE IN INDUSTRIAL ELECTRICAL PRINCIPLES
OR
CERTIFICATE IN INDUSTRIAL ELECTRONIC PRINCIPLES.

Length: A full-time student may complete either program in three semesters, which includes one summer term.

Purpose: The purpose of these programs is to train industrial workers who have the need or desire to keep up with occupational requirements or to learn a necessary skill in the Electrical-Electronic field.

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

- Assembler
- Electrical Helper
- Electrician
- Electrical-Electronic Tester
- Salesperson/or Serviceperson

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: These programs are designed for full-time or part-time students and allow flexibility for the industrial worker. The certificate programs will prepare you for industrial employment and are also designed to aid those who need to keep abreast of occupational changes and requirements. The program offers field trips and seminars as related to the program. You must complete the Industrial Electrical Principles Certificate requirements or have had equivalent courses and/or occupational experience prior to entering the Industrial Electronic program.

Program Requirements: To receive a Certificate in Industrial Electrical Principles you must complete a minimum of 39 credits with a grade point average of 2.00 or better. To receive a certificate in Industrial Electronic Principles you must complete a minimum of 37 credits with a 2.00 grade point average. The credits are distributed according to the following outlines. These outlines represent a typical order of courses taken by full-time day students.

Industrial Electrical Principles

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ELE 113	Electricity I	3	0	3
ELE 123	Electrical Applications I			
or	Approved Tech. Elective	1	2	2
ELE 190	*Coordinated Internship	—	—	2-4
ELE 199	Calculations I	3	0	3
ENG 131	Technical Report Writing I			
or	Approved Substitute	3	0	3
Total		—	—	14-16

Second Semester				
PSY 126	Psy. for Business/Industry			
or	Approved Substitute	3	0	3
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II			
or	Approved Tech. Elective	1	2	2
ELE 190	*Coordinated Internship	—	—	2-4
ELE 199	Calculations II	3	0	3
Total		—	—	13-15

Summer Term I				
ELE 190	*Coordinated Internship	—	—	2-3
ELE 216	Industrial Electricity	2	3	3
ELE/ETR	Approved Elective	—	—	2-3
ECO 100	Elementary Economics			
or	Approved Substitute	3	0	3
IST 103	Survey of Computer			
Software Applications		2	0	2
Total		—	—	12-14

Total Minimum Credits for the Certificate in Industrial Electrical Principles39

*You may receive 2 to 4 credits per term if actively working in related job. If not employed in related area, you must complete equivalent credits in ELE/ETR approved elective.

Industrial Electronic Principles

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 131	Technical Report Writing I			
or	Approved Substitute	3	0	3
ETR 141	Electronics I	3	0	3
ETR 190	*Coordinated Internship	—	—	2-4
ELE/ETR	Approved Elective	—	—	4-6
Total		—	—	13-17

Second Semester				
PSY 126	Psy. for Business/Industry			
or	Approved Substitute	3	0	3
ETR 142	Electronics II	3	0	3
ETR 190	*Coordinated Internship	—	—	2-4
ETR/ELE	Approved Elective	—	—	4-6
Total		—	—	12-16

Summer Term I				
ETR 136	Gen. Indus. Electronic Sys. 2	3	3	3
ETR 190	*Coordinated Internship	—	—	2-3
ECO 100	Elementary Economics			
or	Approved Substitute	3	0	3
ELE/ETR	Approved Elective	—	—	2-3
IST 103	Survey of Computer			
Software Applications		2	0	2
Total		—	—	12-14

Total Minimum Credits for the Certificate in Industrial Electronic Principles37

*You may receive 2 to 4 credits per term if actively working in related job. If not employed in related area, you must complete equivalent credits in ELE/ETR approved elective.



Maintenance Mechanics

Award: Certificate

Length: Variable

Purpose: The Maintenance Mechanics program provides training in the mechanical and electrical fields. The program provides training for persons seeking employment, preparing for promotion, or desiring a broader knowledge of the industrial maintenance field.

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

- Maintenance Mechanic
- Maintenance Assistant

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The curriculum is designed to assist students in entering technical careers in industrial maintenance. Academic and technical instruction and laboratory experience provide a balance between theory and practice. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Program Requirements: To receive a Certificate in Maintenance Mechanics you must complete a minimum of 46 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline.

The part-time and/or evening student may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Maintenance Mechanics

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRF 160	Machine Blueprint Reading	3	0	3
ELE 113	Electricity I	3	0	3
ELE 123	Electrical Applications I	1	2	2
MAC 161	Machine Shop Practices I	2	3	3
MTH 103	Basic Technical Math I or equivalent	3	0	3
SAF 126	Principles of Indus. Safety	3	0	3
STD 100	Orientation	1	0	1
Total		16	5	18
Second Semester				
AIR 123	Air Conditioning and Refrigeration III	2	2	3
AIR 213	Air Conditioning and Refrig. Controls III	2	2	3
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II	1	2	2
ENG 131	Technical Report Writing I	3	0	3
IST 103	Survey of Computer Software Applications	2	0	2
Total		13	6	16
Summer Session				
ELE 156	Electrical Control Systems	2	2	3
MEC 161	Basic Fluid Mech. - Hyd. & Pneumatics	3	3	4
PSY 126	Psy. for Business/Industry or Approved Substitute	3	0	3
WEL 120	Fundamentals of Welding	1	3	2
Total		9	8	12

Total minimum credits for the Certificate in Maintenance Mechanics46

Office Information Processing

Office Information Processing

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 101	Keyboarding I	2	0	2
AST 103	Keyboarding I Lab	0	2	1
AST 243	Office Administration I	3	0	3
BUS 121	Business Mathematics I	3	0	3
ENG 134	Grammar for Writing & Speaking	3	0	3
IST 100	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Systems Lab	0	2	1
STD 100	Orientation	1	0	1
Total		15	4	17
Second Semester				
ACC 111	Accounting I	3	0	3
ENG 135	Applied Grammar	3	0	3
AST 102	Keyboarding II	2	0	2
AST 104	Keyboarding II Lab	0	2	1
AST EEE	Word Processing Software Elective	2	0	2
AST EEE	Word Processing Lab	0	2	1
AST 244	Office Administration II	3	0	3
HUM	Approved Humanities or Social Science Elective	3	0	3
Total		16	4	18
Third Semester				
AST 113	Speedbuilding	0	2	1
AST 234	Records & Database Mgt.	3	0	3
AST 253	Desktop Publ. w/ PageMaker & Powerpt.	2	0	2
AST 255	Desktop Publishing Lab	0	2	1
Elective	Approved Elective	1	0	1
ECO 100	Elementary Economics	3	0	3
IST 120	Spreadsheet Software	2	0	2
IST 125	Spreadsheet S'ware Lab	0	2	1
STD 106	Job Search Strategies	1	0	1
Total		12	6	15

Total Minimum Credits for the Certificate in Office Information Processing50

Award: CERTIFICATE

Length: A full-time student may complete this program in one year, which includes one summer term.

Purpose: The Office Information Processing program is designed for persons who are seeking employment in the information processing field immediately upon completion of the community college program. Persons who are seeking initial employment and those presently employed in information processing who are seeking advancement, or who want to improve or update skills will benefit from this program.

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

- Data Entry Clerk
- Computer Operator Trainee
- Receptionist
- File Clerk

Admission Requirements: You may be admitted to this program by meeting the admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Description: The Office Information Processing program includes technical courses in related areas, and general education courses. Instruction will include both the theoretical concepts and practical applications needed for success in information processing. Upon satisfactory completion of the program, you will be awarded a certificate in Office Information Processing.

Program Requirements: To receive the Certificate in Office Information Processing you must complete a minimum of 50 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time day students. Part-time and/or evening students may take courses in any desired sequence, except for sequence courses or others requiring prerequisites.



Practical Nursing

Award: CERTIFICATE

Length: A full-time student may complete this program in two semesters and a summer term.

Purpose: The Practical Nursing curriculum is designed to prepare beginning practitioners with the knowledge and skills to care for clients of all age groups. In Virginia, a state license is required for this profession. For more information please contact the Virginia Board of Nursing. Upon completion of the program, graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). Utilizing the nursing process, graduates will:

1. Assist in assessing the client's physical and mental health.
2. Participate in planning and implementing the health care plan.
3. Record and report the nursing care rendered and the client's response to care.
4. Communicate effectively with clients, their families, and other members of the health care team.
5. Recognize legal and self-limitations in the provision of patient care.
6. Serve as contributing members in the community.
7. Develop professionally to their fullest potential by taking advantage of available educational opportunities.

Occupational Objectives: Opportunities for the Licensed Practical Nurse include employment in hospitals, nursing homes, clinics, day-care centers, Civil Service, doctors' offices, industry, and private duty nursing.

Admission Requirements: In addition to the general admission requirements established for the College, entry into this program requires:

1. A high school diploma or a State approved equivalent education.
2. Acceptable admissions test scores or satisfactory completion of required developmental studies courses.
3. A personal interview with an admissions interview team. See note below.
4. A physician's report of good physical and mental health. (the required health certificate form will be provided by the College and may be completed by a physician of your choice.)

NOTE: Practical Nursing is an academically rigorous program and there are more applicants than available seats in the program. Therefore, admission is on a selective basis, not first-come, first-served. The selection process will review student academic background as well as timely and successful completion of Developmental Studies requirements. Approximately one-half of the class will be selected by April 1 of each year from those applicants meeting the second admissions requirement before January 1 and interviewed during February or March. The remaining spots in the class will be filled during June from those applicants meeting the second requirement before May 16.

Readmission Requirements: Students wishing to be readmitted to the program will follow the same procedures outlined above. Once a student is readmitted, there are additional requirements regarding repetition of previous coursework. A copy of these additional requirements may be obtained from the Practical Nursing department following readmission.

Program Requirements: To receive a Certificate in Practical Nursing, you must complete a minimum of 50 credits with a grade point average of 2.00 or better. In order to advance to the next semester, you must earn a grade of "C" or better in BIO 20, HLT, and individual components of all PNE courses. You must also demonstrate satisfactory attendance and performance in nursing clinical areas.

Practical Nursing

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
BIO 20	Intro. to Human Systems	2	3	3
ENG 111	College Composition I	3	0	3
HLT 130	Nutrition and Diet Therapy	1	0	1
PNE 146	Fundamentals of Practical Nursing	2	12	6
PNE 151	Medical-Surgical Nursing I	3	3	4
PNE 173	Pharmacology for Practical Nurses	0	3	1
Total		12	21	19

Second Semester				
PNE 135	Maternal and Child Health Nursing	4	3	5
PNE 152	Medical-Surgical Nursing II	3	3	4
PNE 158	Mental Health & Psychiatric Nursing	1	0	1
PNE 174	Applied Pharmacology for Prac. Nurs.	0	3	1
PNE 181	Clinical Experience I	0	15	5
PSY	Approved Psychology Class	2	0	2
Total		10	24	18

Summer Term				
PNE 182	Clinical Experience II	0	18	6
PNE 195	Topics in Nursing	4	0	4
HIS	Approved HIS or SOC or Other Social Science	3	0	3
Total		7	18	13

Total Minimum Credits for the Certificate in Practical Nursing . .50



Career Studies Programs

Amateur Radio License -

Novice Class

American Sign Language

Automotive Concepts

Child Care

Commercial Art

Educational Interpreting

Electrical Concepts

Electronic Concepts

Emergency Medical Training

Entrepreneurship

Human Resource Development:

Pre-Employment Training

Interior Decorating

Interpreting For The Deaf

Medical Terminology

Metal Processing

Network Technology

Nurse Aide

Social Work

Welding

Award: CERTIFICATE

Length: Variable for part-time students. The options within this program amount to the equivalent of one or more semesters of full-time community work.

Purpose: A significant percentage of the student population served by the community college are part-time students ordinarily taking courses offered during the evening hours. Many students seek post-secondary programs of study that are less than the conventional one- or two-year programs designed primarily for the College's full-time student population. Many occupational, industrial, or student interest content areas within the DCC region do not typically require pre-service or in-service post-secondary preparation extending to one- and two-years of full-time studies. The Career Studies Certificate Program is a response to the non-conventional short-term program of study needs of many students within the College's region.

It is designed on the basis of a series of specialized program options. These options represent a variety of career and academic interest course areas. The options within this program are intended to represent the minimum amount of college course work considered representative of these fields of study. Each of the program options is designed as a distinct "mini-curriculum" to meet minimum vocational skills.

Admission Requirements: Admission to the Career Studies Certificate Program is based upon the general requirements for admission to the College. Deficiencies in general education may require Developmental Studies. The student is expected to select one of the available program options during admission and registration.

For more information about the individual options please request a Career Studies Certificate Option Booklet from the Admissions Office, Room 10, Wyatt Building.

Developmental Studies

Award: NONE

Length: Variable

Purpose: Danville Community College offers developmental courses in mathematics, verbal skills, reading, and educational skills/personal development to remedy a weakness or deficiency prior to a student's entering a curriculum. Specifically, courses in Developmental Studies are offered to help the student prepare for admission to an occupational-technical program or a university-parallel program. Emphasis is placed on the development of the basic skills and competencies necessary to succeed in college programs. Developmental Studies may be recommended to or required of an applicant after evaluation by a counselor of high school transcript, test and aptitude scores, and other achievement data. In addition, anyone may voluntarily enroll in developmental courses.

Program Requirements: Students who require Developmental Studies before entry into their desired curriculum will be assigned to an academic advisor in the developmental program. Students will not be allowed to enroll in other courses without the approval of the advisor.

It is important to note that students requiring such remedial work will be encouraged to pursue this effort to the exclusion of other activity which may interfere with successful completion of Developmental Studies requirements. Early removal of deficiencies through this method increases the student's chances of accomplishing degree/diploma/certificate requirements.

When a student completes the required objectives for the Developmental Studies courses, a grade of "S" (satisfactory completion of objectives) is awarded. When a student makes satisfactory progress during the term, the student receives a grade of "R" (re-enroll) and should re-enroll in that Developmental Studies course during the subsequent term. When a Developmental Studies student receives the "U" (unsatisfactory) grade, that student is to be recounseled by a Developmental Studies academic advisor with the assistance of the Counseling Office.

During recounseling, the student may elect to change to a curriculum not requiring Developmental Studies or may be permitted to continue Developmental Studies in the student's present or newly chosen curriculum.

NOTE: Specific academic standards have been developed and will be given to each student upon entry into the Developmental Studies program.



COURSE DESCRIPTIONS

(ACC) Accounting

ACC 111 Accounting I (3 cr.)

Presents fundamental accounting concepts and principles governing the accounting cycle, journals, ledgers, working papers, and preparation of financial statements for sole proprietorships. Covers services and merchandising businesses. Lecture 3 hours. Total 3 hours per week.

ACC 112 Accounting II (3 cr.)

Continues ACC 111 with emphasis on application to partnerships, and corporations. Also includes an introduction to cost and managerial accounting. Lecture 3 hours. Total 3 hours per week. Prerequisite ACC 111.

ACC 195 Topics In Computerized Accounting - Peachtree: (2 cr.)

Provides an opportunity to explore topical areas in Peachtree accounting. Prerequisite: ACC 111 or 211.

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 includes internal controls. Lecture 3 hours per week. Total 3 hours per week.

ACC 212 Principles of Accounting II (3 cr.)

Continues ACC 211 with emphasis on application to partnerships and corporations, and the study of financial analysis. Includes an introduction to cost and managerial accounting. Prerequisite: ACC 211. Total 3 hours per week.

ACC 221 Intermediate Accounting I (4 cr.)

Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities, and investments. Introduces various accounting approaches, and demonstrates the effect of these approaches on the financial statement users. Prerequisite ACC 212 or 112 or equivalent. Lecture 3-4 hours per week.

ACC 222 Intermediate Accounting II (4 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 4 hours per week.

ACC 231 Cost Accounting I (3 cr.)

Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control, and other topics. Prerequisite ACC 212 or 112 or equivalent. Lecture 3 hours per week.

ACC 241 Auditing I (3 cr.)

Presents techniques of investigating, interpreting, and appraising accounting records and assertions. Studies internal control design and evaluation, evidence-gathering techniques and other topics. Prerequisite or co-requisite ACC 222 or equivalent. Lecture 3 hours per week.

ACC 261 Principles of Federal Taxation I (3 cr.)

Presents the study of federal taxation as it relates to individuals, and related entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

ACC 262 Principles of Federal Taxation II (3 cr.)

Presents the study of federal taxation as it relates to partnerships, corporations, and other tax entities. Includes tax planning, compliance, and reporting. Lecture 3 hours per week.

ACC 295 Topics In: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable credits.

(ADJ) Administration of Justice**ADJ 100 Survey of Criminal Justice (3 cr.)**

Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary, and corrections. Lecture 3 hours per week.

ADJ 130 Introduction to Criminal Law (3 cr.)

Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Lecture 3 hours per week.

ADJ 131 Legal Evidence (3 cr.)

Surveys the identification, degrees, and admissibility of evidence for criminal prosecution; examines pre-trial procedures as they pertain to the rules of evidence. Lecture 3 hours per week.

ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 cr.) (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 236 Principles of Criminal Investigation (3 cr.)

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture 3 hours per week.

(AIR) Air Conditioning and Refrigeration**AIR 111-112 Air Conditioning and Refrigeration Controls I-II (3 cr.) (3 cr.)**

Presents electron theory, magnetism, Ohm's Law, resistance, current flow, instruments for electrical measurement, A.C. motors, power distribution controls and their application. Pre-requisite AIR 161 or approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 117 Metal Layout 1 (3 cr.)

Presents measuring and gauging of sheet metal, types of metal, handling sheet metal, cutting and bending, layout. Teaches fundamentals of drafting, basic drawing instruments, lettering practices. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.



AIR 118 Metal Layout II (3 cr.)

Presents practice in the laying out of various sheet metal pieces on paper and transposing to metal. Prerequisite AIR 117 or approval. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

AIR 121 Air Conditioning and Refrigeration I (3 cr.)

Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 122 Air Conditioning and Refrigeration II (3 cr.)

Presents operations of commercial refrigeration systems, ice machines, design, installation and service, air conditioning and heat pumps. Prerequisite AIR 121 or approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 123-124 Air Conditioning and Refrigeration III-IV (3 cr.) (3 cr.)

Psychrometric properties of air, heat load and gain calculation, heated and chilled water systems, duct design, air distribution and air comfort requirements. Prerequisite AIR 122 or approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 134 Circuits and Controls I (3 cr.)

Presents circuit diagrams for heating units, reading and drawing of circuit diagrams, types of electrical controls, and house wiring circuits. Includes analysis of heating circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 135 Circuits and Controls II (3 cr.)

Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning systems. Prerequisite AIR 134 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 136 Circuits and Controls III (3 cr.)

Introduces types of circuits and controls used in home, commercial and industrial air conditioning systems. Includes servicing and installation procedures for electrical unloading of compressors, single- and two-stage thermostats, and electrical regulation of fan speed for air volume control. Explains operational and safety control and how schematic and pictorial diagrams are used in these systems. Prerequisite AIR 134 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 137 Air Conditioning Electronics Survey (2 cr.)

Studies electronics and its applications in the HVAC field. Covers computers, programmable controllers, and microprocessors in the HVAC industry. Prerequisite AIR 134 or approval. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

AIR 154 Heating Systems I (3 cr.)

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 155 Heating Systems II (3 cr.)

Studies commercial gas and oil boilers to include troubleshooting, preventive maintenance and servicing. Prerequisite AIR 154. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week.

AIR 156 Heating Systems III (3 cr.)

Introduces types of boilers, sizing boilers, sizing radiators and convectors, designing piping systems for steam, hot water and vacuum systems. Includes testing and servicing wet heat systems. Prerequisite 154 - 155 or approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 158 Mechanical Codes (2 cr.)

Presents mechanical code requirements for installation, service, and inspection procedures. Uses the BOCA code in preparation for the master's card. Lecture 2 hours per week.

AIR 161 Heating, Air Conditioning and Refrigeration Calculations I (3 cr.)

Introduces fractions, decimals, sign of operations, equations, Ohm's Law, subtraction, multiplication and division of signed numbers. Teaches fundamentals of algebra, expression of stated problems in mathematical form, and solutions of equations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 162 Heating, Air Conditioning and Refrigeration Calculations II (3 cr.)

Introduces the functions of angles, trigonometric functions, angles of elevation and depression, and powers and roots. Prerequisite AIR 161 or approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 165 Air Conditioning Systems I (3 cr.)

Introduces comfort survey, house construction, load calculations, types of distribution systems, and equipment selection. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 166 Air Conditioning Systems II (3 cr.)

Introduces designing, layout, installation, and adjusting of duct systems, job costs, and bidding of job. Prerequisite AIR 165 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 167 Air Conditioning Systems III (4 cr.)

Introduces building survey, commercial load calculations, design conditions, solar heat gain, ventilation, internal heat gains, cooling, heating and humidification with water psychrometrics distribution systems, ice and water for air conditioning. Prerequisite AIR 166 or approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AIR 181 Planning and Estimating I (2 cr.)

Presents fundamentals of blueprint reading as applied to the building trades. Emphasizes air conditioning and distribution, designing and drawing residential systems take-off of materials and estimating the cost of the systems. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

AIR 182 Planning and Estimating II (2 cr.)

Presents designing and estimating cost of commercial air conditioning systems applying student's previous studies. Prerequisite AIR 187 or approval. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.



AIR 213-214 Air Conditioning and Refrigeration Controls III-IV (3 cr.) (3 cr.)

Introduces electrical, pneumatic and electronic control circuits as applied to year-round air conditioning systems. Includes reading wiring and schematic diagrams, troubleshooting, and designing high and low voltage control systems. Prerequisite AIR 111 or approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 231 Circuits and Controls V (5 cr.)

Applies controls and control circuits to air conditioning and refrigeration, including components, pilot devices and controls and circuit diagrams. Prerequisite AIR 136 or approval. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

AIR 232 Circuits and Controls VI (3 cr.)

Presents application and design of wiring and schematic diagrams of commercial refrigeration systems. Teaches fundamentals of operation and applications of pneumatic controls including basic pneumatic control circuits. Prerequisite Air 231 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 233 Circuits and Controls VII (3 cr.)

Studies planning and design of electric, pneumatic, and combination control systems used in the air conditioning industry. Prerequisite AIR 232 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 254 Air Conditioning Systems IV (3 cr.)

Presents air balancing including taking duct pressure readings, finding register and grille CFM's, fans, laws and their applications. Explores instruments used for air balancing and proper procedures. Lecture 2 hours. Prerequisite AIR 167 or approval. Laboratory 3 hours. Total 5 hours per week.

AIR 255 Air Conditioning Systems V (3 cr.)

Studies water-cooled and air-cooled condensers, refrigerant piping design, capacity control, air washers, water and steam piping arrangements. Prerequisite AIR 254 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 271 Refrigeration I (6 cr.)

Studies refrigeration, care and use of refrigeration tools and equipment, soldering, brazing, refrigeration systems, cycles, and compressors, domestic refrigeration, charging and testing systems. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

AIR 272 Refrigeration II (5 cr.)

Studies commercial refrigeration systems, components, sizing, and testing. Includes low temperature refrigeration systems equipment selection, load calculations, absorption systems, air conditioning systems, window units, air-cooled and water-cooled condensers. Lecture 3 hours. Prerequisite AIR 271 or approval. Laboratory 6 hours. Total 9 hours per week.

AIR 273 Refrigeration III (3 cr.)

Studies heat pumps, sizing, installation, and servicing, reciprocating chillers and centrifugal air conditioners. Prerequisite AIR 272 or approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

(ART) Arts

ART 101-102 History and Appreciation of Art I-II (3 cr.) (3 cr.)

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week.

ART 106 History of Modern Art (3 cr.)

Surveys the history of modern architecture, sculpture, painting, and graphic arts in representational and non-representational forms. Focuses on the periods and movements that influenced the arts of the twentieth century. Emphasizes contemporary art forms, particularly the interaction between art, society and industry. Lecture 3 hours per week.

ART 121-122 Drawing I-II (3-4 cr.) (3-4 cr.)

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

ART 171-172 Airbrush I-II (3-4 cr.) (3-4 cr.)

Teaches concepts and use of the airbrush in a variety of applications. Prerequisites ART 121, ART 131, ART 140, or divisional approval. Lecture 2 hours. Studio instruction 2-4 hours. Total 4-8 hours per week.

ART 273-274 Silkscreen Printing I-II (2-4 cr.) (2-4 cr.)

Develops skills in silkscreen stencil techniques with emphasis on design. Includes field trips when applicable. Lecture 2 hours. Studio instruction 2-4 hours. Total 4-6 hours per week.

(AST) Administrative Support Technology

AST 101 Keyboarding I (2 cr.)

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. A laboratory co-requisite (AST 103) is required. Lecture 2 hours per week.

AST 102 Keyboarding II (2 cr.)

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite AST 101. A laboratory co-requisite (AST 104) is required. Lecture 2 hours per week.

AST 103 Keyboarding I Laboratory (1 cr.)

Provides supplemental instruction in AST 101. Should be taken concurrently with AST 101. Laboratory 2 hours per week.

AST 104 Keyboarding II Laboratory (1 cr.)

Provides supplemental instruction in AST 102. Should be taken concurrently with AST 102. Laboratory 2 hours per week.



AST 113 Keyboarding For Speed And Accuracy (1 cr.)

Focuses on improving keyboarding speed and accuracy through assigned exercises that diagnose problem areas. Emphasizes increased productivity through improved speed and accuracy. Prerequisite AST 101 or equivalent. Laboratory 2 hours per week.

AST 117 Keyboarding For Computer Usage (1 cr.)

Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week.

AST 195 Topics In: (1 - 5 cr.)

Provides an opportunity to explore topical areas of interest or needed by students. May be repeated for credit. Variable credits.

AST 201 Keyboarding III (Internship) (2 cr.)

Develops decision-making skills, speed, and accuracy in production keying. Applies word processing skills in creating specialized business documents. An internship in an office during the latter part of the course provides on-the-job training. Prerequisite AST 102. A laboratory co-requisite (AST 202) is required. Lecture 3 hours per week.

AST 202 Keyboarding III Laboratory (1 cr.)

Provides supplemental instruction in AST 201. Should be taken concurrently with AST 201. Laboratory 2 hours per week.

AST 205 Business Communications (3 cr.)

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Pre-requisite: AST 102, ENG 135, and BUS 235, or department approval. Lecture 3 hours per week.

AST 234 Records And Database Management (3 cr.)

Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. Lecture 3 hours per week.

AST 236 WordPerfect For Windows (2 cr.)

Teaches specialized software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. A laboratory co-requisite (AST 237) is required. Lecture 2 hours per week.

AST 237 WordPerfect For Windows Laboratory (1 cr.)

Provides supplemental instruction in AST 236. Should be taken concurrently with AST 236. Laboratory 2 hours per week.

AST 238 Microsoft Word For Windows (2 cr.)

Teaches advanced word processing features including working with merge files, macros, and graphics; develops competence in the production of complex documents. A laboratory co-requisite (AST 239) is required. Lecture 2 hours per week.

AST 239 Microsoft Word For Windows Laboratory (1 cr.)

Provides supplemental instruction in AST 238. Should be taken concurrently with AST 238. Laboratory 2 hours per week.

AST 243 Office Administration I (3 cr.)

Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. Co-requisite or Prerequisite: AST 101. Lecture 3 hours per week.

AST 244 Office Administration II (3 cr.)

Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory roles of the office professional, Includes travel and meeting planning, office budgeting, and financial procedures, international issues, and career development. Prerequisite AST 243 or instructor approval. Lecture 3 hours per week.

AST 245 Medical Machine Transcription (3 cr.)

Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats. Prerequisite AST 102 or equivalent and HLT 143 and HLT 144 or instructor permission. Lecture 3 hours per week.

AST 253 Desktop Publishing I (PageMaker) (2 cr.)

Introduces specific desktop publishing software. Teaches document layout and design, fonts, type styles, style sheets, and graphics. Develops electronic desktop publishing skills on the web. Includes instruction in Power Point. Prerequisite AST 101 or equivalent and experience in using a word processing package. A laboratory co-requisite AST 255 is required. Lecture 2 hours per week.

AST 255 Desktop Publishing I Laboratory (1 cr.)

Provides supplemental instruction in AST 253. Should be taken concurrently with AST 253. Laboratory 2 hours per week.

AST 265 Legal Office Procedures (Internship) (3 cr.)

Concentrates on office procedures used in law offices and develops skills necessary to provide organizational and technical support in a legal setting. An internship in a legal environment provides on-the-job training in the latter part of the course.

(AUB) Auto Body**AUB 111-112 Automobile Body Theory and Shop Practices I-II (8 cr.) (8 cr.)**

Teaches and applies the fundamentals and use of body tools and materials. Emphasizes shop safety, metal working, welding, and cooling systems. Teaches the recommended methods of identifying, analyzing and repairing collision damage to the front, top, side and rear of the vehicle. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

AUB 113 Automobile Body Theory and Shop Practices III (6 cr.)

Presents the fundamentals of refinishing and painting automobiles including the techniques of masking, blending and spraying. Covers paint shop layout, management, equipment, and damage estimating. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

AUB 115 Damage Repair Estimating (2 cr.)

Teaches inspection and estimation of cost to repair collision damage. Emphasizes writing acceptable estimates for insurance companies. Studies practices used by repair shops and insurance adjusters. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.



AUB 116 Automotive Body Repair (4 cr.)

Teaches collision straightening procedures and use of equipment, planning repair procedures, disassembly techniques, body fastening systems, glass removal and replacement and panel repair and alignment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUB 190-290 Coordinated Internship In Auto Body Repair (1-5 cr.)

Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

AUB 198-298 Seminar And Project (2 cr.)

Teaches and applies the fundamentals and use of body and frame equipment. Teaches body and frame design and frame construction. Teaches frame and body measuring equipment use. Teaches the recommended methods of identifying and repairing the different types of frame damage. Variable hours.

AUB 206 Automotive Body Component Service (2 cr.)

Teaches operating principles, adjustments and service of selected automotive body components. Emphasizes bumper overhaul and adjustments, hood alignment, door overhaul and adjustments, deck lid alignment, door glass adjustments. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

(AUT) Automotive

AUT 111-112 Automotive Engines I-II (4 cr.) (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 113 Cylinder Block Service I (3 cr.)

Studies basic cylinder block reconditioning, including boring, resleeving, line-boring and deck resurfacing. Includes repair techniques for damaged block and cylinder head castings to include cold welding, brazing, welding and epoxy. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AUT 114 Cylinder Head Service II (3 cr.)

Studies cylinder head reconditioning, including valve seat grinding, refacing valves, servicing valve guides, valve seat inserts, cutting for valve seals and spring thread repair and resurfacing mating surfaces. Prerequisite AUT 113. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AUT 121-122 Automotive Fuel Systems I-II (4 cr.) (4 cr.)

