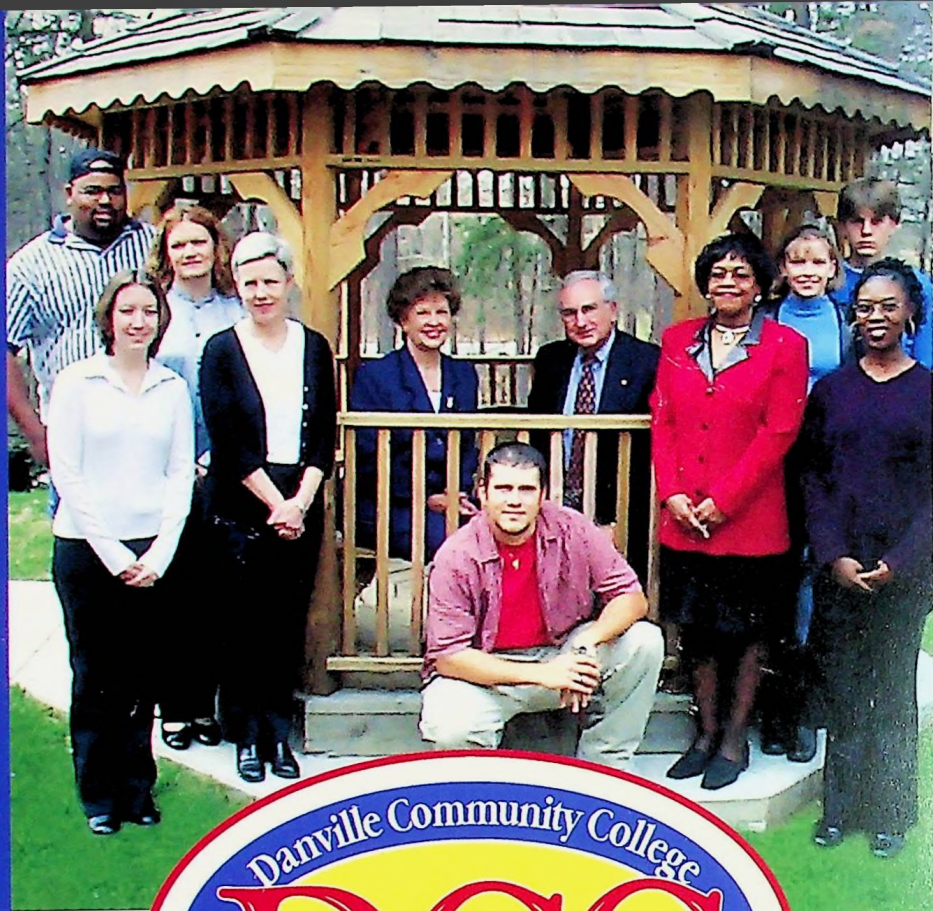


2002-2003 Catalog



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.

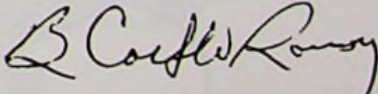


Thirdly, when you attend DCC, you become part of an institution where the faculty and staff believe in celebrating student achievement and success. Our students run the gamut of age and background - from students just out of high school to working adults who are seeking to update their workforce skills. You are never

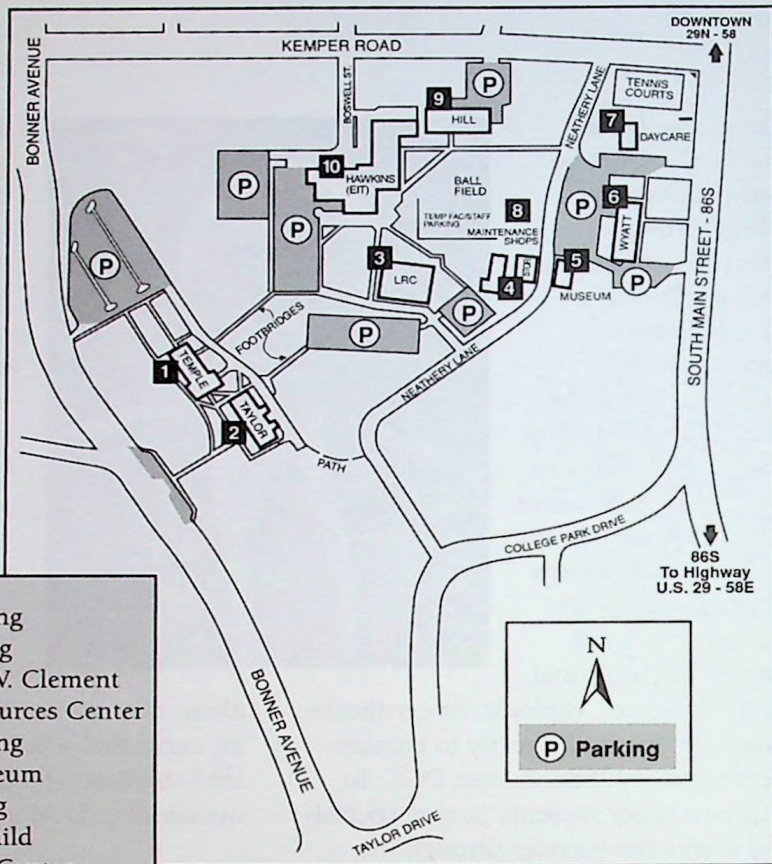
alone; you are never a number. You are an individual who will receive personalized attention and assistance from our outstanding faculty and staff.

This 2002-2003 edition of the DCC catalog is designed to provide timely information about Danville Community College; however, the catalog cannot answer all of your questions including placement and graduation rates. Therefore, we encourage you to visit our campus or web site (www.dcc.vccs.edu) and see why DCC offers a world of opportunity for you.

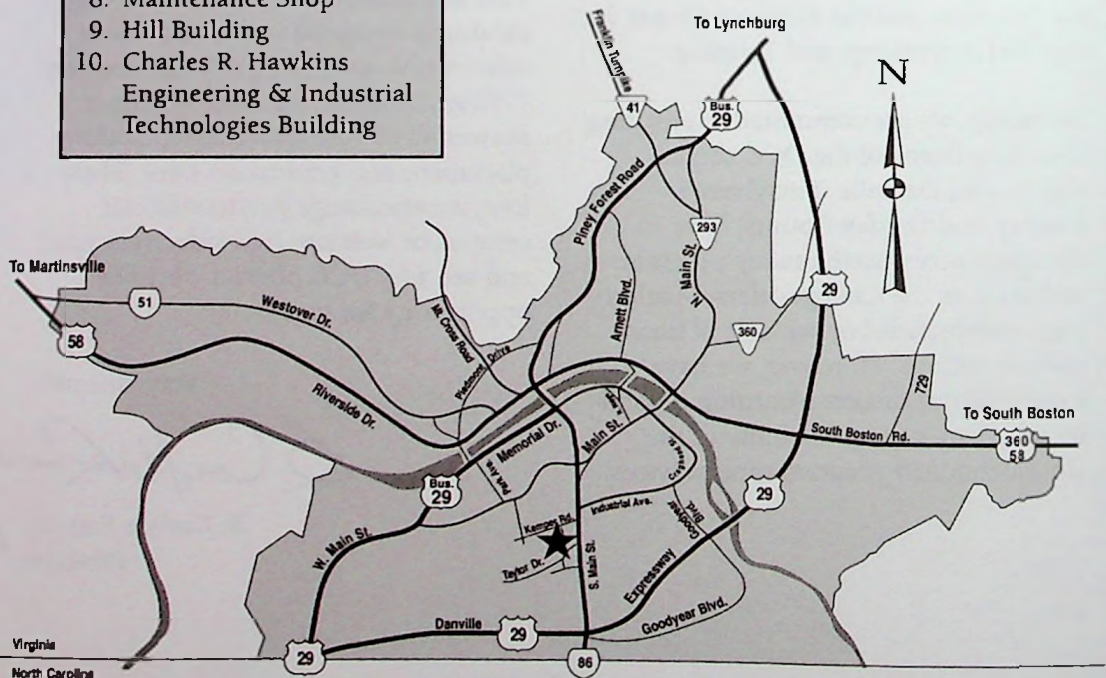
Very sincerely,


B. Carlyle Ramsey
President

Campus/Area Maps



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



Danville Community College

1008 South Main Street • Danville, VA 24541-4004
(434) 797-2222 • Toll Free: 1-800-560-4291
TDD: (434) 797-8542 • FAX: (434) 797-8541 • www.dcc.vccs.edu