Analyzes major domestic and foreign automotive fuel systems to include carburetors and fuel injection systems. Includes detailed inspection and discussion of fuel tanks, connecting lines, instruments, filters, fuel pumps, supercharges, and turbo charger. Also includes complete diagnosis, troubleshooting, overhaul and factory adjustment procedures of all major carbureted and fuel injection systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. AUT 122 Prerequisite AUT 121.

AUT 127 Automotive Lubrication and Cooling Systems (2 cr.)

Analyzes lubrication systems to include lubricants, pumps, lines, filters, and vents. Also analyzes cooling systems, coolants, pumps, fans, lines and connections. Teaches estimating repairs, adjustments needed and their costs. 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 178 Automotive Final Drive and Manual Transmission Systems (4 cr.)

Presents the operation, design, construction and repair of manual transmissions and final drive systems, for both front and rear drive vehicles, including clutches, synchronizers, torque multiplication/gear reduction, along with differentials, transmission/transaxles, drive axles, U-joints, CV joints, 4-wheel drive and all-wheel drive systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 211-212 Automotive Systems III-IV (4 cr.) (4 cr.)

Presents advanced theory and detailed study of automobile systems. Provides laboratory periods for actual field practice in troubleshooting. Prerequisite AUT 122 or in conjunction with AUT 211. AUT 212 prerequisite AUT 211 or with instructor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 215 Emissions Systems Diagnosis and Repair (2 cr.)

Presents logical diagnostic paths to identify vehicle HC-CO failure areas. Teaches a progression of failure detection from most likely to more complex causes. emphasizes use of infrared analyzer and manufacturer's specified adjustment. Lecture 2 hours per week.

AUT 236 Automotive Climate Control (4 cr.)

Introduces principles of refrigeration, air conditioning controls, and adjustment and general servicing of automotive air conditioning systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 237 Automotive Accessories (3 cr.)

Introduces the principles, design, construction, adjustment, and maintenance of all automotive equipment classed as an accessory which is not studied in other automotive courses. Lecture 3 hours per week.

AUT 241-242 Automotive Electricity I-II (4 cr.) (4 cr.)

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 245 Automotive Electronics I-II (3-4 cr.)

Introduces field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis and repair of digital indicator and warning systems. Lecture 3 hours. Prerequisite AUT 241. Laboratory 0-3 hours. Total 3-6 hours per week.

AUT 251-252 Automatic Transmissions I-II (4 cr.) (4 cr.)

Studies several types of automatic transmissions, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

AUT 265 Automotive Braking Systems (3 cr.)

Presents operation, design, construction, repair, and servicing of braking systems. 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 (4 cr.)

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

(BCS) Broadcasting**BCS 110 Fundamentals in Video Production (4 cr.)**

Studies the use of video equipment and the application of production techniques and aesthetics in electronic media, and develops fundamental production skills through hands on experience with cameras, video tape records, video seitcher, graphic computers, and lighting instruments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

BCS 115 Audio Production for Electronic Media (4 cr.)

Studies the use of audio equipment and the application of production techniques and aesthetics in electronic media, and develops production skills through hands-on experience with mixing boards, tape recorders, compact disc players, cart machines and microphones. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

(BIO) Biology**BIO 20 Introduction To Human Systems (3 cr.)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

BIO 100 Basic Human Biology (3 cr.)

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Lecture 3 hours per week.

BIO 101-102 General Biology I-II (4 cr.) (4 cr.)

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisite MTH 04 or equivalent.

BIO 141-142 Human Anatomy and Physiology I-II (4 cr.) (4 cr.)

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Lecture 3 hours. Laboratory 2-3 hours. Total 5-6 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 one year of college biology and one year of college chemistry or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 231-232 Human Anatomy and Physiology I-II (4 cr.) (4 cr.)

Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Prerequisites one year of college biology and one year of college chemistry or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

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. Prerequisite BIO 101-102 or equivalent. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

(BUS) Business Management and Administration**BUS 100 Introduction To Business (3 cr.)**

Presents a broad introduction to the functioning of business enterprises within the U.S. economic framework. Introduces economic systems, essential elements of business organizations, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

BUS 111 Principles of Supervision (4 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. Prerequisite BUS 100 or Department/Instructor approval. Lecture 4 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 121 Business Mathematics I (3 cr.)

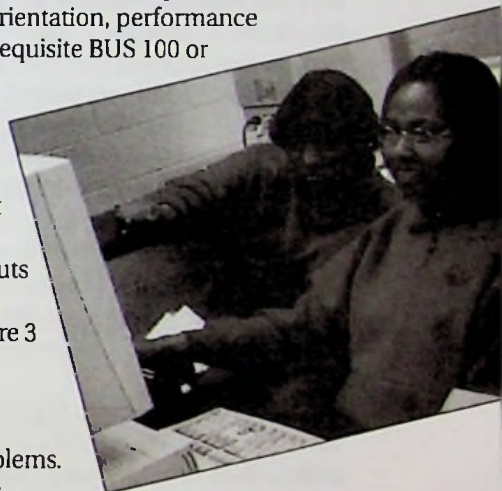
Applies mathematical operations to business processes and problems. Reviews operations, equations, percents, sales and property taxes, insurance, checkbook and cash records, wage and payroll computations, depreciation, overhead, inventory turnover and valuation, financial statements, ratio analysis, commercial discounts, markup, and markdown. Lecture 3 hours per week.

BUS 122 Business Mathematics II (3 cr.)

Applies mathematical operations to business problems. Reviews basic statistics, distribution of profit and loss in partnerships, distribution of corporate dividends, simple interest, present value, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Lecture 3 hours per week.

BUS 125 Applied Business Mathematics (3 cr.)

Applies mathematics 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 147 Introduction To Business Information Systems (3 cr.)

Presents an overview of business information systems. Introduces computer hardware, software, procedures, systems, and human resources, and explores their integration and application in business. Discusses fundamentals and applications of computer problem solving and programming. Lecture 2 hours. Laboratory 2 hours. Total 4 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. Lecture 3 hours per week.

BUS 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May also be used for special honors courses. May be repeated for credit. Variable hours.

BUS 205 Human Resource Management (3 cr.)

Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, employee evaluation systems, compensation 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 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 number, and time series analysis. 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 hypothesis testing for means and proportions. Prerequisite MTH 163, or departmental approval. Lecture 3 hours per week.

BUS 227 Quantitative Methods (3 cr.)

Includes an overview of quantitative methods in business decision-making, simple and multiple regression and correlation analysis, time series analysis and business forecasting, decision analysis, linear programming, transportation and assignment methods, and network models. Includes computer applications. Prerequisite MTH 163, or departmental approval. Lecture 3 hours per week.

BUS 235 Business Letter Writing (3 cr.)

Applies composition principles to business correspondence, employment documents, and reports (including presentation of data in various chart formats). Focuses on preparing effective communications with customers, suppliers, employees, the public, and other business contacts. Lecture 3 hours per week.

BUS 236 Communication In Management (3 cr.)

Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours.

BUS 241 Business Law I (3 cr.)

Presents a broad introduction to the legal environment of U.S. businesses. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

BUS 242 Business Law II (3 cr.)

Develops a basic understanding of the Uniform Commercial Code, business organizations, bankruptcy, and personal and real property. Prerequisite BUS 241 or department/instructor approval. Lecture 3 hours per week.

BUS 295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

BUS 298 Seminar and Project in Business (3 cr.)

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Prerequisite departmental approval. Lecture 3 hours per week.

(CHD) Child Development

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 story telling and story reading, and stresses the use of audio-visual materials. 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, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

CHD 125 Creative Activities for Children (3 cr.)

Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open ended activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 126 Science & Math Concepts for Children (3 cr.)

Covers the selection of appropriate developmental learning materials for developing activities to stimulate the logical thinking skills in children. Lecture 2-3 hours. Laboratory 0-3 hours. Total 3-4 hours per week.



CHD 145 Methods for Teaching Art, Music, and Movement to Kids (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 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: scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Lecture 3 hours per week.

CHD 167 Resource Development for the Child Development Associate (CDA) Candidate (1 cr.)

Supports the CDA candidate in organizing and developing a portfolio for presentation at local assessment team meeting. Lecture 2-3 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 management. Lecture 3 hours per week.

CHD 210 Introduction to Exceptional Children (3 cr.)

Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

CHD 215 Models of Early Childhood Education 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 290 Coordinated Internship in Child Development (3 cr.)

Laboratory 10 hours per week.

CHD 298 Seminar and Project (1-5 cr.)

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

(CHM) Chemistry

CHM 101-102 General Chemistry I-II (4 cr.) (4 cr.)

Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 111-112 College Chemistry I-II (4 cr.) (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. Prerequisite MTH 04 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 241-242 Organic Chemistry I-II (3 cr.) (3 cr.)

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite CHM 112, corequisite CHM 243-244 or CHM 245-246. Lecture 3 hours per week.

CHM 243-244 Organic Chemistry Lab. I-II (1 cr.) (1 cr.)

Taken concurrently with CHM 241 and CHM 242. Laboratory 3 hours per week.

CHM 245-246 Organic Chemistry Lab. I-II (2 cr.) (2 cr.)

Taken concurrently with CHM 241 and CHM 242 by chemistry and chemical engineering majors. Includes qualitative organic analysis. Laboratory 6 hours per week.

CHM 251-252 Quantitative Analysis I-II (4 cr.) (4 cr.)

Develops the theory and methods of volumetric and gravimetric analysis. Teaches specific analytical procedures involving instrumental methods of analysis. Prerequisites CHM 112 or equivalent. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

(CIV) Civil Engineering Technology**CIV 170 Principles of Surveying (3 cr.)**

Introduces the elements of surveying to include use and care of modern surveying equipment and the application of surveying in construction. Prerequisite MTH 07. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

(DEC) Decorating**DEC 100 Introduction to Interior Decorating (3 cr.)**

Presents the elements and principles of residential design with emphasis on space planning, color, lighting, materials, furnishings and costing. Lecture 3 hours per week.

DEC 198 Seminar and Project (3 cr.)

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.

(DRF) Drafting**DRF 114-115 Drafting I-II (4 cr.) (4 cr.)**

Focuses on instruments, geometric construction, orthographic projection, sections and conventions, pictorial drawings, isometric principles, oblique drawing, and dimensioning. Prerequisite for DRF 115: DRF 114. Lecture 1 hour. Laboratory 9 hours. Total 10 hours per week.

DRF 116 Drafting III (3 cr.)

Focuses on auxiliaries, basic concepts, terms of reference, choice of views, axis, proportioning distances and perspective drawings. Prerequisite DRF 114. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

DRF 120 Introduction to Graphic Representation (3 cr.)

Teaches use of instruments, lettering, sketching, and drawing conventions. Emphasizes legible drawings and the value of presentation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.



DRF 130 Introduction to Electrical/Electronics Drafting (2 cr.)

Teaches applications of drafting procedures with emphasis on working and functional drawings and direct applications to electrical and electronic components and circuits. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week

DRF 160 Machine Blueprint Reading (3 cr.)

Introduces interpreting of various blueprints and working drawings. Applies basic principles and techniques such as visualization of an object, orthographic projection, technical sketching and drafting terminology. Requires outside preparation. Lecture 3 hours per week.

DRF 201 Computer Aided Drafting and Design I (4 cr.)

Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Prerequisite: DRF 114 or department approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

DRF 202 Computer Aided Drafting and Design II (4 cr.)

Teaches working drawings and advanced operations in computer aided drafting. Prerequisite DRF 201. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

DRF 210 Advanced Technical Drafting (4 cr.)

Intersections of plane surfaces, lines and planes, skew lines and surfaces; intersections of prisms, pyramids and other shapes, developments, sheet metal-drafting, screw threads and fasteners, keys and springs. Prerequisite: DRF 114. Lecture 1 hour. Laboratory 9 hours. Total 10 hours per week.

(ECO) Economics

ECO 100 Elementary Economics (3 cr.)

Introduces students to the most basic elements of economics without detailed study of theory. Presents and interprets current issues and concerns publicized in the media. Allows students to understand and grasp the importance of current local, state, and national issues with economic themes and overtones. Lecture 3 hours per week.

ECO 110 Consumer Economics (3 cr.)

Fosters understanding of the American economic system and the individual's role as a consumer. Emphasizes application of economic principles to practical problems encountered. Alerts students to opportunities, dangers, and alternatives of consumers. Lecture 3 hours per week.

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 (3 cr.)

Introduces macroeconomic principles and their relationship to current economic conditions. Presents the concept of a free enterprise economy and how it compares to other economic systems. Introduces the concepts of supply and demand and discusses how markets allocate resources. Presents measures of economic activity and discusses the problems of economic instability — inflation and unemployment. Discusses the various approaches to achieving economic stability including classical, Keynesian, monetarist and supply side positions. The structure of the banking system and the role of the Federal Reserve are discussed. Lecture 3 hours per week.

ECO 202 Principles of Economics II (3 cr.)

Introduces microeconomic principles and their relationship to current economic conditions. Further analysis of the theories of supply and demand is presented. The costs of production for private business firms are analyzed. The concept of profit maximization by business firms under various market conditions is presented. Describes the four basic market models and their implications for business decision making. Analyzes resource markets and the determination of resource prices. Discusses the U.S. role in the global economy and the importance of competitiveness. Prerequisite ECO 201 or equivalent is recommended. Lecture 3 hours per week.

(EGR) Engineering**EGR 115 Engineering Graphics (2 cr.)**

Applies principles of orthographic projection and multi-view drawings. Teaches descriptive geometry, including relationships of points, lines, planes, and solids. Introduces sectioning, dimensioning, and computer graphic techniques. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

(ELE) Electrical Technology**ELE 90-190-290 Coordinated Internship (1-5 cr.)**

Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

ELE 95-195-295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. may be used also for special honors courses. May be repeated for credit. Variable hours.

ELE 98-198-298 Seminar and Project in: (1-5 cr.)

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

ELE 99-199-299 Supervised Study in: (1-5 cr.)

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

ELE 100 Electrical-Electronics Skills (4 cr.)

Teaches skills and concepts of safety, hand and power tools, EMF; assembly and disassembly methods, basic electrical devices and instruments, provides opportunities for hands-on skills, reviews theoretical concepts related to basic electricity. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ELE 110 Home Electric Power (3 cr.)

Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, transformers. Includes study of the national electrical code, purpose and interpretation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 113-114 Electricity I-II (3 cr.) (3 cr.)

Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Lecture 3 hours per week.



ELE 123-124 Electrical Applications I-II (2 cr.) (2 cr.)

Provides laboratory and shop assignments/jobs as applied to fundamental principles of electricity with emphasis on measurements and evaluation of electrical components, devices and circuits. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ELE 131-132 National Electrical Code I-II (3-4 cr.) (3-4 cr.)

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Lecture 3-4 hours per week.

ELE 138 National Electrical Code (2-3 crs.)

Teaches purpose and interpretation of the National Electrical Code as well as familiarization with various charts, code rulings and wiring methods. Lecture 2 hours per week.

ELE 156 Electrical Control Systems (3 cr.)

Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overload, instruments and control circuits. May include preparation of a report as an out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 201-202 Applications and Instruments I-II-III (1-2 cr.) (1-2 cr.)

Presents assignments and individual projects to supplement the course of study. Requires the selection, operation, and interpretation of laboratory instruments. May require formal reports to demonstrate state-of-the-art techniques. Lecture 1-2 hours. Laboratory 0-3 hours. Total 1-4 hours per week.

ELE 216 Industrial Electricity (3-4 crs.)