Off-Campus Locations

Camp Grove Neighborhood Educational Center

337 Bradley Road
Danville, VA 24541
(434) 773-3001

Danville Area Technology Center

230 South Ridge Street
Danville, VA 24541
(434) 773-3034

Liberty View Neighborhood Educational Center

328 Grant Street, #3
Danville, VA 24541
(434) 792-0536

North Main Neighborhood Educational Opportunity Center

123 Henry Street
Danville, VA 24541
(434) 791-4057

The Riddle Center

207-B Coffey Street
Gretna, VA 24557
(434) 656-8000

Southern Virginia Higher Education

P.O. Box 739
820 Bruce Street
South Boston, VA 24592
(434) 575-0292 • (434) 572-5456
Toll Free: 1-800-283-0098

Volens Educational Opportunity Center

(currently located at Volens Elementary
School) – (434) 349-5141

Administrative Office Hours

8:00 a.m. - 5:00 p.m., Monday through Friday
(Note: Hours may be extended during registration periods.)

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 (434) 797-8462

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On the cover: DCC President Dr. Carlyle Ramsey and Dr. Betty Jo Foster, Dean of Instruction and Student Development (seated in gazebo) are shown with some of the DCC Student Leaders: McKenly Graves, Cheryl Hill, Mary Bane, Linda Wilborne, Chris Haskins, Peggy Craft, Jennifer Saunders, Anika White, and Matthew Walker.

Photo by Paula Coleman, Public Relations Student Assistant

Programs of Study

Your Community College Offers The Following Programs of Study

Associate in Arts and Science (College Transfer - AA&S)

Associate in Applied Science (AAS)

Certificate (C)

Diploma (D)

Curriculum	Page	Curriculum	Page
Accounting (AAS)	60	Information Systems Technology (AAS) ...	86
Administration of Justice (AAS)	62	Track I - Computer Programming	86
Track I - Law Enforcement	64	Track II - Microcomputer Specialist ...	88
Track II - Corrections	65	Track III - Network Specialist	90
Track III - Protective Services (Private Security)	66	Liberal Arts (AA&S)	52
Administrative Support		Liberal Arts Specialization	52
Technology (AAS)	67	Humanities Specialization	54
General Office	68	Social Science Specialization	56
Legal Specialization	68	Maintenance Mechanics (C)	118
Medical Office Specialization	69	Medical Laboratory Technology	92
Air Conditioning & Refrigeration (D)	94	(AAS - offered with Central Virginia Community College for the DCC service region)	
Air Conditioning & Refrigeration Servicing (C)	110	Office Information Processing (C)	119
Auto Body Mechanics (C)	112	Practical Nursing (C)	120
Automotive Analysis & Repair (D)	96	Precision Machining Technology (D)	108
Business Administration (AA&S)	50	Respiratory Therapy	93
Business Management (AAS)	70	(AAS - offered with J. Sargeant Reynolds Community College for the DCC service area)	
Track I - Management Specialization ...	71	Science (AA&S)	58
Track II - Graphic Imaging Management Specialization	72	Career Studies (C)	122
Track III - Marketing Specialization ...	74	Automotive Concepts	123
Track IV - Automotive Management Specialization	76	Child Care	123
Track V - Motorsports Management Specialization	78	Commercial Art	124
(offered with Patrick Henry Community College)		Digital Design and Advanced Graphics	124
Child Care (C)	114	Educational Interpreter	125
Dental Hygiene (AAS - offered with Virginia Western Community College for the DCC service area)	80	Electrical Concepts	125
Drafting & Design (D)	98	Electronic Concepts	126
Early Childhood Development (AAS)	82	Emergency Medical Training	126
Electrical/ Electronics (D)	100	Graphic Communications	127
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Option - General Electronics	101	Medical Terminology	128
First -Year Studies (C)	115	Metal Processing	128
General Engineering Technology (AAS) ...	84	Motorsports Management	129
Graphic Imaging Technology (D)	102	(offered with Patrick Henry Community College)	
Industrial Electrical-Electronic Equipment Servicing (D)	104	Network Technology	129
Industrial Electrical Principles (C)	116	Nurse Aide	130
Industrial Electronic Principles (C)	116	Sheet Metal Layout and Installation ...	130
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Academic Calendar 2002-2003

Fall Semester - 2002

Registration & Add/Drops (8:00 a.m. - 4:30 p.m.)	
(Day & Evening Classes)	July 8-August 21*
Faculty Planning and Preparation Days	August 19-21
Classes Begin	August 22
Late Registration	August 22-28
Last Day for New Registration	August 28
Add/Drops Only (8:00 a.m. - 4:30 p.m.)	August 29-30
Holiday (College Closed)	September 2
Last Day to Withdraw With Full Tuition Refund	September 4
Mid-term Grades due by 3:00 p.m.	October 15
Faculty Planning and Preparation Day	October 15
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	October 24
Institutional Effectiveness Day	November 6
Faculty Research Day	November 27
Holidays (College Closed)	November 28-29
Classes End	December 11
Exams	December 12-18
Faculty Planning and Preparation Day	December 19
Faculty Research Days	December 20 & 23-24

*Note: Registration dates subject to be changed or hours extended.

Spring Semester - 2003

Registration & Add/Drops (8:00 a.m. - 4:30 p.m.)	
(Day & Evening Classes)	December 9-18* & January 2-3, 6-7*
Faculty Planning and Preparation Days	January 2-3 & 6-7
Classes Begin	January 8
Late Registration	January 8-14
Last Day for New Registration	January 14
Add/Drops Only	January 15-16
Holiday (College Closed)	January 20
Last Day to Withdraw With Full Tuition Refund	January 21
Faculty Planning and Preparation Day	February 18
Mid-term Grades are due by 3:00 p.m.	February 28
Spring Break	March 3-7
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	March 19
Faculty Planning and Preparation Day	March 26
Institutional Effectiveness Day	April 10
Faculty Planning and Preparation Days	April 17-18
Classes End	May 6
Exams	May 7-13
Faculty Planning and Preparation Day	May 14
Faculty Research Day	May 15
Graduation	May 16

*Note: Registration dates subject to be changed or hours extended.

Academic Calendar 2002-2003

Summer Session - 2003

Registration (8:00 a.m. - 4:30 p.m.)

(Day & Evening Classes)	May 2-24*
Holiday (College Closed)	May 26
FIRST Session & FULL Session Classes Begin	May 27
Late Registration for FIRST Session	May 27-June 2
Late Registration for FULL Session	May 27-June 2
Add/Drops Only (Full Session Classes)	June 3
Last Day to Withdraw With Full Tuition Refund:	
FIRST Session Classes	June 2
FULL Session Classes	June 4
SECOND Session Classes	June 30
Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)	
FIRST Session Classes	June 10
FULL Session Classes	June 30
SECOND Session Classes	July 10
FIRST Session Classes End	June 25
Registration for Second Session Classes	May 2 – June 25
SECOND Session Classes Begin	June 26
Late Registration for SECOND Session	June 26-July 2
Holiday (College Closed)	July 4
SECOND Session & FULL Session Classes End	July 28

*Note: Registration dates subject to be changed or hours extended.