Studies rotating devices, single phase and polyphase distribution, magnetic devices, circuits and systems for industrial applications. Lecture 2-3 hours. Laboratory 3 hours. Total 5 hours per week.

ELE 235 Industrial Communications (3 cr.)

Teaches applications of basic and special devices and circuits in combination to form modern communications and control systems. Includes progression from low frequency to high frequency applications beginning with carrier circuit systems and basic transceivers to microwave systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

(EMT) Emergency Medical Technology

EMT 111 Emergency Medical Technology I (3 cr.)

Provides instruction in basic life support, physical assessment. Introduces role and responsibilities of the emergency medical technician/ambulance. Includes emergency operations, anatomy and physiology, bleeding, shock, MASTrousers, cardio-pulmonary resuscitation, soft tissue injuries, fractures and dislocations, abdominal and chest injuries. Required for certification as a Virginia EMT/A. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMT 112 Emergency Medical Technology II (3 cr.)

Continues material begun in EMT 111. Includes major trauma and medical emergencies, emergency childbirth procedures, lifting and moving patients, vehicle extrication, pediatric and environmental emergencies, and mass casualty situations. Required for certification as a Virginia EMT/A. Prerequisite EMT 111. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

(ENG) English

ENG 01 Preparing for College Writing I (1-6 cr.)

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising, and editing. Variable hours per week.

ENG 03 Preparing for College Writing II (1-6 cr.)

Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Variable hours per week.

ENG 04 Reading Improvement I (1-6 cr.)

Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques, and ways to control reading pace. Variable hours per week.

ENG 05 Reading Improvement II (1-6 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. Variable hours per week.

ENG 111-112 College Composition I-II (3 cr.) (3 cr.)

Develops writing ability for study, work, and other areas of writing based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revision, and editing. Supports writing by integrating, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. 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 in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Prerequisite ENG 131 or ENG 111. Lecture 3 hours per week.

ENG 131 Technical Report Writing I (3 cr.)

Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills. Lecture 3 hours per week.

ENG 134 Grammar for Writing and Speaking (3 cr.)

Studies the various parts of speech with application to both writing and speaking. Includes significant assignments to demonstrate skills in a variety of written and verbal communication, and emphasizes the skills necessary for correct everyday usage of the English language. Lecture 3 hours per week.

ENG 135 Applied Grammar (3 cr.)

Develops ability to edit and proofread correspondence and other documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling, and mechanics. Prerequisite ENG 134 or divisional approval. 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 ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 211-212 Creative Writing I-II (3 cr.) (3 cr.)

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 241-242 Survey of American Literature I-II (3 cr.) (3 cr.)

Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 243-244 Survey of English Literature I-II (3 cr.) (3 cr.)

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

(ESL) English As A Second Language

ESL 05 English As A Second Language: Reading I (3-6 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 06 and other college classes. Variable hours per week.

ESL 06 English As A Second Language: Reading II (3-6 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 college classes. Variable hours per week.

ESL 07 Oral Communication I (3-6 cr.)

Helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Assesses students' oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Provides exercises, practices, small and large group activities, and oral presentations to help students overcome problems in oral communication. Variable hours per week.

ESL 08 Oral Communication II (3-6 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. Variable hours per week.



(ETR) Electronics Technology

ETR 90-190-290 Coordinated Internship (1-5 cr.)

Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

ETR 95-195-295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

ETR 98-198-298 Seminar and Project in: (1-5 cr.)

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

ETR 99-199-299 Supervised Study in: (1-5 cr.)

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

ETR 112 Math for Electrical/Electronic Analysis (2 cr.)

Presents a specialized mathematics course for the electronics student who selects the option electronic analyst technology. Includes mathematical concepts and problems in algebra and trigonometry, and direct application to the specialty option. Includes a survey of advanced mathematics to develop and reinforce electronic concepts. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ETR 115 D.C. and A.C. Fundamentals (3-4 crs.)

Studies current flow in direct and alternating current circuits with emphasis upon practical problems. Reviews the mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. Lecture 3-4 hours per week.

ETR 123-124 Electronic Applications I-II (1-2 cr.) (1-2 cr.)

Provides laboratory and shop experience as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. Lecture 0-1 hours. Laboratory 2-4 hours. Total 1-4 hours.

ETR 136 General Industrial Electronic Systems (3 cr.)

Studies devices, circuits, power modules, analog and digital, open and closed loop control and servo systems. May include laboratory projects and modular troubleshooting. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 141-142 Electronics I-II (3 cr.) (3 cr.)

Introduces electronic devices as applied to basic electronic circuits and systems. Lecture 3 hours per week.

ETR 148 Amplifiers and Integrated Circuits (4 cr.)

Studies devices and amplifiers with emphasis on analysis and design. May include summing and integrating amplifiers, choppers, modulators and other circuits. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.



ETR 151-152 Electronic Circuits and Troubleshooting I-II (2 cr.) (2 cr.)

Studies analog and digital circuits and systems with standard circuit test and troubleshooting procedure. Lecture 2 hours per week.

ETR 206 Logic Circuits and Systems I (2 cr.)

Includes the basic numbering systems, Boolean algebra, logic circuits and systems as applied to electrical and electronic technology. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

ETR 207 Logic Circuits and Systems II (2 cr.)

Deals with math logic systems, pulse logic circuits and pulse logic systems as applied to computer and microprocessor technology. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ETR 211-212 Electronic Diagnostics I-II (4 cr.) (4 cr.)

Teaches analyzing, testing and repair of fundamental assemblies, subassemblies, circuits and systems as applied to electronic maintenance and manufacturing. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

ETR 218 Industrial Electronics Circuits (4 cr.)

Introduces the principles of industrial measurements and control: electrical, electronic, mechanical, thermal, and optical measuring and records, and actuators, electronic instrumentation control devices and circuits. Provides demonstrations and laboratory experiments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 228 Computer Troubleshooting and Repair (3-4 cr.)

Teaches procedures for isolating and correcting problems in computers and computer-related hardware. Emphasizes operational concepts, use of diagnostic software and troubleshooting equipment. Prerequisite ETR 226. Lecture 1-3 hours. Laboratory 3-6 hours. Total 6-7 hours per week.

ETR 241-242 Electronic Communications I-II (3-4 cr.) (3-4 cr.)

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Prerequisite: Knowledge of DC/AC Theory and devices. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ETR 243-244 Digital, Analog and Data Communication Systems I-II (4-5 crs.) (4-5 crs.)

Teaches theory and implementation of digital and analog circuits in communication systems. Includes PCM, multiplexing, analog modulation, analysis and performance of transmitters and receivers. May include optical satellite and other communications systems. Prerequisite: Knowledge of DC/AC theory and devices. Lecture 3-4 hours. Laboratory 3 hours. Total 7-8 hours.

ETR 245 Two-Way Communications (4 cr.)

Teaches mobile and base station communications, transmitters and receivers and their test equipment. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

ETR 246 Broadcast Systems (3 cr.)

Teaches practical operating fundamentals and systems for students interested in the field of commercial broadcast electronics. Includes AM, FM and TV broadcast systems. May require field trips to various types of operations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 247 Display Systems (3 cr.)

Teaches principles, circuits and devices for producing, transmitting, receiving, storing, reproducing, processing and displaying video and other visual information. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 248 Test Instruments and Measurements (2 cr.)

Studies circuits used in electronics measurement and application of these circuits to test instruments such as oscilloscopes, electronic meters, and bridges. Stresses the accuracy of measurements, how instruments work, proper use of instruments, and calibration techniques. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

ETR 255 Active Devices and Circuits (3 cr.)

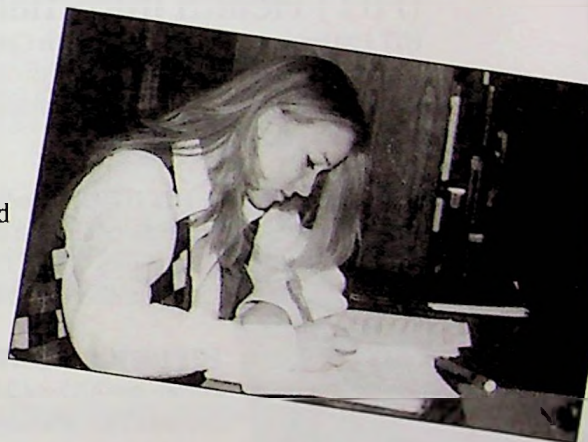
Teaches theory of active devices and circuits, devices and circuit parameters, semi-conductor characteristics and the application of circuits to active systems. Includes testing and analysis of active devices and circuits. Prerequisite: Knowledge of DC/AC Theory. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 282-283 Digital Systems I-II (3-4 crs.) (3-4 crs.)

Includes fundamental definition, programming, circuitry, logic, operation/interfacing of computer and microprocessor systems. May include pulse circuits and pulse logic systems as applied to computer and microprocessor technology. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

(FIN) Financial Services**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 versus buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision making. Prerequisite ACC 111 or ACC 211. Lecture 3 hours per week.

**(GEO) Geography****GEO 210 People and the Land: An Introduction to Cultural Geography (3 cr.)**

Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEO 220 World Regional Geography (3 cr.)

Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Lecture 3 hours per week.



(HIS) History

HIS 101-102 History of Western Civilization I-II (3 cr.)(3 cr.)

Examines the development of western civilization from ancient times to the present. The first semester ends with the seventeenth century; the second semester continues through modern times. Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 cr.) (3 cr.)

Surveys United States history from its beginning to the present. Lecture 3 hours per week.

HIS 266 Military History of the Civil War (3 cr.)

Analyzes military campaigns of the Civil War, including factors contributing to the defeat of the Confederacy and problems created by the war. May include field trips to Civil War sites in the region. Lecture 3 hours per week.

HIS 268 The American Constitution (3 cr.)

Analyzes the origin and development of the United States Constitution. Includes the evolution of civil liberties, property rights, contracts, due process, judicial review, federal-state relationships, and corporate-government relations. Lecture 3 hours per week.

(HIT) Health Information Technology

HIT 100 Introduction to the Health Care Delivery System (1 cr.)

Introduces the organization of health care delivery system with emphasis on types of providers and the role that accrediting and licensing bodies play in the delivery of health care. Lecture 1 hour per week.

HIT 105 CPT Coding (2 cr.)

Develops skills in coding a diagnosis and/or procedure according to the principles of CPT Coding. Not intended for HIT majors. Prerequisite: HLT 143.

HIT 106 ICD-9-CM Coding I (2 cr.)

Introduces ICD-9-CM coding classification system and provides actual coding exercises. Not intended for HIT majors. Prerequisite: HLT 143.

HIT 107 ICD-9-CM Coding II (2 cr.)

Stresses advanced ICD-9-CM coding skills through practical exercises. Not intended for HIT majors. Prerequisite: HIT 106.

HIT 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 claim including manual preparation. Explores insurance claim processing issues.

Lecture 2 hours per week.

HIT 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 record. Lecture 2 hours per week.



(HLT) Health

HLT 100 First Aid and Cardiopulmonary Resuscitation (2 - 3 cr.)

Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2-3 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. 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 116 Personal Wellness (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 130 Nutrition and Diet Therapy (1 cr.)

Studies nutrients, sources, functions, and requirements with an introduction to diet therapy. Lecture 1 hour per week.

HLT 135 Child Health and Nutrition (3 cr.)

Focuses on the physical needs of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health growth and development. Lecture 3 hours per week.

HLT 143-144 Medical Terminology I-II (3 cr.) (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 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be repeated for credit. Variable hours.

HLT 200 Human Sexuality (3 cr.)

Provides a basic understanding of human sexuality. Includes anatomy, physiology, pre-gnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

HLT 215 Personal Stress and Stress Management (3 cr.)

Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 3 hours per week.



(HMS) Human Services

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.

(HUM) Humanities

HUM 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students, including honors program seminars. May be repeated for credit. Variable hours.

(IND) Industrial Engineering Technology

IND 125 Installation and Preventive Maintenance (3 cr.)

Studies practices in the installation of machinery, including mounting, grouting, leveling, and alignment. Examines methods of preventive maintenance including inspection, scheduled maintenance, controls, recordkeeping, repair parts stocking, and safety considerations. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 230 Applied Quality Control (3 cr.)

Studies principles of inspection and quality assurance with emphasis on statistical process control. May include the setting up, maintaining, and interpreting of control charts, and review of basic metrology. Lecture 2 hours. Total 4 hours per week.

(IST) Information Systems Technology

IST 100 Introduction to Information Systems (3 cr.)

Introduces students to general concepts of computer information systems. Presents terminology and the effects of computers on daily life. Discusses available hardware and software as well as their applications. Exposes students to the system development process. A laboratory co-requisite (IST 101) is required. Keyboarding skills required. Lecture 3 hours per week.

IST 101 Information Systems Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 100. Should be taken concurrently with IST 100. Laboratory 2 hours per week.

IST 103 Survey of Computer Software Applications (1-2 cr.)

Reviews most common business software applications for microcomputers. Emphasizes comparison of a wide variety of software packages. Includes experience with multiple operating systems commands, and database, spreadsheet, and word processing programs. Lecture 1-2 hours per week.

IST 110 Microcomputer Software: Beginning Windows (1-2 cr.)

Provides first-time users with sufficient information to make practical use of the Windows software package. Presents the basics of many of the features and applications included in the Windows package. Lecture 1-2 hours per week.

IST 116 E-Mail, Bulletin Board Systems, and Internet (4 cr.)

Introduces Electronic Mail (E-Mail), Bulletin Board Systems (BBS), and use of Internet. Teaches downloading and uploading files, electronic messaging, and teleconferencing, installation of software and modems, operation, and administration of E-Mail and BBS facilities. Prerequisite IST 100 or instructor approval. Lecture 4 hours per week.

IST 117 Introduction to Microcomputer Software (3 cr.)

Provides a working introduction to microcomputer software, fundamentals, and applications. Includes operating systems, word processing, spreadsheet, and database software. A laboratory co-requisite (IST 118) is required. Prerequisite IST 100. Lecture 3 hours per week.

IST 118 Introduction to Microcomputer Software Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 117. Should be taken concurrently with IST 117. Laboratory 2 hours per week.

IST 120 Microcomputer Software: Spreadsheets I (1-2 cr.)

Provides first-time users with sufficient information to make practical use of spreadsheet software. Presents basics of building spreadsheets. A laboratory co-requisite IST 125 may be required. Lecture 2 hours per week.

IST 123 Spreadsheet Software I (3 cr.)

Provides a working knowledge of a commercial spreadsheet package to include designing a variety of worksheets, preparing graphs, working with database query, macro writing, and menu techniques. A laboratory co-requisite (IST 125) is required. Prerequisite IST 100. Lecture 3 hours per week.

IST 125 Spreadsheet Software I Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 120, 121, 122, or 123. Should be taken concurrently with IST 123. Laboratory 2 hours per week.

IST 133 Database Management Software Access (3 cr.)

Provides a working introduction to software for database management. Teaches planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. A laboratory co-requisite (IST 134) is required. Prerequisite IST 100. Lecture 3 hours per week.

IST 134 Database Management Software Access Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 133. Should be taken concurrently with IST 133. Laboratory 2 hours per week.

IST 156 C++ Programming (3-4 cr.)

Presents fundamentals of object-oriented programming terminology and procedures. Studies structures and execution controls required in an object-based environment. Provides experience in creating and modifying programs. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.



IST 168 Computer Programming: RPG (3 cr.)

Teaches writing RPG III programs on the AS 400 from stated problems or specifications, applying methods to develop working software that meets specifications. Provides specific skills for modifying existing programs. A laboratory co-requisite (IST 169) is required. Prerequisite IST 100. Lecture 3 hours per week.

IST 169 Computer Programming: RPG Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 168. Should be taken concurrently with IST 168. Laboratory 2 hours per week.

IST 176 Event-Driven BASIC 1 (2-4 cr.)

Teaches writing BASIC programs in an event-driven environment from stated problems or specifications applying graphical user interface techniques to develop working software that meets specifications. Provides specific skills to create, modify, and debug applications. Lecture 2-4 hours per week.

IST 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

IST 200 Local Area Networks (3 cr.)

Teaches network topologies, protocols, network components, cabling, network operating systems, directories, security, printing, data backup, installation of file servers, workstations and applications. A laboratory co-requisite (IST 201) is required. Prerequisite IST 100. Lecture 3 hours per week.

IST 201 Local Area Networks Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 200. Should be taken concurrently with IST 200. Laboratory 2 hours per week.

IST 203 Administration of Local Area Networks (3 cr.)

Focuses on the management of LAN file, print, and communications server activity emphasizing up-time and system backup. Teaches proper structuring of security system. Explains print queues, disk management, and other LAN issues. Presents concerns and issues for the purchase and installation of software and hardware upgrades. A laboratory co-requisite (IST 204) is required. Prerequisite IST 200 or instructor approval. Lecture 3 hours per week.

IST 204 Administration of Local Area Networks Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 203. Should be taken concurrently with IST 203. Laboratory 2 hours per week.

IST 206 Network Servicing (3 cr.)

Focuses on servicing and maintaining local area networks (LANs). Teaches network installation, basic network troubleshooting, installation of file servers and workstations, upgrading of network software, configuring of network boards and cables, and diagnosing common network problems. As part of a networking curriculum, presents some of the material needed for network engineer certification. A laboratory co-requisite (IST 207) is required. Prerequisite IST 200 or instructor approval. Lecture 3 hours per week.

IST 207 Network Servicing Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 206. Should be taken concurrently with IST 206. Laboratory 2 hours per week.

IST 220 Microcomputers: Operating Systems, Architecture, and Hardware (3 cr.)

Focuses on microcomputer operating systems, architecture, internal functions, and peripheral equipment interfaces. Teaches memory management, instructions and data formats, basic operating system architecture, and interaction with user software. A laboratory co-requisite (IST 221) is required. Prerequisite IST 100. Lecture 3 hours per week.

IST 221 Microcomputers: Operating Systems, Architecture, and Hardware Laboratory (1 cr.)

Provides problem solving experience to supplement instruction in IST 220. Should be taken concurrently with IST 220. Laboratory 2 hours per week.

IST 251 Computer Information System Development (3 cr.)

Presents a structured approach to defining needs, creating specifications, and implementing new information systems. Teaches business-oriented, computer based systems. Defines common processes and procedures. Includes data modeling, report generation, life cycle methodology, and traditional and structured tools for development. Prerequisite one program language course or microcomputer software course. Lecture 3 hours per week.

IST 276 Event-Drive BASIC II (2-4 cr.)

Teaches advanced techniques for designing, programming, and implementing event-driven programs using BASIC. Prerequisite IST 176 or division approval. Lecture 2-4 hours per week.

IST 295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

(LGL) Legal Administration

LGL 110 Introduction to Law and the Legal Assistant (3 cr.)

Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture 3 hours per week.

LGL 115 Real Estate Law for Legal Assistants (3 cr.)

Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds in trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Lecture 3 hours per week.

LGL 116 Domestic Relations and Consumer Law (3 cr.)

Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Focuses on separation and pre-nuptial agreements, pleading and rules of procedure. May include specific federal and Virginia consumer laws. 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, Shepards, citations, ALR and other research tools. Lecture 3 hours per week. (Prerequisite: LGL 110 or instructor approval).



LGL 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May also be used for special honors courses. May be repeated for credit. Variable hours.

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 and medical malpractice cases. Lecture 3 hours per week.

LGL 216 Trial Preparation and Discovery Practice (3 cr.)

Studies the preparation of a trial notebook, pretrial orders, use 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 217 Trial Practice and the Law of Evidence (3 cr.)

Introduces civil and criminal evidence; kinds, degrees and admissibility of evidence; and methods and techniques of its acquisition. Emphasizes Virginia and federal rules of evidence. Focuses on elements of a trial and various problems associated with the trial of a civil or criminal case. 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 115 or instructor approval. Lecture 3 hours per week.

LGL 227 Administration of Decedent's Estates (3 cr.)

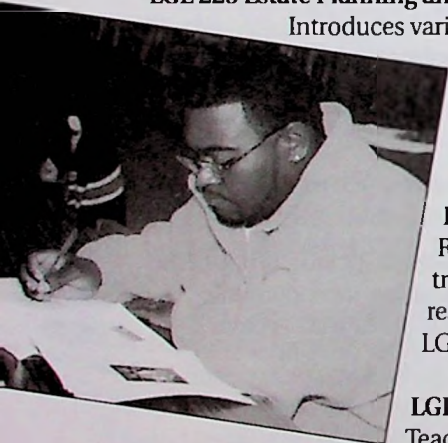
Teaches students how to administer an estate efficiently. Includes instruction on substantive areas of law and preparation of forms and provides samples for the efficient administration of decedent's estates. Lecture 3 hours per week.

LGL 230 Legal Transactions (3 cr.)

Introduces commercial principles and practices and Uniform Commercial Code. Emphasizes contracts, warrants, title, consideration, performance, parties, subject matter and remedies for breach, torts, sales, negotiable instruments, consumer protection, insurance, wills and inheritance, bankruptcy and statute of limitations. Lecture 3 hours per week.

LGL 295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May also be used for special honors courses. May be repeated for credit. Variable hours.



(MAC) Precision Machining Technology

MAC 101 Machine Shop I (8 cr.)

Introduces the machinist to identification, care, and use of precision tools and instruments. Emphasizes the operation of the drill press, lathe, power saw, grinder, and milling machine. Covers the sharpening of lathe cutting tools, safety, and good housekeeping. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

MAC 102 Machine Shop II (7 cr.)

Provides for operation and setup on the various types of precision grinders, milling machines, and drill presses. Lecture 4 hours. Laboratory 9 hours. Total 13 hours per week.

MAC 110 Introductory Machining Techniques (4 cr.)

Introduces bench work, measuring tools, drill press, lathe, and milling machine operations. Emphasizes turning, facing, drilling, boring, tapering, and threading. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

MAC 121-122-123 Numerical Control I-II-III (2 cr.) (2 cr.) (2 cr.)

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Lecture 1 hours. Laboratory 2 hours. Total 3 hours per week.

MAC 126 Introductory CNC Programming (3 cr.)

Introduces programming of computerized numerical control machines with hands-on programming and operation of CNC machines. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 131 Machine Lab I (2 cr.)

Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MAC 150 Introduction to Computer Aided Manufacturing (3 cr.)

Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedures using proper language and logic and Smart Cam programming software to produce numerical control code for machines. Teaches basic computer usage, 2 1/2-D and 3-D CAD-CAM integration, and code-to-machine transfer. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 161-162 Machine Shop Practices I-II (3 cr.) (3 cr.)

Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 163-164 Machine Shop Practices III-IV (3 cr.) (3 cr.)

Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 221-222-223 Advanced Machine Tool Operations I-II-III (7 cr.) (7 cr.) (7 cr.)

Focuses on advanced lathe and mill work with concentration on fits, finishes, inspection, quality control, and basic heat treating. Includes design and construction of specific projects to determine the student's operational knowledge of all equipment. Lecture 4 hours. Laboratory 9 hours. Total 13 hours per week.



(MEC) Mechanical Engineering Technology

MEC 100 Introduction to Engineering Technology (2 cr.)

Introduces professional fields of engineering technology. Covers the work of the engineering technologist, professional ethics, division of industrial practice, and engineering problem solving with hand calculator and computer applications. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

MEC 111 Materials for Industry (3 cr.)

Studies the nature, structure, properties, and typical applications of metallic, polymeric, ceramic, and composite materials. Promotes job entry understanding of basic material concepts. Focuses on applications of materials as well as the behavior of materials subjected to external stresses. Addresses as required the earth's limited material resources, energy efficient materials, dependence on foreign sources of materials, material systems, thermal processing, and electronic-related materials. Lecture 3 hours per week.

MEC 126 Computer Programming for Technologists (2 cr.)

Introduces computer programming to technology students. Covers programming for the microcomputer using high level languages such as BASIC, FORTRAN, or PASCAL. Teaches computer solutions of mathematical problems in applications such as circuit analysis and static equilibrium. Prerequisite: MTH 113 or department approval. Lecture 2 hours per week.

MEC 131 Mechanics I-Statics for Engineering Technology (3 cr.)

Teaches Newton's laws, resultants and equilibrium of force systems, trusses and frames, determination of centroids, and distributed loads and moments of inertia. Introduces dry friction and force systems in space. Prerequisite: MTH 114. Lecture 3 hours per week.

MEC 132 Mechanics II-Strengths of Materials for Engineering Technology (3 cr.)

Teaches the concepts of stress and strain. Provides an analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns, and combined stress. Prerequisite: MEC 131. Lecture 3 hours per week.

MEC 133 Mechanics III-Dynamics for Engineering Technology (2 cr.)

Focuses on rigid body mechanics including kinetics, kinematics, and applications to machine elements. Prerequisite: MEC 132. Lecture 2 hours per week.

MEC 161 Basic Fluid Mechanics-Hydraulics/Pneumatics (4 cr.)

Introduces theory, operation and maintenance of hydraulic/pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Prerequisite: MTH 114 or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

MEC 211-212 Machine Design I-II (4 cr.) (4 cr.)

Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems, and power shafting. Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes. Prerequisite: MEC 133 or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

MEC 226 Practical Metallurgy (3 cr.)

Studies metals and their structure. Focuses on effects of hardening, tempering, and annealing upon the structure and physical properties of ferrous and non-ferrous metals. Covers the equipment and processes in heat treating. Lecture 3 hours. Total 3 hours per week.

(MKT) Marketing

MKT 100 Principles of Marketing (3 cr.)

Presents principles, methods and problems involved in the distribution and marketing of goods, services, and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social and ethical considerations in marketing. Lecture 3 hours per week.

MKT 110 Principles of Selling (3 cr.)

Presents fundamental aspects of personal selling, sales, and selling methods. Emphasizes professional sales techniques and ethics. Examines organization necessary for a well-coordinated sales effort, including the training of sales personnel for maximum efficiency in selling and organization of the sales division within the business enterprise. Introduces sales management in planning, organizing, directing, and controlling the total sales effort. Lecture 3 hours per week.

MKT 195 Topics In: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May also be used for special honors courses. May be repeated for credit. Variable hours.

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 227 Merchandise Buying and Control (3 cr.)

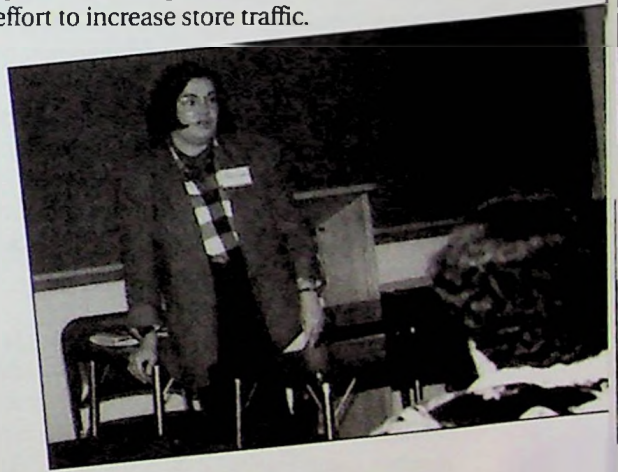
Studies the merchandising cycle. Explores techniques used in the development of buying resources, merchandising plans, model stock, unit control, and inventory systems. Highlights merchandise selection, pricing strategies, and inventory control methods. Prerequisite BUS 121, and MKT 100 or 216 or departmental approval. Lecture 3 hours per week.

MKT 295 Topics In: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May also be used for special honors courses. May be repeated for credit. Variable hours.

MKT 298 Seminar & Project in Marketing (3 cr.)

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Prerequisite BUS 121 and MKT 100 or departmental approval.



(MTH) Mathematics

MTH 02 Basic Arithmetic (1-5 cr.)

Covers arithmetical principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Variable hours per week.

MTH 03 Basic Algebra I (1-5 cr.)

Covers the topics of Algebra I including real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 03 and Arithmetic or equivalent. Variable hours per week.

MTH 04 Basic Algebra II (1-5 cr.)

Expands upon the topics of Algebra I including rational expressions, radicals and exponents, quadratic equations, systems of equations, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 04 and Algebra I or equivalent. Variable hours per week.

MTH 05 Algebra Revisited (1-5 cr.)

Reviews topics in Algebra II for entry into occupational-technical or transfer mathematics courses. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 05 and Algebra I and Algebra II or equivalent. Variable hours per week.

MTH 06 Developmental Geometry (1-5 cr.)

Covers topics in Euclidean geometry including similarity and congruency, plane and solid figures, right triangles, parallel and perpendicular lines, constructions, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 06 and Algebra I or equivalent. Variable hours per week.

MTH 07 Developmental Trigonometry (1-5 cr.)

Covers topics including right triangles, oblique triangles, identities, graphs, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 07 and Algebra I and Algebra II or equivalent. Variable hours per week.

MTH 103-104 Applied Technical Mathematics I-II (3 cr.) (3 cr.)

Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

MTH 113-114 Engineering Technical Mathematics I-II (5 cr.) (5 cr.)

Presents algebra, geometry, trigonometry, and an introduction to calculus. Includes solution of linear and quadratic equations, trigonometric curve sketching, logarithms, ratio, proportion, variation, vectors, and the binomial theorem. Prerequisites: a placement recommendation for MTH 113 and Algebra I and Geometry, or Algebra I and Algebra II, or equivalent. Lecture 5 hours per week.

MTH 121-122 Fundamentals of Mathematics I-II (3 cr.) (3 cr.)

Covers concepts of numbers, fundamental operations with numbers, formulas and equations, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and elementary concepts of statistics. Prerequisites: a 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 (2-3 cr.)

Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system. Prerequisites: a placement recommendation for MTH 126 and one unit of high school mathematics or equivalent. Lecture 2-3 hours per week.

MTH 151 Mathematics for the Liberal Arts I (3 cr.)

Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week.

MTH 163 Precalculus I (3 cr.)

Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Prerequisites: a placement recommendation for MTH 163 and Algebra I, Algebra II, and Geometry or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week.

MTH 164 Precalculus II (3 cr.)

Presents trigonometry, analytic geometry, and sequences and series. Prerequisite: MTH 163 or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week.

MTH 173 Calculus with Analytic Geometry I (5 cr.)

Presents analytic geometry and the calculus of algebraic transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical, and engineering science programs. Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 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. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.) 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. Prerequisites: a placement recommendation for MTH 240 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.



MTH 241 Statistics I (3 cr.)

Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. Prerequisites: a placement recommendation for MTH 241 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.)

Lecture 3 hours per week.

MTH 242 Statistics II (3 cr.)

Continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square tests, and non-parametric methods. Prerequisite: MTH 241 or equivalent. Lecture 3 hours per week.

MTH 271 Applied Calculus I (3 cr.)

Presents limits, continuity, differentiation of algebraic and transcendental functions with applications, and an introduction to integration. Prerequisite: MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 270 and MTH 271.)

Lecture 3 hours per week.

MTH 272 Applied Calculus II (3 cr.)

Covers techniques of integration, multivariable calculus, and an introduction to differential equations. Prerequisite: MTH 271 or equivalent. Lecture 3 hours per week.