Exam Schedule 2002 - 2003

Fall 2002

Thursday, December 12

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 13

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 16

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 17

All TuTh - 9:30 classes – 8:00-10:30
All TuTh - 11:00/12:30 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 18

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 2003

Wednesday, May 7

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 8

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 9

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 12

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, May 13

All TuTh - 9:30 classes – 8:00-10:30
All TuTh - 11:00/12:30 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.

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 exam days, classes meeting after 3:00 p.m. or on weekends will have exams at the regularly scheduled class meeting times.

Summer Session 2003: There will be no exam days. Exams should be given at the last two class meetings.

General Information

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: (434) 797-8458; TDD: (434) 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 that 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 1935 as Danville Textile School, becoming Danville Technical Institute in 1941. 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 promote individual, business, and community growth and development.

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 craftspersons 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 that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. 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 16 general education elements shall be included in the catalog of each institution (Virginia Community College System Policy Manual). See General Education Objectives on page 11.

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-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 that are designed to provide needed cultural and educational opportunities for the citizens of the region.

College Goals

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 and international affairs, 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

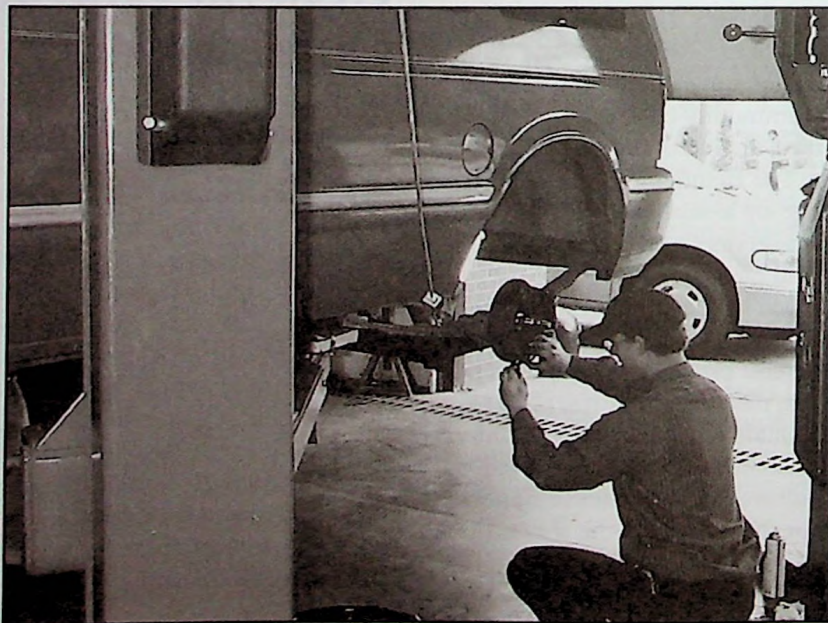
- Students will recognize effective interpersonal skills.
- Students will recognize the need for value judgments and will display a concern for ethics and social responsibility.

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 that 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, which is 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 H. Womack Museum of Natural History

The Estelle H. 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 H. 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, area residents donated many of the small mammals, reptiles and amphibians that are on display.

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 tours. For more information, call: (434) 797-8498. To schedule a tour, contact (434) 797-8462.

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.

Enrollment Information

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.*

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.

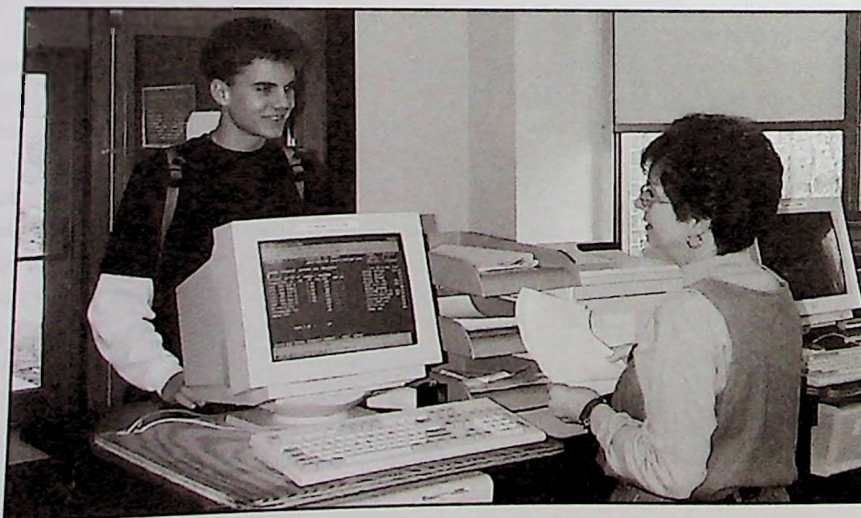
Admission by GED Examination: A non-high school graduate who is at least 17 years of age and who has successfully completed the General Education Development test (GED) is eligible to apply for admission.

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 Director of Student Development and Enrollment Management.

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.
5. Because of the diversity of courses offered and the differences in changes which occur over a given time, no specific time-frame 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.

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, graphic imaging, information systems, accounting, administrative support 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.

Auditing A Course

To audit a course, the student must obtain permission from the appropriate division chair. 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, and on the College's website (www.dcc.vccs.edu).

In addition to on-campus day and evening registration, off-campus registration is conducted at various sites in Danville, and Halifax and Pittsylvania Counties. For specific times and dates, consult the Academic Calendar, or call the Admissions Office at (434) 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 below, 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 rights to cancel, withdraw, or combine classes when necessary. Classes with insufficient enrollment normally are cancelled the first week of class (see refund policy on page 19).

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 are expected to pay tuition and related fees on the same day that they register; otherwise they risk losing their enrollment in classes.

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. 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 (434) 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 \$3.00 per credit. Please note that 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 transcripts sent to a specific 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 is 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 Director of Student Development and Enrollment Management. 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 6-7) 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 Student 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 legislation 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 Director of Student Development and Enrollment Management 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 Day. The faculty in each program at Danville Community College develop student outcomes objectives and measurement tools for each curriculum to ensure assessment of student outcomes.

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 2001, Fall 2001, or Spring 2002 will be placed in the 2002-2003 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.
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.

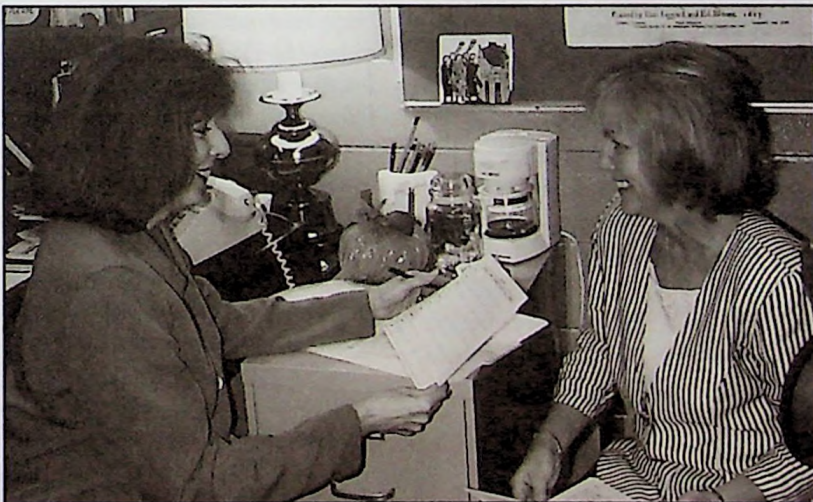
Diploma Requirements

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 on previous page);
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;

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 on previous page). 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 honors*)
- 3.5 Magna Cum Laude (*with higher honors*)
- 3.8 Summa Cum Laude (*with highest honors*)

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 students with superior ability and interest and who want to enhance their personal and educational experience at DCC.

Honors 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: Effective Fall Semester 2002, a student who is enrolled for six or more credit 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; and has completed a minimum of 24 semester hours at Danville Community College will be placed on the President's Honors List.

Dean's Honors List: Effective Fall Semester 2002, a student who is enrolled for six or more credit hours for the semester during which the honor is extended; has compiled a cumulative and semester grade point average of at least 3.0; and has completed a minimum of 24 semester hours at Danville Community College will be placed on the Dean's Honors List.

Academic Warning

Any student who fails to attain a minimum grade point average of 2.00 for any one term 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 the Dean of Instruction and Student Development or another appropriate College administrator grants special permission.

Academic Suspension

The student on academic probation who fails to attain a grade point average of at least 1.50 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. The Academic Renewal process shall not affect academic, financial, and administrative events that have occurred in the past. 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. 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.
4. Once "Academic Renewal" has been granted, the Admissions Office will enter all necessary data via the Student Information System (SIS) to complete "Academic Renewal."
5. 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.

Prerequisites and Corequisites

Many courses at DCC are associated with other courses referred to as "prerequisites" and "corequisites". The basic idea behind these associations is that in order to be successful in a particular course, the student must have acquired or be in the process of acquiring certain other skills or knowledge.

A prerequisite is a course that a student must take before enrolling in a particular course. A corequisite is a course which a student must take while they are taking another course if they have not already completed that course. For example, Biology 102 has Biology 101 as a prerequisite. Students must successfully complete Biology 101 before taking Biology 102. Further Algebra I (MTH 03) is a corequisite for Biology 101. One must take MTH 03 while taking Biology 101 if one has not completed MTH 03. Students should register only for those courses for which they have completed the prerequisite requirements, and must register for corequisite courses as needed. If a student does not know what the prerequisites or corequisites are for a

course, faculty advisers will be able to provide this information.

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

Students 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 Director of Student Development and Enrollment Management. 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.

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, or call (434) 797-8412 or (434) 797-2222.

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 (434) 797-8494.

Old Dominion University TELETECHNET

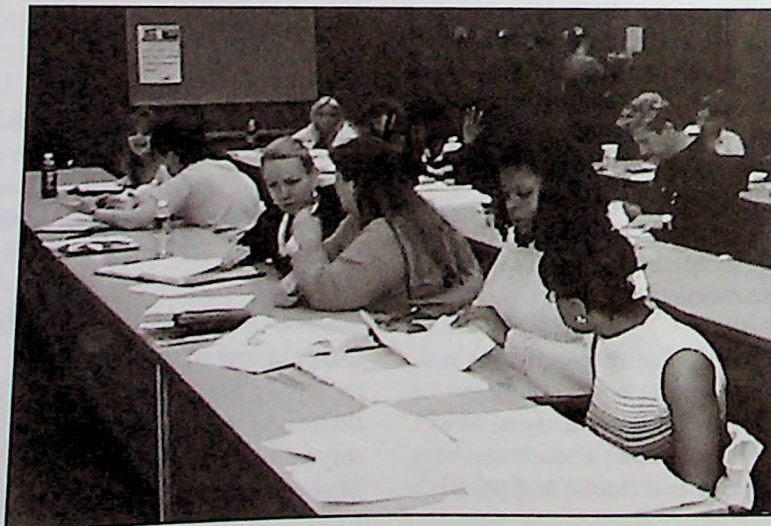
TELETECHNET (TELEvised TECHNical NETWORK) allows students to complete

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

ODU offers six master's degrees at DCC: elementary education (part of four-year program), nursing, special education, taxation, occupational and technical studies, and engineering management. ODU also offers certificates in surveying and industrial training 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



Resources 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 (434) 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 helps industries to 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 (434) 773-3034.

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 Tech Prep Coordinator 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 (434) 797-8562.

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 (434) 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 (434) 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 (434) 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 (434) 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 (434) 797-8451.

STEP-UP

Step-up assists females who are first generation college students. The program provides some financial assistance for books, tuition, childcare and transportation costs. The program helps students locate and secure additional forms of financial assistance. Students may also participate in support groups, access tutoring services and participate in various academic, social and employment related seminars and activities. For more information about Step-Up, call the coordinator at (434) 797-8451.

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. The University of Virginia's Weldon-Cooper Center for Public Service and Old Dominion University TELETECHNET are located in the lower-level of the LRC.

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

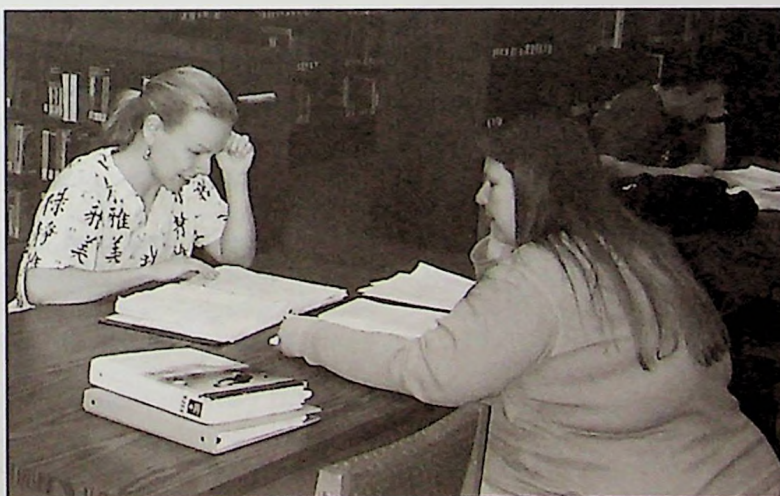
Coordinated through the Learning Resources Center, the Distance Learning Program gives students the opportunity to attend accredited college classes in a flexible way which fits individual schedules and lifestyles.

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.

Student Services 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 part of this assistance, students are provided appropriate tests, inventories, college transfer information, 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 (434) 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.

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 at (434) 797-8439 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

Students who do not receive sufficient grant

aid to attend Danville Community College may request a student loan under this program. Request forms are available in the Financial Aid Office. Students who wish to apply for a Federal Student Loan must also apply for federal assistance by completing the 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 the 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, high school Guidance Counselors' offices, and on the Educational Foundation's website. *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 March 2002.* For more information, contact the Financial Aid Office at (434) 797-8439, the Foundation Office at (434) 797-8437. Information is also

available on the Foundation website on DCC homepage: (www.dcc.vccs.edu).

American National Bank and Trust Company Scholarship

This 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 and enrolled in at least nine credit hours.

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 2.50 high school Grade Point Average, and exhibit leadership potential.

Barksdale Honors Scholarship

The estate of Ms. Mary M. Barksdale endowed the Barksdale Honors Scholarship in 2000. DCC graduates who are transferring to accredited four-year colleges or universities must be considered by the College as "most likely to succeed." The recipients must have compiled exceptional records, both in

academics and in extracurricular activities and displayed leadership qualities on campus or in the community which influence positively the actions of others.

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.

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.

James Bustard Endowed Scholarships

These scholarships, established in memory of James Bustard, a friend of the College, are presented annually to 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 are awarded to two full-time students who demonstrate a commitment to completing the academic program in a timely manner and who have financial need.

James T. Catlin, Jr.-Kiwanis Scholarship

The James T. Catlin, Jr.-Kiwanis Scholarship, in the amount of \$1,500, is presented to 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 reappplies.

College Board 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.

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.

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 Scholarships

The Daniel Group Scholarships were 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 Kiwanis Club Scholarship

The Danville Kiwanis Club Scholarship will award \$500 for each of the two years a student is enrolled. The award covers 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 Banister Bend Farms, Chatham Communications, Chatham Oil Company, Chatham Security Inc., Davenports, 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.