MTH 273 Calculus I (4 cr.)

Presents topics in differential calculus of one variable including the theory of limits, derivatives, differentials, definite and indefinite integrals and applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Prerequisites: a placement recommendation for MTH 273 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of the MTH 173, MTH 175 or MTH 273.) Lecture 3 hours per week.

MTH 295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

(MUS) Music

MUS 121-122 Music Appreciation I-II (3 cr.) (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.

(NAS) Natural Sciences

NAS 105 Natural Science Topics for Modern Society (3 cr.)

Emphasizes method of the scientific disciplines as applied to selected topics pertinent to modern society. Lecture 3 hours per week.

NAS 110 Elementary Physical Science (3 cr.)

Introduces physical concepts such as measurements, mechanics, heat, light, and electricity and magnetism. Lecture 2 hours per week. Recitation and laboratory 2 hours per week. Total 4 hours per week.

(NUR) Nursing

NUR 25 Nursing Assistant (3 cr.)

Teaches fundamentals of patient care with laboratory experience in foods and fluids, elimination, moving patients, morning, afternoon and evening care, care of hospital equipment, means of providing special comforts and safety, and admission and discharge procedures. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

(PBS) Public Service

PBS 120 Introduction to Community and Social Service (3 cr.)

Examines the basic principles, scope and functions of community and social service work including practices and current trends. Examines institutions to determine why they change, or fail to change. Introduces students to careers in community and social service work at federal, state, and municipal levels. Lecture 3 hours per week.

PBS 265 Interviewing (3 cr.)

Analyzes the principles and techniques of interviewing in various organizational settings. Examines reliability and validity of information gained through information interviewing, employment and selection interviewing, performance appraisal and disciplinary interviewing, as well as counseling interviewing. Lecture 3 hours per week.

(PED) Physical Education and Recreation

PED 103-104 Aerobic Fitness I-II (1-2 cr.) (1-2 cr.)

Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical conditions. Variable hours per week.

PED 109 Yoga (1-2 cr.)

Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 111-112 Weight Training I-II (1-2 cr.) (1-2 cr.)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

PED 123-124 Tennis I-II (1-2 cr.) (1-2 cr.)

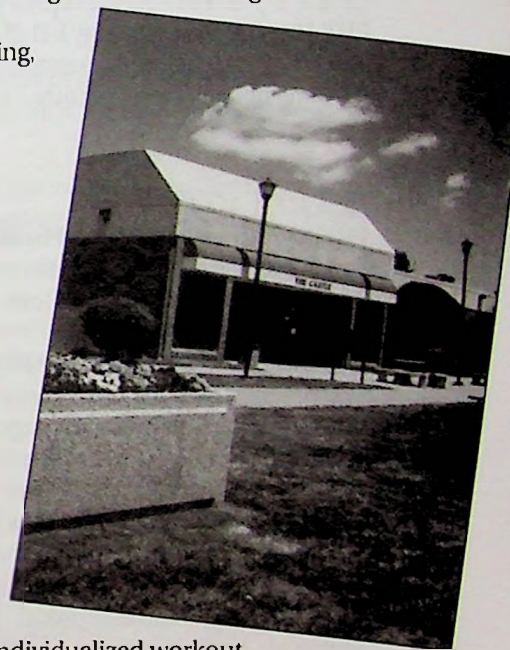
Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Variable hours per week.

PED 135-136 Bowling I-II (1-2 cr.) (1-2 cr.)

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Variable hours per week.

PED 141-142 Swimming I-II (1-2 cr.) (1-2 cr.)

Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Variable hours per week.



PED 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

PED 206 Sports Appreciation (2 cr.)

Focuses on the history, trends, rules, methods, strategy, and terminology of selected sports activities. Provides student awareness as a spectator and/or participant. Lecture 2 hours per week.

(PHI) Philosophy**PHI 100 Introduction to Philosophy (3 cr.)**

Presents an introduction to philosophical problems and perspectives with emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

(PHT) Photography**PHT 101-102 Photography I-II (3 cr.) (3 cr.)**

Teaches principles of photography and fundamental camera techniques. Requires outside shooting and lab work. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

(PHY) Physics**PHY 130 Survey of Applied Physics (3 cr.)**

Surveys topics such as heat, electricity, and light with emphasis on practical applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

PHY 201-202 General College Physics I-II (4 cr.) (4 cr.)

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisites MTH 163 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 241-242 University Physics I-II (4 cr.) (4 cr.)

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite for PHY 241 — MTH 173 or MTH 273 or divisional approval. Prerequisite for PHY 242 — MTH 174 or MTH 274 or divisional approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

(PLS) Political Science**PLS 211-212 U.S. Government I-II (3 cr.) (3 cr.)**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

(PNE) Practical Nursing

PNE 135 Maternal and Child Health Nursing (5 cr.)

Examines pregnancy, childbirth, postpartum and newborn care from a family centered approach. Covers complications related to childbearing. Emphasizes growth and development and exploration of common childhood disorders at various stages. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

PNE 146 Fundamentals of Practical Nursing (6 cr.)

Introduces students to practical nursing history, legal and ethical aspects, and current trends. Teaches nursing knowledge and skills with emphasis on meeting basic patient needs. Utilizes nursing process. Provides learning experiences through classroom instruction, laboratory practices, and supervised clinical experience. Lecture 2 hours. Laboratory 12 hours. Total 14 hours per week.

PNE 151 Medical-Surgical Nursing II (4 cr.)

Studies etiology, symptoms, prescribed treatment, and experiences in the nursing care of patients with selected disorders. Selects learning experiences to correlate related patient care with classroom instruction whenever possible. Provides observational experiences when available. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PNE 152 Medical-Surgical Nursing II (4-5 cr.)

Studies etiology, symptoms, prescribed treatment, and experiences in the nursing care of patients with selected disorders. Lecture 3-4 hours. Laboratory 3-6 hours. Total 6-9 hours per week.

PNE 158 Mental Health and Psychiatric Nursing (1-2 cr.)

Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 1-2 hours per week.

PNE 173 Pharmacology for Practical Nurses (1-2 cr.)

Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 1-2 hours per week.

PNE 174 Applied Pharmacology for Practical Nurses (1-2 cr.)

Applies problem solving skills in preparing and administering medications. Lecture 0-1 hour. Laboratory 3-6 hours. Total 3-6 hours per week.

PNE 181-182 Clinical Experience I-II (5 cr.) (5 cr.)

Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Laboratory 15-18 hours per week.

PNE 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. Variable hours.



(PNT) Printing

PNT 110 Survey of Reproduction Processes (3 cr.)

Presents history of printing, job safety, and career opportunities. Evaluates various printing processes including letterpress, offset, gravure, heat transfer, flexographic and screen printing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

PNT 131 Principles of Lithography I (4 cr.)

Presents principles of lithography printing, its safety practices and equipment operation. Covers job planning, copy preparation, stripping, presensitized plates, small press operation, ink, paper handling, finishing operations. Co-requisite: PNT 155 or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

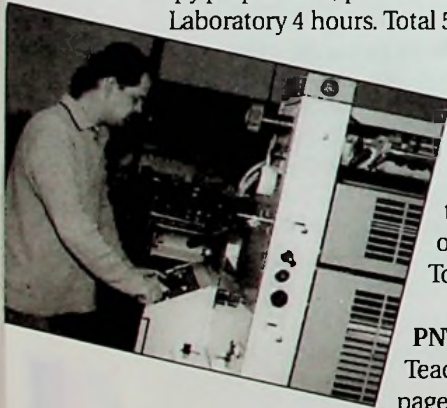
PNT 132 Principles of Lithography II (4 cr.)

Studies lithographic process including more complex types of production techniques and operations. Covers close register work, 2-color printing, types of imposition, ruled forms, scribing, stripping multiple page flats. Prerequisite: PNT 131 or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PNT 141-142 Printing Applications I-II (3 cr.) (3 cr.)

Provides instruction in the production of college-related publications and print shop management. Provides classroom and laboratory experiences in photography, layout and design, copy preparation, presswork, inventory control and production management. Lecture 1 hour.

Laboratory 4 hours. Total 5 hours per week.



PNT 195 Print Imaging (2 cr.)

This course is designed to introduce the student of graphic imaging as it relates to the printing industry. Specific topics will include capturing and reproduction of line art, line copy and continuous tone by conventional and electronic methods. Co-requisite: PNT 131 or departmental approval. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

PNT 211-212-213 Electronic Publishing I-II-III (3 cr.) (3 cr.) (3 cr.)

Teaches principles of typography and graphics, word processing and page layout. Survey of electronic publishing, hardware systems, peripherals, laser printers and image setters. Concentrated use of application software utilizing Macintosh microcomputers to achieve a high degree of proficiency in completing a variety of laboratory projects. Prerequisite PNT 131; Co-requisites: PNT 221-222-223 or department approval. Lecture 2 hours, laboratory 2 hours. Total 4 hours per week.

PNT 221-222-223 Layout and Design I-II-III (3 cr.) (3 cr.) (3 cr.)

Analyzes production art necessary to prepare camera-ready copy for photomechanical printing. Teaches basic drawing concepts and techniques with emphasis on design principles, and care and use of instruments. Studies production methods to prepare ruled forms, overlays, bendays, bleeds, two and multicolor forms for advertising and publication work. Prerequisite: PNT 131; Co-requisites: PNT 211, 212, 213 or department approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

PNT 231-232 Lithographic Chemistry I-II (2 cr.) (2 cr.)

Introduces chemistry and how it involves the printer. Covers the role of water in lithography, pH of solutions, plate coatings and film emulsions. Studies relationship of paper and ink, emulsification, waterlogging, effect of humidity, and causes and control of static electricity. Prerequisite: PNT 132 or department approval. Lecture 2 hours per week.

PNT 241-242 Advanced Printing Applications I-II (2-4 cr.) (2-4 cr.)

Continues PNT 141 and 142 to provide additional experience in production and shop management. Variable hours per week.

PNT 245 Production Planning and Estimating (4 cr.)

Teaches theory and gives experience in planning and quality control for printing production. Includes printing plant supervision and management techniques, organization, maintenance and inventory control systems. Discusses estimating for printing, including job layout, purchasing, pricing and trade customs. Prerequisite: PNT 255, 264 and BUS 121, or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PNT 251-252 Offset Press Operations I-II (4 cr.) (4 cr.)

Explains procedures for practical operation of offset equipment including adjustments, setup make-ready, and imposition for single-color and multi-color production jobs. Studies feeder registration, printing and delivery systems, roller and blanket problems, ink and dampening problems, and quality control. Prerequisite: PNT 132 or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PNT 264 Color Image Assembly (4 cr.)

Teaches principles of color image assembly. Includes types of mechanical art; stripping materials, register systems; process color stripping; spot color stripping; complementary flats; use of color charts and butting screen tints. Prerequisite: PNT 255 or department approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

(PSY) Psychology

PSY 126 Psychology for Business and Industry (3 cr.)

Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications, and techniques for selection and supervision of personnel. Lecture 3 hours per week.

PSY 200 Principles of Psychology (3 cr.)

Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics such as: physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.

PSY 201-202 Introduction to Psychology I-II (3 cr.) (3 cr.)

Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.



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. Lecture 3 hours per week.

PSY 231-232 Life Span Human Development I-II (3 cr.) (3 cr.)

Investigates human behavior through the life cycle. Describes physical, cognitive, and psychosocial aspects of human development from conception to death. 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. Lecture 3 hours per week.

PSY 236 Adolescent Psychology (3 cr.)

Studies development of the adolescent. Investigates physical, intellectual, social, and emotional factors of the individual from late childhood to early adulthood. Lecture 3 hours per week.

PSY 238 Developmental Psychology (3 cr.)

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive, and psychosocial growth. Lecture 3 hours per week.

PSY 295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

(REA) Real Estate**REA 100 Principles of Real Estate (4 cr.)**

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate. Lecture 4 hours per week.

REA 195 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

REA 215 Real Estate Brokerage (3 cr.)

Considers administrative principles and practices of real estate brokerage, financial control, and marketing of real property. Prerequisite REA 100 or departmental approval. Lecture 3 hours per week.

REA 216 Real Estate Appraisal (3 cr.)

Explores fundamentals and applications of real estate valuation. Introduces the Uniform Standards of Professional Appraisal Practice and the Uniform Residential Appraisal Report form. Prerequisite REA 100 or departmental approval. Lecture 3 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. Cover underwriting of conventional and government insured and guaranteed loans. Prerequisite REA 100 or departmental approval. Lecture 3 hours per week.

REA 245 Real Estate Law (3 cr.)

Focuses on real estate law, including rights pertaining to property ownership and management, agency, contracts, transfers of real property ownership, fair housing, and tax implications. Prerequisite REA 100 or departmental approval. Lecture 3 hours per week.

REA 295 Topics in: (1-5 cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be also used for special honors courses. May be repeated for credit. Variable hours.

(REL) Religion**REL 200 Survey of the Old Testament (3 cr.)**

Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week.

REL 210 Survey of the New Testament (3 cr.)

Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week.

REL 230 Religions of the World (3 cr.)

Introduces the religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

(SAF) Safety**SAF 126 Principles of Industrial Safety (3 cr.)**

Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 3 hours per week.

SAF 195 Shop Safety (1 cr.)

This course will teach general shop safety (correct clothing, eye protection, hair protection, foot protection, etc.,) and government guidelines (MSDA sheets, hazardous material, OSHA guidelines and confined spaces). Lecture 1 hour per week.



(SCM) Sign Communications

SCM 100 Introduction to American Sign Language (3 cr.)

Teaches the fundamentals of fingerspelling, American Sign Language structure and sign language vocabulary. Develops skills for the communication with the hearing impaired. Introduces the non-language aspects of communication, including eye movement, facial expressions and body posture. Explores and develops skills in gesture, pantomime and body language. Lecture 3 hours per week.

SCM 105 Orientation to Deafness (3 cr.)

Studies the ear mechanism, hearing losses and causes of deafness. Provides an overview of the deaf community and hearing impaired consumers. Includes the study of treatment and education of the hearing impaired. Lecture 3 hours per week.

SCM 110 Intermediate Sign Language (3 cr.)

Provides the student with additional American Sign Language vocabulary. Teaches idiomatic expressions, colloquialisms and receptive skills, including English vocabulary, spelling and letter production. Lecture 2 hours per week.

SCM 115 Expressive and Receptive Fingerspelling (2 cr.)

Provides extensive practice of speed, accuracy and clarity in sending and receiving fingerspelling. Focuses on increasing skills, including English vocabulary, spelling and letter production. Lecture 2 hours per week.

SCM 125 Psychosocial Aspects of Deafness (3 cr.)

Studies implications of auditory impairment of children and adults. Examines language, communication, socio-economic development and societal roles. Lecture 3 hours per week.

SCM 145 Sign Communication Interpreters' Practicum (1-5 cr.)

Focuses on expanding and improving expressive and receptive sign language skills necessary for effective interpreting. Includes vocabulary building, refinement of sign production and visual memory training. Prerequisite SCM 110 or consent of instructor. Laboratory 9-12 hours. Total 9-12 hours per week.

SCM 200 Advanced American Sign Language (3 cr.)

Provides the student with additional American Sign Language vocabulary. Emphasizes linguistic aspects of ASL, including classifiers, syntax, locatives, placement and sentence types. Develops skill in expressive/receptive use of language. Prerequisite SCM 110 or consent of instructor. Lecture 3 hours per week.

SCM 211-212 Expressive Interpreting I-II (3 cr.) (3 cr.)