DIMON Incorporated Endowed Scholarship

Funded by DIMON Incorporated in 2000, the endowed scholarship is given to a full-time student who is in good academic and social standing with the college. Preference is given to students who are dependents of full-time employees of DIMON Incorporated

Excelsis Research Scholarship

Mr. John Primiano, CEO of Excelsis Research, Inc., established this award in 1994 as the Danville Community College Science Scholarship. Two full-time students majoring in Science who demonstrate scholastic ability, financial need, and good citizenship will receive a scholarship.

Stephanie Ferguson Memorial Scholarship

Created in memory of Ms. Stephanie Ferguson by her parents and friends in 1991, the scholarship was first awarded in 2000. The recipient must be a current graduate of Dan River High School, maintained at least a 2.5 GPA, enrolled as a first-year student in the Child Development, Liberal Arts, or Science program, participated in extracurricular activities during high school exemplifying leadership, and exhibited a great determination to succeed.

John Carlyle Forney Memorial Scholarship

In 2001, Mrs. Ronda Forney established the John C. Forney Memorial Scholarship in memory of her husband. Mr. Forney taught in the Precision Machining Technologies program at Danville Community College from 1974 until his retirement in 1991. The award will be given to a full-time student who is enrolled in the Engineering and Technologies Division who has maintained a 3.0 GPA.

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 full-time 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 upon 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, shall be a disabled American veteran, or a dependent of a disabled American veteran, and maintain at least a 2.00 GPA.
2. 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.
3. 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 Scholarships

The scholarships are 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 three 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. 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-Sacred Heart Scholarship

The Hancock-Sacred Heart Scholarship was established in 1996 by Pat and Cathy Daly in honor of Marguerite "Eddie" Hancock, former principal of Sacred Heart School. The scholarship is awarded 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.

International Association of Administrative Professionals (IAAP) Scholarship

The DCC Chapter of IAAP 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.

Intertape Polymer Group Scholarships

The Intertape Polymer Group Scholarships provide 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.

Thelma Swann Johnson Memorial Endowed Scholarship

The Thelma Swann Johnson Memorial Endowed Scholarship was established in 2001 by Mr. Harry D. Johnson and given in memory of his wife, Thelma Swann Johnson. The \$1,000 scholarship will be awarded to a sophomore who has maintained a 3.0 GPA and has enrolled full-time in a two-year program. The recipient must have participated in multiple activities during the first year at

DCC, exemplified leadership within the community and at the College, and exhibited great determination and will to succeed.

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.

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 scholarships will be awarded to 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. 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 full-time freshman or sophomore who is enrolled in the Precision Machining Technology program and who has maintained at least a 3.0 GPA.

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.

The Ethel C. Mitchell Memorial Foundation Scholarship

The Ethel C. Mitchell Memorial Foundation Scholarship was established at DCC in 2002.

The scholarship will be awarded to two first-year students at DCC who have maintained a high school GPA of 2.50; have enrolled in Public Service, Child Development, or a Liberal Arts program; have demonstrated financial need; and have performed at least one year of community service, either school-sponsored or community-based. Preference will be given to residents of the Almagro and surrounding communities in Danville.

Ann and Frank Mobley Endowed Scholarship

The Ann and Frank Mobley Endowed Scholarship is presented to an incoming full-time student 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.

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 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.

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.

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 an annual award for a full-time or part-time student who demonstrates financial need and resides in Danville or Pittsylvania County.

Printing Excellence Scholarship

In 2001, an anonymous donor established a scholarship which will be awarded each semester to a second-year student enrolled in the Graphic Imaging Technology program who has financial need, has maintained a

2.50 GPA, and exhibits academic promise in the printing field.

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 or science. Selection of the criteria is based on the educational ability of the student.

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 of 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.

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 James A. Robertson Scholarship

The James A. Robertson Scholarship was established through the generosity of James and Ann Robertson in 1992. Upon Mr. Robertson's death in 2001, the scholarship became active with the first award made in 2002. Over \$13,000 will be awarded annually to recipients who exhibit financial need.

Schoolfield High School Reunion Committee Endowed Scholarship

Members of the Schoolfield High School Reunion Committee established this award in 2001 through the generosity of its members and the alumni of Schoolfield High School. The scholarship will be awarded to a current high school graduate who has maintained at least a 3.0 GPA while in high school, has financial need, has been involved in community and school-related activities and demonstrated leadership potential. The student may be enrolled in any DCC program either full-time or part-time.

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.

Claude I. Slayton, Jr./ FOP Memorial Scholarship

This scholarship was established in 2002 by the Fraternal Order of Police of Danville, Inc., (Lodge #36) in memory of Claude I. Slayton, Jr., who was a graduate of DCC's Administration of Justice program, former FOP Lodge #36 president, and a 26-year veteran of the Danville Police Department. The award will be given to a rising second-year student in the Administration of Justice curriculum who has maintained at least a 3.0 GPA during the first year and has demonstrated high academic performance. The recipient must also possess high moral character; demonstrate good citizenship; and exhibit leadership potential.

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.

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 2.50.

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 second-year 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.

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 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. The award will be based on need, scholastic ability, and good citizenship.

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.

Wilkins & Co. Realtors Scholarship

Mr. Hampton Wilkins with Wilkins & Co. Realtors created the scholarship in 1999 to recognize a rising sophomore enrolled in the Marketing program who demonstrates academic ability and has maintained a 2.50 GPA. Wilkins & Co. Realtors also funds four students to take the Virginia Real Estate Licensing Exam.

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 three hours per week. 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.

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.

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.

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 in the Administration of Justice curriculum.

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 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 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, the Educational Foundation Office, or check the DCC webpage 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. Applications for benefits may be returned to the Veterans Affairs Office at DCC. Call (434) 797-8490.

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 and Enrollment Management. 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 should 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 and 10 spaces in parking lot F which are reserved for faculty).

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. Handicapped parking permits are issued in the Office of the Dean of Instruction and Student Development.

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 and Enrollment Management.

The College is committed to providing ongoing 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 182).

Transfer Associate Degrees

(Associate in Arts and Science)

Business Administration

Liberal Arts

Liberal Arts Specialization

Humanities Specialization

Social Science Specialization

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 (434) 797-8460 for advice on a specific program at a particular university.

Four-Year Degree/Teaching Option	DCC Associate Degree Counterpart
Accounting	Business Administration
Actuarial Science	Business Administration
Agriculture	Science
Anthropology	Science
Archeology	Science
Business Administration	Business Administration
Chemistry	Science
Computer Science	Science
Communications	Liberal Arts – Humanities Specialization
Early Childhood Education	Liberal Arts
Economics/Finance	Business Administration
Engineering	Science (<i>may need to transfer after one year to avoid loss of credits</i>)
Civil, Electrical, Mechanical, Systems or any B.S.E. major	
English	Liberal Arts-Humanities Specialization
Forestry	Science
Hotel Management	Business Administration
Information Management	Business Administration
International Relations	Liberal Arts-Social Science Specialization
Journalism	Liberal Arts-Humanities Specialization
Marine Biology	Science
Marketing	Business Administration
Nursing (B.S.)	Science
Paleontology	Science
Performing Arts	Liberal Arts-Humanities Specialization
Pharmacy	Science
Philosophy and Religion	Liberal Arts-Humanities Specialization
Physical Therapy	Science
Political Science	Liberal Arts-Social Science Specialization
Pre-Law	Liberal Arts-Any Specialization
Pre-Med	Science
Psychology	Liberal Arts-Social Science Specialization
Secondary Education	Depends on intended teaching field (<i>see note below</i>)
Social Work	Liberal Arts-Social Science Specialization
Sociology	Liberal Arts-Social Science Specialization
Speech Therapy	Liberal Arts
Sports Management	Business Administration
Sports Medicine	Science
Zoology	Science

Note: Persons interested in a teaching career should discuss options with a counselor or academic 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			
or				
CHM 111	College Chemistry I			
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		3	3	14

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
BIO 102	General Biology II			
or		3	3	4
CHM 102	General Chemistry I			
or				
CHM 112	College Chemistry II			
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 Business			
	Info. Systems	2	2	3
PED/HLT	Physical Ed./Health	0	2	1
Total		14	7	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Ed./Health	0	2	1
Total		15	2	16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Administration 62

*Note: Choice of elective courses should be based on senior institution requirement. Students should contact their faculty advisor for specific requirements.