Develops skills in voice-to-sign interpreting. Provides feedback in sign production, appropriate sign selection, facial expression, body movements and time lag. Prerequisite SCM 110. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

SCM 230 Introduction to Interpreting (3 cr.)

Introduces basic principles and practices of interpreting, focusing on special settings, Code of Ethics, physical arrangements and resources for interpreters. Lecture 3 hours per week.

SCM 231-232 Sign-To-Voice Interpreting (3 cr.) (3 cr.)

Provides skill development in reading sign language and interpreting from sign-to-voice through feedback. Focuses on developing speed and accuracy through extensive practice. Emphasizes correct grammatical English and voice intonation. Prerequisite SCM 110. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

SCM 235 Interpreting in the Educational Setting (3 cr.)

Studies techniques and ethics involved in interpreting, focusing on special settings, Code of Ethics, physical arrangements and resources for (educational) interpreters. Lecture 3 hours per week.

SCM 236 Interpreting in Special Situations (2 cr.)

Studies techniques and vocabulary involved in interpreting in specific contexts, such as medical, legal, platform, religious, artistic, media, telephone. Prerequisite SCM 230. Lecture 2 hours per week.

SCM 241-242 Transliterating I-II (3 cr.) (3 cr.)

Studies the skills required to transmit English into a manual code for English and vice versa. Introduces a variety of manual codes and their relationship to American Sign Language. Prerequisite SCM 110. Lecture 3 hours per week.

(SOC) Sociology

SOC 201-202 Introduction to Sociology I-II (3 cr.) (3 cr.)

Introduces basic concepts and methods of sociology. Presents significant research and theory in areas such as socialization, group dynamics, gender roles, minority group relations, stratification, deviance, culture, community studies. Includes population, social change, and social institutions (family, education, religion, political system, economic system). Lecture 3 hours per week.

SOC 235 Juvenile Delinquency (3 cr.)

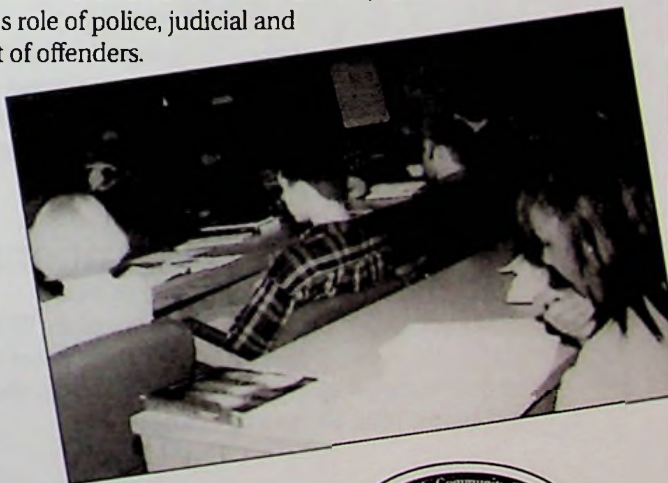
Studies demographic trends, causal theories, and control of juvenile delinquency. Presents juveniles' interaction with family, schools, police, courts, treatment programs, and facilities. Prerequisite: SOC 201. Lecture 3 hours per week.

SOC 236 Criminology (3 cr.)

Studies research and causal theories of criminal behavior. Examines crime statistics, crime victims, and types of criminal offenses. Introduces role of police, judicial and correctional system in treatment and punishment of offenders.

Is also approved for ADJ Criminology.

Prerequisite: SOC 201. Lecture 3 hours per week.



(SPA) Spanish

SPA 101-102 Beginning Spanish I-II (4 cr.) (4 cr.)

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May be also used for special honors classes. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

SPA 203-204 Intermediate Spanish I-II (3 cr.) (3 cr.)

Continues to develop understanding, speaking, reading, and writing skills. Classes conducted in Spanish. Prerequisite SPA 102 or equivalent. May include oral drill and practice. Lecture 3 hours per week.

(SPD) Speech and Drama

SPD 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.

(STD) Student Development

STD 100 Orientation (1 cr.)

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

STD 106 Job Search Strategies (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.

STD 108 College Survival Skills (1-2 cr.)

Provides an orientation to the college. Introduces study skills, career and life planning. Offers an opportunity to engage in activities aimed at self-discovery. Emphasizes development of "coping skills" such as listening, interpersonal relations, competence, and improved self-concept. Recommended for students enrolled in developmental courses. Lecture 1-2 hours per week.

(TEL) Telecommunications

TEL 150 Internetworking (Cisco) I (3-4 cr.)

Introduces the functions of each layer of the ISO/OSI reference model, data link and networking addresses, data encapsulation, different classes of IP addresses and subnetting, functions of the TCP/IP network-layer protocols, LAN design and cabling. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

TEL 151 Internetworking (Cisco) II (3-4 cr.)

Teaches features of the CISCO IOS software, including log in, context-sensitive help, command history and editing, loading software, configuring and verifying IP addresses, preparing the initial configuration of a router, and adding routing protocols to the router configuration. Prerequisite: TEL 150. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

TEL 250 Internetworking (Cisco) III (3-4 cr.)

Studies the advantages of LAN segmentation using bridges, routers, and switches. Fast Ethernet, configuring access lists. Covers Spanning Tree Protocol and Virtual LANs. Prerequisite: TEL 151. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

TEL 251 Internetworking (Cisco) IV (3-4 cr.)

Focuses on the differences between the following WAN services: LAPB, Frame Relay, ISDN/LAP/HDLC, PPP, and DDR. Prerequisite: TEL 250. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

(WEL) Welding

WEL 116 Welding I (Oxyacetylene) (2 cr.)

Teaches oxygen/acetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and cutting procedures. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

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 123-124 Arc Welding I-II (3-4 cr.) (3-4 cr.)

Teaches operation of AC transformers and DC motor generator arc welding sets, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

WEL 135 Inert Gas Welding (2 cr.)

Introduces practical operations in use of inert gas shielded arc welding. Studies equipment operation, setup, safety and practice of GMAW (MIG) and GTAW (TIG). Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.



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Lisa Johnson-Knight	Business Manager
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Martha A. Walker	Director of Institutional Advancement
Edward T. White	Division Chair, Business and Engineering Technologies



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Professor of Information Systems Technology
 A.S. - Danville Community College, 1977
 B.S. - Averett College, 1980
 M.B.A. - Averett College, 1986

Adkins, James R., Jr.

Instructor of General Engineering/
 Drafting & Design
 Diploma - Danville Community
 College, 1984
 A.A.S. - Danville Community College, 1996

Arnold, Jeffrey D.

Assistant Professor and Coordinator of the
 Center for Business, Industry and
 Government
 B.S. - North Carolina State University, 1978
 M.B.A. - Averett College, 1992

Beach, G. Jean

Associate Professor and Coordinator of
 Community Services for the Deaf and Hard
 of Hearing
 B.S. - University of Virginia, 1970
 Ed.M. - Boston University, 1977
 Ed.S. - Appalachian State University, 1988

Beck, Henry Jefferson

Associate Professor of Accounting
 B.S. - Virginia Polytechnic Institute and
 State University, 1961
 C.P.A. - Virginia, 1967
 M.B.A., Virginia Polytechnic Institute and
 State University, 1974

Bliss, John Richard

Assistant Professor of Biology
 B.S. - Virginia Polytechnic Institute and
 State University, 1963
 M.A.T. - Duke University, 1966

Bryant, Mark W.

Associate Professor of Air Conditioning
 and Refrigeration
 A.S. - Danville Community College, 1974
 Diploma - Danville Community
 College, 1974

Burney, Andrea J.

Assistant Professor and Administrative
 Assistant to the President for Public Relations
 and Minority Concerns
 B.S. - Boston University, 1975
 M.B.A. - Averett College, 1995

Campbell, Donald L.

Professor of Business Management
 B.S. - Virginia Polytechnic Institute and
 State University, 1966
 M.S. - Virginia Polytechnic Institute and
 State University, 1968

Cannon, Thomas B.

Professor of Information Systems Technology
 B.S. - Virginia Polytechnic Institute and
 State University, 1964
 M.Ed. - Virginia Polytechnic Institute and
 State University, 1968

Carr, Joseph M.

Associate Professor of Biology
 B.S. - Campbell College, 1966
 M.A. - Appalachian State University, 1971
 M.Ed. - University of North Carolina, 1986

Carter, Frances H.

Instructor of Administrative
 Support Technology
 A.S. - Danville Community College, 1979
 B.S. - Averett College, 1981
 M.S. - Longwood College, 1992

Castiglione, Peter A.

Assistant Professor and Director of
 Student Development and Enrollment
 Management
 B.A. - Southeastern College, 1970
 M.S. - Virginia Polytechnic Institute and
 State University, 1976

Clayton, George W.

Professor of Air Conditioning and
 Refrigeration
 Diploma - Danville Technical Institute, 1966
 B.A.S. - Elon College, 1979
 M.S. - Virginia Polytechnic Institute and
 State University, 1983

Cliff, John B., Jr.

Assistant Professor of Mathematics
 B.S. - Clarion University of
 Pennsylvania, 1962
 M.A. - Clarion University of
 Pennsylvania, 1970

Davis, Kevin

Instructor of Electronics
 Diploma - Danville Community
 College, 1984
 B.S. - Old Dominion University, 1995

Dey, William L.

Assistant Professor and Director of Learning Resources and Distance Learning
 A.A. - Santa Fe Community College, 1973
 B.A. - University of Florida, 1976
 M.Ed. - University of Florida, 1981
 M.S.L.S. - Florida State University, 1988

Earp, JoAnn

Instructor of Practical Nursing
 Certificate - Danville Community College, 1982
 Diploma - Danville Regional Medical Center 1989
 B.S.N. - Old Dominion University, 1995

Foster, Betty W.

Professor and Dean of Instruction and Student Development
 B.S. - Radford College, 1969
 M.S. - Virginia Polytechnic Institute and State University, 1979
 Ed.D. - Nova University, 1993

Fox, Paul C.

Associate Professor of Chemistry
 B.S. - University of Bath, 1980
 Ph.D. - University of Leeds, 1984

Gibson, Mark T.

Coordinator of Upward Bound
 B.A. - Johnson C. Smith University, 1986
 M.A. - Indiana University of Pennsylvania, 1989

Giles, Michael O.

Assistant Professor of Printing Technologies
 A.S. - West Virginia Institute of Technology, 1995
 B.S. - West Virginia Institute of Technology, 1996

Glass, Max R.

Professor and Director of Continuing Education and Workforce Services
 B.S. - Virginia Polytechnic Institute and State University, 1960
 M.S. - Virginia Polytechnic Institute and State University, 1962
 Ed.D. - Virginia Polytechnic Institute and State University, 1977

Graves, Howard A.

Instructor and Counselor
 B.S. - Norfolk State College, 1976
 M.Ed. - Coppin State College, 1977

Grether, Barbara M.

Assistant Professor and Librarian
 B.S. - Valparaiso University, 1974
 M.L.S. - Indiana University, 1984

Harrison, W. Robert

Associate Professor of English
 B.A. - University of the South, 1962
 M.A. - University of Florida, 1964

Heinrich, John S.

Assistant Professor of Electrical/Electronics
 A.A.S. - Milwaukee Institute of Technology, 1967
 B.B.A. - Averett College, 1993

Heldreth, Larry A.

Associate Professor of Accounting
 B.S. - Averett College, 1973
 M.B.A. - University of North Carolina at Greensboro, 1976
 C.P.A. - Virginia, 1994

Helm, Kenneth D.

Professor and Counselor
 A.B. - Centre College - Kentucky, 1959
 M.A. - Eastern Kentucky University, 1964
 Ed.D. - Memphis State University, 1972

Henderson, Virginia

Coordinator/Counselor Project Hope/Options
 A.A.S. - Ohio State University, 1986
 B.S. - Averett College, 1991
 M.Ed. - Lynchburg College, 1997

Herndon, Raymond W.

Associate Professor of Biology
 B.S. - Virginia Polytechnic Institute and State University, 1964
 M.S. - University of Vermont, 1967

Huffman, Robert

Instructor of Drafting and Design
 B.S. - Morehead State University, 1982

Johnson, James R.

Executive Director of the Regional Center for Applied Technology and Training
 B.S. - Wisconsin State University, 1965
 M.S. - University of Wisconsin, 1969

Jones, Walter George

Associate Professor of Psychology
 B.S. - Virginia Polytechnic Institute and State University, 1960
 M.Div. - Duke Divinity School, 1962
 Th.M. - Duke Divinity School, 1963

Jordan, Lajuana

Assistant Professor of Practical Nursing
 R.N. - The Memorial Hospital School of Nursing, 1989
 B.S.N. - University of Virginia, 1992
 M.S.N. - University of Virginia, 1998



Kantz, Kelly Ross

Assistant Professor of Child Development
 B.A. - State University of New York,
 Buffalo, 1984
 M.S. - Buffalo State College, 1991

Kolendrianos, Harry T.

Professor of Business Management
 B.S. - Virginia Polytechnic Institute and
 State University, 1965
 M.S. - Virginia Polytechnic Institute and
 State University, 1966
 Ed.D. - Virginia Polytechnic Institute and
 State University, 1977

Kushner, Alice Faye

Associate Professor of English
 B.A. - Eastern Kentucky University, 1966
 M.A. - University of Wyoming, 1970

Laughlin, Janet T.

Associate Professor of Administrative
 Support Technology
 B.S. - Palm Beach Atlantic College, 1979
 M.B.A. - Averett College, 1986

Liggon, Else T.

Instructor and Coordinator of Financial Aid
 Diploma - Copenhagen School of
 Business, 1959
 B.A. - Averett College, 1977
 M.B.A. - Averett College, 1987

Lloyd, Fred

Assistant Professor of History
 B.S. - North Carolina A&T State
 University, 1971
 M.S. - North Carolina A&T State
 University, 1974

Martin, M. Wayne

Assistant Professor of Business Management
 A.S. - Danville Community College, 1970
 B.S. - Virginia Polytechnic Institute and State
 University, 1972
 M.B.A. - Virginia Polytechnic Institute and
 State University, 1973

McClanahan, E. Carole

Assistant Professor of English
 B.A. - Madison College, 1968
 M.Ed. - University of North Carolina at
 Greensboro, 1969

McCubbins, R. Wayne

Professor of Business Management
 and Administration
 B.S. - Virginia Polytechnic Institute and State
 University, 1963
 Ph.D. - Virginia Polytechnic Institute and
 State University, 1968

Meadors, Helen W.

Assistant Professor of English
 B.S. - Radford College, 1968
 M.A. - Radford College, 1973

Moore, Claude S.

Professor of Mathematics
 B.S. - Pembroke State College, 1967
 M.A. - DePauw University, 1969
 Ed.D. - Virginia Polytechnic Institute and
 State University, 1980

Motley, Boyd E.

Professor and Dean of Financial and
 Administrative Services
 Diploma - Danville Technical Institute, 1958
 B.S. - Virginia Polytechnic Institute and State
 University, 1967
 M.S. - Virginia Polytechnic Institute and
 State University, 1976
 M.B.A. - Averett College, 1986

Nixon, Joseph

Associate Professor of Electrical/Electronics
 Diploma - Danville Community
 College, 1968
 B.S. - University of Virginia, 1972

Phillips, James G.

Assistant Professor of Electrical/Electronics
 Diploma - Danville Community
 College, 1983

Polhamus, Edward C.