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. 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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Arts 63

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.

Liberal Arts - Humanities Specialization

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 Liberal Arts with the Humanities Specialization is designed for students who plan to transfer to a four-year college or university and who intend to complete a Bachelors degree in a humanities or related discipline. Humanities disciplines include English, philosophy, foreign languages, drama, religion, and speech. This program is also appropriate for students intending to pursue humanities-related fields which include communications and journalism as well as some of the fine arts such as theatre, music, and creative writing. Students interested in teaching in the above disciplines will find this program a good starting point for their careers.

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 a broad range of general education requirements in mathematics, social science, natural science and humanities. Like the Social Science Specialization it is designed to give the student maximum flexibility in the selection of courses to meet both the interests of the student and the demands of the institution to which the student intends to transfer. It is important for students to identify their preferred transfer institution as soon as possible and to work closely with their academic advisor to ensure transferability of their selected courses. In order to prepare for junior class standing at a four-year college or university, you must ensure that the curriculum completed in the first two years at Danville Community College is comparable to the first two years of study 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, Humanities Specialization, you must complete a minimum of 62 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.

Humanities and Fine Arts Elective: The core of this program consists of a requirement that students complete at least three

humanities courses of their choice in addition to one sophomore literature course. Further, students must take at least two courses in fine arts. The combination of the humanities and fine arts requirement is intended to promote an understanding of the connections between humanities disciplines and the arts. Students

may continue to explore these connections by using the liberal arts elective requirement of six credit hours to pursue greater depth in the fine arts or humanities. Again, selection of courses should be based on the students' interests and the demands of their intended transfer institution.

Liberal Arts - Humanities Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	English Composition I	3	0	3
MTH 151	Math for Liberal Arts I			
	Or higher Math	3	0	3
	Natural Science Course			
	With Lab	3	3	4
	Approved Computer			
	Elective	3	0	3
	Health & Wellness Elec.	—	—	2
Total		—	—	16
Second Semester				
ENG 112	English Composition II	3	0	3
MTH	Approved Transfer			
	Level Math	3	0	3
	Natural Science Course			
	With Lab	3	3	4
HIS 101	History of Western Civ. I	3	0	3
	Humanities Course I*	3	0	3
Total		—	—	16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ENG	Literature Class**	3	0	3
	Humanities Course II*	3	0	3
HIS 102	History of Western Civ. II	3	0	3
	Fine Arts Course I***	3	0	3
	Social Science Elective I	3	0	3
Total		—	—	15
Fourth Semester				
	Humanities Course III	3	0	3
	Social Science Elective II	3	0	3
	Fine Arts Course II	3	0	3
	Liberal Arts Elective I	3	0	3
	Liberal Arts Elective II	3	0	3
Total		—	—	15

Total Minimum Credits for the Associate in Arts and Science in Liberal Arts - Humanities Specialization 62

*Humanities Elective: Students must take three courses in humanities disciplines, two of which must be at the sophomore level.

**Students must take one literature class from the following list: ENG 241, ENG 242, ENG 243, or ENG 244.

***Students must take two courses in fine arts (ART, MUS, PHT, Creative Writing, Theatre).

Liberal Arts - Social Science Specialization

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 Liberal Arts with the Social Science Specialization is designed for students who plan to transfer to a four-year college or university and who intend to complete a Bachelors degree in a social science discipline. Social Science disciplines include sociology, anthropology, psychology, political science, and economics. This program is also appropriate for students intending to pursue social science-related fields such as communications as well as some of the helping professions that include public administration, social work and counseling. Students interested in teaching in the above disciplines will find this program a good starting point for their careers.

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 a broad range of general education requirements in mathematics, social science, natural science and humanities. Like the

Humanities Specialization, it is designed to give the student maximum flexibility in the selection of courses to meet both the interests of the student and the demands of the institution to which the student intends to transfer. It is important for students to identify their preferred transfer institution as soon as possible and to work closely with their academic advisor to ensure transferability of their selected courses. In order to prepare for junior class standing at a four-year college or university, you must ensure that the curriculum completed in the first two years at Danville Community College is comparable to the first two years of study 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, Social Science Specialization, you must complete a minimum of 62-63 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 section of this Catalog.

Social Science Requirements and Electives: The core of this program consists of a requirement that students complete courses in history, sociology, psychology, and political science or government. This gives the student breadth of exposure to social science disciplines. Students may then use the nine hours of required social science electives to achieve greater depth in one or more areas. Again, selection of courses should be based on the students' interests and the demands of their intended transfer institution.

Liberal Arts - Social Science Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	English Composition I	3	0	3
BUS 147	Business Information Systems			
	or			
	Approved Transferable Computer Elective	3	0	3
	Natural Science Course With Lab	3	3	4
MTH 151	Math for Liberal Arts I Or higher Math	3	0	3
HIS 101	History of Western Civil			
	or			
HIS 121	United States History I	3	0	3
Total		—	—	17

Second Semester				
ENG 112	English Composition II	3	0	3
MTH 240	Statistics			
	or			
MTH 241	Statistics I			
	or			
MTH 157	Elementary Statistics	3	0	3
SOC 200	Principles of Sociology			
	or			
SOC 201	Intro to Sociology I	3	0	3
	Natural Science Course With Lab	3	3	4
	Liberal Arts Elective	3	0	3
Total		—	—	16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
PSY 200	Principles of Psychology			
	or			
PSY 201	Intro to Psychology I	3	0	3
ECO 201	Principles of Economics			
	or			
PLS 211	U. S. Government I	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
	Liberal Arts Elective	3	0	3
Total		—	—	15

Fourth Semester				
	Social Science Elective	3	0	3
	Social Science Elective	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	Wellness/Health Elective			2-3
Total		—	—	14-15

Total Minimum Credits for the Associate in Arts and Science in Liberal Arts, Social Science Specialization 62-63



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 that 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	Lecture Course Title	Lab Hours	Course Hours	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	¹ 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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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

Law Enforcement

Corrections

Protective Services (Private Security)

Administrative Support Technology

Track I: General Office

Track II: Legal Specialization

Track III: Medical Office Specialization

Business Management

Track I: Management Specialization

Track II: Graphic Imaging Management
Specialization

Track III: Marketing Specialization

Track IV: Automotive Management
Specialization

Track V: Motorsports Management

*(offered in cooperation with
Patrick Henry Community College)*

Dental Hygiene

(offered by Virginia Western Community

College in the DCC area)

Early Childhood Development

General Engineering Technology

Information Systems Technology

Track I: Computer Programming

Track II: Microcomputer Specialist

Track III: Network Specialist

Medical Laboratory Technology

(offered with Central Virginia Community

College in the DCC area)

Respiratory Therapy

(offered with J. Sargeant 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 that you might expect to obtain upon completion of the degree requirements are listed on the following catalog pages. Also included are 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 admissions 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

Accounting

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. Sys. Lab	0	2	1
ENG 111	English Composition I	3	0	3
PLS	Elective			
or				
PSY	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	Topics in Computerized Accounting-Peachtree	2	0	2
BUS 121	Business Math I	3	0	3
or				
MTH 121	¹ Fundamentals of Math I			
IST 117	Microcomputer Software	3	0	3
IST 118	Microcomp. 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

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 in Accounting, 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
Third Semester				
ACC 221	Interm. Accounting I	4	0	4
ACC 261	Prin. of Federal Taxation	3	0	3
BIO/NAS				
or	² Science or Math Elective	3	0	3
MTH				
BUS 241	Business Law I	3	0	3
HLT/PED	Health/Physical Ed.	0	2	1
Elective	Approved Elective	3	0	3
Total		16	2	17
Fourth Semester				
ACC 222	Interm. 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 Fed. Taxation II	3	0	3
FIN 215	Financial Management	3	0	3
Total		16	2	17

Total Minimum Credits for the Associate in Applied Science Degree in Accounting 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 (two years).

Purpose: The Administration of Justice (ADJ) program is designed to prepare individuals for careers in law enforcement, corrections and protective services (private security). The curriculum serves the interests of career-oriented students and provides courses to meet the needs of in-service personnel. The A.A.S. degree does not substitute for attendance at a basic police academy required by Virginia's local and state law enforcement agencies. Transferability of ADJ coursework to four-year colleges or universities is contingent on the academic credit transfer policies of those institutions. The ADJ Program Coordinator and/or Counseling personnel will facilitate inquiries of ADJ majors, including possible transfer limitations of DCC ADJ coursework, regarding four-year programs in Administration of Justice/Criminal Justice, or related academic programs.

Occupational Objectives: The following occupational titles represent examples of possible law enforcement, corrections and/or protective service (private security) civilian or military employment opportunities:

- Police Officer
- Deputy Sheriff
- Virginia State Trooper Jailer
- Correctional Officer Dispatcher
- Security Supervisor
- Commercial and Industrial Security Officers
- Loss Prevention Manager
- Insurance Investigator
- Air Force Security Forces
- Air Force Office of Special Investigations (AFOSI) Military Police
- Military Intelligence

Program Requirements: To receive the Associate in Applied Science degree in Administration of Justice, a student must complete 66-69 credits with a grade point average of 2.0, or better. More than one-half of the curriculum includes courses in administration of justice. Remaining courses are considered general education classes to be taken from disciplines such as natural science (or math), sociology, psychology and so on. Instruction includes both the theoretical concepts and practical applications needed for future success in public safety. Students who plan to transfer DCC courses into a four-year program in criminal justice/administration of justice are strongly urged to consult with the ADJ Program Coordinator and the Counseling Office as the student may be advised to substitute coursework for some classes listed in the suggested four-semester ADJ Program. The following sample program represents a typical order taken by full-time ADJ majors. Part-time students may take courses in any desired sequence. In all cases, prerequisites must be met.

Note: Depending on the interests of the Administration of Justice major, he or she should select one of the following three specializations allowing for a concentration of coursework in:

- Specialization I: Law Enforcement
- Specialization II: Corrections
- Specialization III: Protective Services (Private Security)

DCC's ADJ Program is part of the Tech Prep Initiative. Students who have successfully completed certain high school courses may qualify for advanced standing and receive free credit in equivalent college courses. For additional details regarding Tech Prep, see your ADJ Program Coordinator and/or Tech Prep Coordinator.

Finally, the applicant must also consult with the ADJ Program Coordinator to learn if he or she would meet the specialized requirements set by criminal justice agencies.

Minimal criminal justice agency requirements include:

- 1) Excellent physical and mental health;
- 2) Normal hearing and color vision. Eye functions must be normal (visual acuity must not be less than 20/40 in either eye without correction);
- 3) Weight should be in proportion to height;
- 4) Excellent moral character;
- 5) No conviction of any crime involving moral turpitude or conviction of any felony;
- 6) An excessive number of traffic citations would be cause to exclude an applicant from consideration by most all criminal justice agencies;
- 7) U.S. citizenship.

Note: An extensive background investigation will be conducted by the criminal justice agency to confirm the foregoing. *Any student who has been convicted of a felony or any offense involving moral turpitude or violence is ineligible for admission to the ADJ Program. Enrollment in certain ADJ courses may be restricted to only those who have been accepted into the ADJ Program.* The ADJ Program Coordinator reserves the right to recommend the withdrawal of any student who does not exhibit suitable classroom attendance, behavior, and adherence to the regulations governing student conduct in DCC's Catalog.

College Credit For Academy Training:

After an ADJ student completes 35 or more credits required for graduation, 21 and 15 credits respectively will be awarded to the ADJ major, as follows:

Virginia State Police Academy:

- 3 credits -ADJ 100, Survey of Criminal Justice
- 3 credits -ADJ 130, Criminal Law
- 3 credits -ADJ 236, Criminal Investigation
- 9 credits -ADJ coursework*
- 3 credits -Wellness Elective

TOTAL: 21 credits

Virginia Department of Criminal Justice Services Regional Academies:

- 3 credits -ADJ 100, Survey of Criminal Justice
- 3 credits -ADJ 130, Criminal Law
- 3 credits -ADJ 236, Criminal Investigation
- 3 credits -ADJ coursework*

TOTAL: 15 credits

***Possible ADJ coursework could include:**

- ADJ 116, Special Enforcement Topics
- ADJ 227, Constitutional Law
- ADJ 215, Report Writing

Admission Requirements: In addition to DCC's admission requirements, entry into the ADJ Program requires proficiency in high school English and mathematics. Applicants with deficiencies will be required to enroll in a DCC developmental English and/or mathematics course. All applicants must consult with the ADJ Program Coordinator for assistance in planning his or her ADJ curriculum, including program options - Specializations I, II, or III (see Program Requirements). Students who are sure that they will pursue bachelor-level studies should seek guidance from the ADJ Program Coordinator and/or a DCC Counselor regarding college transfer policies.

Administration Of Justice

Law Enforcement Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	English Composition I	3	0	3
SOC 200	Principles of Sociology			
or				
SOC 201	Intro to Sociology I*	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 130	Intro. to Crim. Law	3	0	3
ADJ 116	Special Enforcement Top.	3	0	3
Total				16

Second Semester				
NAS 105	Natural Science Topics for Modern Society or Other approved Lab or Math course**	—	—	3-4
ENG 112	College Composition II	3	0	3
SOC 202	Intro to Sociology II or Approved Sophomore-Level Sociology	3	0	3
ADJ 131	Legal Evidence	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
ADJ 236	Prin. Of Criminal Investigation	3	0	3
Total				18-19

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
PSY 200	Principles of Psychology			
or				
PSY 201	Intro. To Psychology I	3	0	3
Elective	Non-ADJ Elective	3	0	3
SPA 103	Basic Spoken Spanish			
or				
SPA	¹ Appr. Spanish Course	3-4	0	3
SOC 235	Juvenile Delinquency	3	0	3
ADJ 171	Forensic Science I	3	3	4
Total				15-16

Fourth Semester				
HUM 165	Controversial Issues in American Society			
or				
SPD 110	Intro to Speech Commun. Approved Computer Elective***	3	0	3
ADJ 296	Internship	3	0	3
SOC 236	Criminology	3	0	3
ADJ 215	Report Writing	3	0	3
PED/HLT	Approved Wellness Elec.	3	0	3
Total				18

Total Minimum Credits for the Associate in Applied Science Degree in Administration of Justice (Law Enforcement Specialization) 67-68

¹ Such as SPA 150, Spanish For Law Enforcement

*SOC 200 includes material covered in both SOC 201 and SOC 202. The student must enroll in either SOC 201 and SOC 202 as a series, or enroll in SOC 200. SOC 200 will fulfill the general sociology requirement at the four-year college/university level. Students must check the academic transfer policy of the four-year school regarding transferability of SOC 201 to fulfill the general sociology requirement.

**Students intending to transfer should take a lab science and at least MTH 151 (Mathematics for the Liberal Arts I).

***BUS 147 (Intro to Business Information Systems) is recommended if the student intends to transfer to a four-year college or university.