Professor of Mathematics and
 Chairman, Division of Arts and Sciences
 B.S. - Michigan State University, 1970
 M.S. - University of North Carolina, 1972
 Ed.D. - Virginia Polytechnic Institute and
 State University, 1980

Poole, P. Douglas

Associate Professor of Precision Machining
 Technology
 Diploma - Danville Community
 College, 1973
 A.S. - Pennsylvania Center for Degree
 Studies, 1984
 B.B.A. - Averett College, 1998

Powell, G. Brooks, Jr.

Assistant Professor of Government
 B.S. - Campbell College, 1964
 M.S. - University of Richmond, 1968

Powell, Laura M.

Associate Professor of Reading
 B.A. - Stratford College, 1971
 M.Ed. - Averett College, 1989
 Ed.S. - Appalachian State University, 1997

Rakes, Danny R.

Associate Professor of Automotive Analysis
and Repair

Diploma - Danville Community
College, 1973

B.B.A. - Averett College, 1998

Ramsey, B. Carlyle

President

B.A. - University of Florida, 1964

M.S. - Florida State University, 1966

Ph.D. - Florida State University, 1973

Roche, William J., Jr.

Associate Professor of Automotive Analysis
and Repair

Diploma - Blue Ridge Community
College, 1976

B.S. - University of Maryland, 1981

Rorrer, C. Kinney

Assistant Professor of History

B.S. - Appalachian State University, 1968

M.A. - Appalachian State University, 1969

Sanderford, Mark V.

Professor of Biology

B.A. - University of Illinois, 1971

M.S. - Appalachian State University, 1988

Ph.D. - Wake Forest University, 1992

Scruggs, Russell L.

Assistant Professor of History

B.A. - University of Richmond, 1964

M.A. - Appalachian State University, 1969

Shelton, Sammy E.

Associate Professor of Auto Body Mechanics
Certificate - Danville Community
College, 1973

Simon-Owens, Nettie L.

Assistant Professor and Coordinator of
Southern Virginia 2000 Consortium and
the School-to-Career Partnership

B.S. - Virginia State University, 1981

M.S. - Howard University, 1984

M.B.A. - Averett College, 1995

Simpson, Troy M.

Associate Professor of Precision
Machining Technology

Diploma - Danville Community
College, 1989

B.B.A. - Averett College

Slade, Vernita

Coordinator of New Focus, Student
Recruitment and Retention and Alliance
for Excellence

A.A.S. - Danville Community College, 1985

B. A. - Averett College, 1996

Tarpley-Robinson, Joan

Instructor of Developmental Mathematics

B.S. - Saint Paul's College, 1969

M.Ed. - University of Virginia, 1978

Taylor, Vickie Holland

Assistant Professor of Sociology

B.S. - Appalachian State University, 1970

M.A. - Appalachian State University, 1971

Tuck, Grady C.

Professor and Coordinator of Admissions
and Records

A.B. - Elon College, 1961

M.Ed. - University of Virginia - 1968

Ed.D. - Virginia Polytechnic Institute and
State University, 1981

Turnbull, George M.

Associate Professor of Electrical/Electronics

Diploma - Danville Community
College, 1975

A.A. - Danville Community College, 1978

B.A. - University of Virginia, 1980

Walker, Martha A.

Associate Professor and Director of
Institutional Advancement

B.S. - Averett College, 1974

M.S. - Virginia Polytechnic Institute and
State University, 1979

White, Edward T.

Professor of Marketing and Chairman,
Division of Business and Engineering
Technologies

B.A. - Clemson University, 1967

M.B.A. - Virginia Polytechnic Institute and
State University, 1971

Ed.D. - Virginia Polytechnic Institute and
State University, 1980

Womble, Michalene

Assistant Professor of Business Management

B.S. - West Virginia University, 1970

M.B.A. - West Virginia University, 1974

Wright, Sheila G.

Professor of Printing Technology

Diploma - Danville Community
College, 1978

B.S. - Averett College - 1992

M.S. - North Carolina A&T
State University, 1994



Emeritus Faculty

To be eligible for the rank of professor emeritus, a retired member of Danville Community College's faculty (usually those holding the rank of associate professor or professor) must have a minimum of 10 years of service in the Virginia Community College System, and have made meritorius and significant contributions to the College.

Argyrakis, Vonda W.

Professor Emeritus

R.N. - McMillan Hospital School of Nursing, 1957

Biggs, Benny Swanson

Professor Emeritus

B.S. - Virginia Polytechnic Institute and State University, 1962

Bogart, William H.

Professor Emeritus

B.S. - Davidson, 1949

M.S. - North Carolina State University, 1951

Collins, Robert E.

Professor Emeritus

B.S. - University of Houston

Comer, Marion D.

Professor Emeritus

B.S. - Eastern Illinois University, 1950

M.Ed. - University of North Carolina, 1966

Cundiff, W. Harold

Professor Emeritus

Diploma - Danville Technical Institute, 1956

Earp, Curtis N.

Professor Emeritus

Diploma - Danville Technical Institute, 1956

Edwards, Mack W.

Professor Emeritus

Diploma - National Radio Institute, 1953

Diploma - American Schools of Chicago, 1964

Ferguson, Willena A.

Professor Emeritus

R.N. - Danville Memorial Hospital, 1948

Forney, John C.

Professor Emeritus

Certificate - International Correspondence School, 1952

Twenty-seven years occupational experience

Gibson, James A.

Professor Emeritus

Diploma - Danville Technical Institute, 1952

Griffin, Bennie L.

Professor Emeritus

B.S. - East Carolina University, 1958

M.S. - East Carolina University, 1965

Henry, Harold D.

Professor Emeritus

B.S. - Virginia Polytechnic Institute and State University, 1957

M.Ed. - Virginia Polytechnic Institute and State University, 1966

Ed.D. - University of Virginia, 1975

Howard, F. Neal

Professor Emeritus

B.S. - University of New Mexico, 1964

M.A. - Wake Forest University, 1967

Ed.D. - Virginia Polytechnic Institute and State University, 1978

Ireson, Iris M.

Professor Emeritus

R.N. - Chesapeake and Ohio Railroad Hospital School of Nursing, 1946

Keck, Evangeline E.

Professor Emeritus

R.N. - Danville Memorial Hospital, 1952

Lawson, Morris E.

Professor Emeritus

Certificate - Spray Vocational School

Marshall, Josephine P.

Professor Emeritus

B.S. - Bluefield State College, 1950

M.Ed. - University of Virginia, 1968

Nelson, Nancy C.

Professor Emeritus

B.S. - Richmond Professional Institute, 1957

M.Ed. - University of North Carolina at Greensboro, 1968

Parrish, R. James (*awarded posthumously - 1999*)

Professor Emeritus

B.S. - Virginia Polytechnic Institute and State University, 1965

M.Ed. - Virginia Polytechnic Institute and State University, 1969

Rogers, David N.

Professor Emeritus

Diploma - Danville Technical Institute, 1957

Rogers, George D.

Professor Emeritus

Two years - Virginia Polytechnic Institute
and State University and three years
occupational experience

Scott, Sharon W.

Professor Emeritus

B.A. - Peabody College, 1964
M.A. - Appalachian State University, 1968

Shannon, Louis W.

Professor Emeritus

Diploma - Danville Technical Institute, 1951

Shaver, Robert V.

Professor Emeritus

A.B. - Duke University, 1957
M.A. - Duke University, 1959

Soyars, William

Professor Emeritus

B.S. - Virginia Polytechnic Institute and State
University, 1961
M.A. - Liberty University, 1989

Spangler, Obra E.

Professor Emeritus

B.S. - West Virginia Institute
of Technology, 1954

Terrell, Charles L.

Professor Emeritus

B.S. - East Carolina University, 1966
M.A.Ed. - East Carolina University, 1968

Wyatt, Kathryn B.

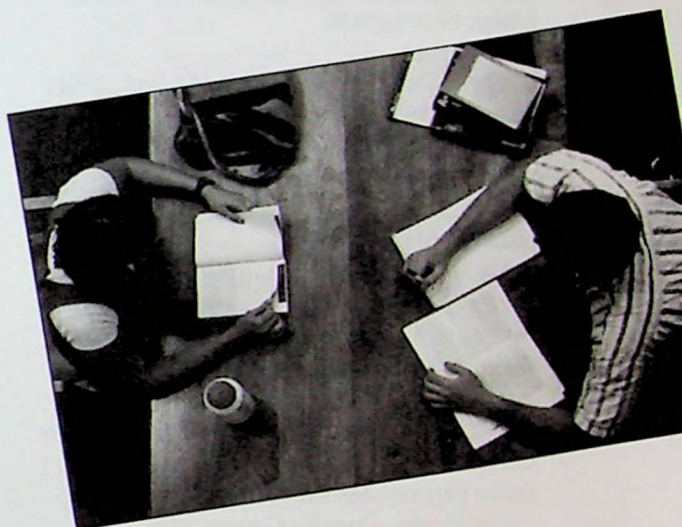
Professor Emeritus

B.A. - Randolph Macon Woman's College, 1949
M.Ed. - University of Virginia, 1952
M.S. - University of North Carolina, 1973
Ph.D. - University of North Carolina at
Greensboro, 1977

Zechman, John H., Jr.

Professor Emeritus

B.S. - Bowling Green College, 1957
M.S. - Virginia Polytechnic Institute and State
University, 1979



Support Staff

Abbott, Amy

Library Assistant

B.A. - Averett College, 1976 and 1980

M.L.I.S. - University of North Carolina at Greensboro, 1995

Agee, Donna H.

Office Services Specialist, Center for Business, Industry and Government

Certificate - Danville Community College, 1973

Atkins, Bill

Trade Utilities Senior Worker

Atkins, Henrietta W.

Programmer

A.A.S. - Danville Community College, 1971

Boswell, Glenda C.

Administrative Staff Assistant to the President

B.S. - Longwood College, 1962

Branch, Dale R.

Fiscal Technician

A.A.S. - Danville Community College, 1977

Burton, John

Housekeeping Worker

Canupp, James T. Jr.

Installation and Repair Technician Senior

A.A.S. - Danville Community College, 1996

Carter, Kecia

Office Services Assistant, Arts & Sciences

Certificate - Danville Community College, 2000

A.A.S. - Danville Community College, 1999

Cassada, Nancy

Secretary Senior, Chairman of the Division of Business and Engineering Technologies

Certificate - Danville Community College, 1968

B.S. - Averett College, 1979

Chaney, Vivian

Enrollment Services Assistant, Student Development

DeMarcus, Judy B.

Office Services Specialist, Director of Continuing Education and Workforce Services

Certificate - Danville Community College, 1969

Duffie, Brenda F.

Secretary Senior, Student Development

Certificate - Danville Community College, 1980

Dunlap, Jo Lane

Enrollment Services Specialist

A.S. - Danville Community College, 1975

B.S. - Averett College, 1977

M.Ed. - Lynchburg College, 1988

Ferguson, Ann N.

Buyer Specialist, Business Office

Fitzgerald, Ronald L.

Grounds Worker

Fisher, Cynthia G.

Student Recruitment & Activities

Enrollment Specialist

A.A.S. - Danville Community College, 1996

B.S. - James Madison University, 1998

Gibson, Brenda S.

Personnel Analyst

A.S. - Commonwealth College, 1970

Gore, Mary F.

Office Services Specialist, Financial Aid Office

Certificate - Danville Community College, 1975

A.A.S. - Danville Community College, 2000

Gregory, Angela M.

Office Services Assistant,

Learning Resources Center

B.A. - Longwood College, 1985

Herndon, J. Annette

Office Services Specialist

Hoskins, Frances G.

Fiscal Assistant, Business Office

Johnson, J. Marvin

Housekeeping Worker

Johnson-Knight, Lisa

Business Manager

B.B.A. - North Carolina Central University, 1984

M.B.A. - Averett College, 1992

Jones, Melissa C.

Office Services Assistant, Student Development

Certificate - Danville Community College, 1992

A.A.S. - Danville Community College, 1997

Jordan, Andre W.

Store Manager

Diploma, Computer Learning Center, 1982

Lewis, Marie

Office Services Specialist, Learning Resources Center

Ludwick, Anna C.

Program Support Technician
A.A.S. - Danville Community College, 1998

Marshall, Christopher

Program Support Technician
A.A.S. - Danville Community College, 1998

Motley, Richard G.

Supervisor, Buildings and Grounds
Certificate - Danville Technical
Institute, 1966

Mustain, Rhonda

Office Services Assistant
A.A.S. - Danville Community College, 1997

Neal, Gail

Instructional Assistant
B.S. - Wake Forest University, 1963
M.Ed. - University of Georgia, 1981

Philpott, Betty B.

Office Services Assistant, Electronics
Department

Pulliam, Cathy D.

Student Recruitment & Activities
Enrollment Specialist
Certificate - Danville Community
College, 1999
A.A.S. - Danville Community College, 1998

Quisenberry, Bobbi

Secretary Senior, Business Department
Certificate - Danville Community
College, 1969

Renn, Barbara

Program Support Technician,
Financial Aid Office
A.A.S. - Rockingham Community
College, 1989

Saunders, Sandy

Office Services Assistant,
Learning Resources Center
Certificate - Phillips Business College, 1970

Taylor, Nancy H.

Executive Secretary, Dean of Financial and
Administrative Services
Certificate - Danville Community
College, 1970

Thomas, Carol

Fiscal Technician
B.A. - Greensboro College, 1977

Thornton, Evonda W.

Office Services Assistant,
Student Development
A.A.S. - Danville Community College, 1996

Toler, Teresa

Electronics Technician
Diploma - Electrical/Electronics, 1984, 1985

Tucker, Jessie

Housekeeping Worker

Walker, Alice C.

Accountant
A.A.S. - Danville Community College,
1979, 1982
B.B.A. - Averett College, 1996

Walker, David C.

Storekeeper Supervisor

Wann, Connie P.

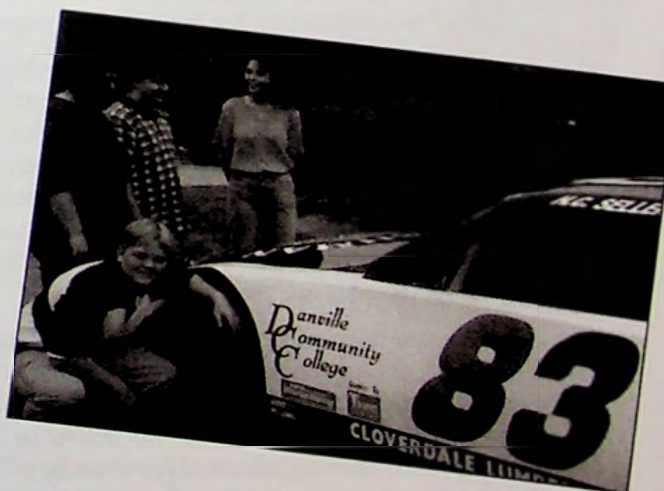
Executive Secretary, Dean of Instruction
and Student Development
Certificate - Danville Community
College, 1971

Williams, Juanita E.

Secretary Senior, Division of Arts and Sciences
Certificate - Danville Community
College, 1969

Wilson, Kristie

Fiscal Technician, Bookstore
A.A.S. - Danville Community College, 1987



VCCS Computer Ethics Guidelines

Thousands of users share VCCNet computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the works of others. Therefore you must exercise ethical behavior when using VCCNet resources.

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's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

Guidelines

The following guidelines shall govern the use of all VCCNet 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 VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCNet 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 VCCNet data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

Enforcement Procedure

1. Faculty, staff and students at the college or VCCNet facility 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 Student Services. The Dean, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource assess 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 President will report any violation 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.

Approval

This guideline shall remain in effect from March 31, 1995, until superseded or suspended.

Arnold R. Oliver
Chancellor



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