Administration Of Justice

Corrections Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	English Composition I	3	0	3
SOC 200	Principles of Sociology			
	or			
SOC 201	Intro to Sociology I*	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 130	Intro. to Crim. Law	3	0	3
ADJ 140	Intro. to Corrections	3	0	3
Total				16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
NAS 105	Natural Science Topics for Modern Society or Other approved Lab or Math course**	—	—	3-4
ENG 112	College Composition II	3	0	3
SOC 202	Intro to Sociology II or Approved Sophomore-Level Sociology	3	0	3
ADJ 131	Legal Evidence	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
ADJ 145	Corrections & Community	3	0	3
Total				18-19

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
PSY 200	Principles of Psychology			
	or			
PSY 201	Intro. To Psychology I	3	0	3
Elective	Non-ADJ Elective	3	0	3
SPA 103	Basic Spoken Spanish			
	or			
SPA	¹ Appr. Spanish Course	3-4	0	3
SOC 235	Juvenile Delinquency	3	0	3
PSY 215	Abnormal Psychology	3	0	3
Total				15-16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
HUM 165	Controversial Issues in American Society			
	or			
SPD 110	Intro to Speech Commun. Approved Computer Elective***	3	0	3
ADJ 296	Internship	3	0	3
SOC 236	Criminology	3	0	3
ADJ 215	Report Writing	3	0	3
PED/HLT	Approved Wellness Elec.	3	0	3
Total				18

Total Minimum Credits for the Associate in Applied Science Degree in Administration of Justice (Corrections Specialization) 67-68

¹ Such as SPA 150, Spanish For Law Enforcement

*SOC 200 includes material covered in both SOC 201 and SOC 202. The student must enroll in either SOC 201 and SOC 202 as a series, or enroll in SOC 200. SOC 200 will fulfill the general sociology requirement at the four-year college/university level. Students must check the academic transfer policy of the four-year school regarding transferability of SOC 201 to fulfill the general sociology requirement.

**Students intending to transfer should take a lab science and at least MTH 151 (Mathematics for the Liberal Arts I).

***BUS 147 (Intro to Business Information Systems) is recommended if the student intends to transfer to a four-year college or university.

Administration Of Justice

Protective Services Specialization (Private Security)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG 111	English Composition I	3	0	3
SOC 200	Principles of Sociology			
or				
SOC 201	Intro to Sociology I*	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 130	Intro. to Crim. Law	3	0	3
ADJ 150	Introduction to Security Administration	3	0	3
Total				16

Second Semester				
NAS 105	Natural Science Topics for Modern Society or Other approved Lab or Math course**	—	—	3-4
ENG 112	College Composition II	3	0	3
SOC 202	Intro to Sociology II or Approved Sophomore-Level Sociology	3	0	3
ADJ 131	Legal Evidence	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
ADJ 257	Loss Prevention	3	0	3
Total				18-19

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
PSY 200	Principles of Psychology			
or				
PSY 201	Intro. To Psychology I	3	0	3
Elective	Non-ADJ Elective	3	0	3
SPA 103	Basic Spoken Spanish			
or				
SPA	¹ Appr Spanish Course	3-4	0	3
SOC 235	Juvenile Delinquency	3	0	3
ADJ 234	Terrorism and Counter-Terrorism (for Specialization III students)	3	0	3
Total				15

Fourth Semester				
HUM 165	Controversial Issues in American Society			
or				
SPD 110	Intro to Speech Commun. Approved Computer Elective***	3	0	3
ADJ 296	Internship	3	0	3
SOC 236	Criminology	3	0	3
ADJ 215	Report Writing	3	0	3
PED/HLT	Approved Wellness Elec.	3	0	3
Total				18

Total Minimum Credits for the Associate in Applied Science Degree in Administration of Justice (Protective Services Specialization)67

¹ Such as SPA 150, Spanish For Law Enforcement

*SOC 200 includes material covered in both SOC 201 and SOC 202. The student must enroll in either SOC 201 and SOC 202 as a series, or enroll in SOC 200. SOC 200 will fulfill the general sociology requirement at the four-year college/university level. Students must check the academic transfer policy of the four-year school regarding transferability of SOC 201 to fulfill the general sociology requirement.

**Students intending to transfer should take a lab science and at least MTH 151 (Mathematics for the Liberal Arts I).

***BUS 147 (Intro to Business Information Systems) is recommended if the student intends to transfer to a four-year college or university.

Administrative Support Technology

Award: ASSOCIATE IN APPLIED SCIENCE

Length: A full-time student may complete this program in four to five 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
- Paralegal
- 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 an elective course in order to design a program of study that will meet their specific occupational objectives. The elective 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 paralegal (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, one of which is an elective. The legal courses are taught in the evening by practicing attorneys or paralegals, 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 Specialization** 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 Tech where a student may continue the program and obtain a BS degree in Business Education with a 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 the Legal Specialization; and a minimum of 66 credits in the Medical Office Specialization. Students must 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 order, except for sequence courses, or courses requiring prerequisites.

Administrative Support Technology

General Office

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	Psy. for Business/Industry			
or				
HUM	Approved Humanities	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 EEE	Windows Elective	0	2	1
HLT/PED	Health/Physical Ed.	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. Sys. 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
AST 243	Office Administration I	3	0	3
AST 238	MS Word Elective	2	0	2
AST 239	MS Word Lab	0	2	1
BUS 235	Business Letter Writing	3	0	3
AST 113	Speedbuilding	0	2	1
IST 123	IST Spreadsheet	3	0	3
Total		14	4	16
Fourth Semester				
ACC 195	Computerized Accounting - 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 Publishing w/PageMaker	2	0	2
AST 255	Desktop Publishing Lab	0	2	1
EEE	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) 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
LGL 115	Real Estate Law	3	0	3
LGL 110	Intro. to Law & Legal Asst.	3	0	3
STD 100	Orientation	1	0	1
IST EEE	Windows Elective	1	0	1
HLT/PED	Health/Physical Ed.	1	0	1
Total		14	2	15
Second Semester				
AST 102	Keyboarding II	2	0	2
AST 104	Keyboarding II Lab	0	2	1
BUS 121	Business Math	3	0	3
ENG 135	Applied Grammar	3	0	3
LGL 226	Real Estate Abstracting	3	0	3
IST 100	Intro. to Info. Sys.	3	0	3
IST 101	Intro. to Info. Sys. Lab	0	2	1
Total		14	4	16
Third Semester				
AST 238	MS Word Elective	2	0	2
AST 239	MS Word Lab	0	2	1
PSY 126	Psy. for Business/Industry			
or				
HUM	Approved Humanities	3	0	3
HLT/PED	Health/Physical Education	1	0	1
Total		6	2	7
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
NAS 105	Elective or			
MTH 120	Elective	3	0	3
Total		15	0	15
Fifth Semester				
AST 244	Office Administration II	3	0	3
ECO 100	Elementary Economics	3	0	3
AST 265	Legal Office Procedures/ Internship	3	0	3
STD 106	Job Search Strategies	1	0	1
EEE	Elective	3	0	3
LGL	Approved Legal Elective	3	0	3
Total		16	0	16

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 238	MS Word Elective	2	0	2
AST 239	MS Word Lab	0	2	1
ECO 100	Elementary Economics	3	0	3
HIT 106	ICD-9-CM Coding I*	2	0	2
Total		10	2	9-11

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
ACC 111	Accounting I	3	0	3
AST 113	Speedbuilding**	0	2	1
	or			
HIT 195	ICD-9-CM Coding II*	3	0	3
AST 243	Office Administration I	3	0	3
PSY	Approved Psych. Elective			
	or			
HUM	Approved Humanities Elective	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		15	4	14-16

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
EEE	Elective			
	or			
HIT 295*		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) 66-69

*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. Both persons who are seeking their first employment position and those who are seeking promotion may benefit from this program.

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 in Business Management, 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	Lecture Course Title	Lab Hours	Course Hours	Credits
First Semester				
AST 117	¹ Keyboarding for Computer Usage	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

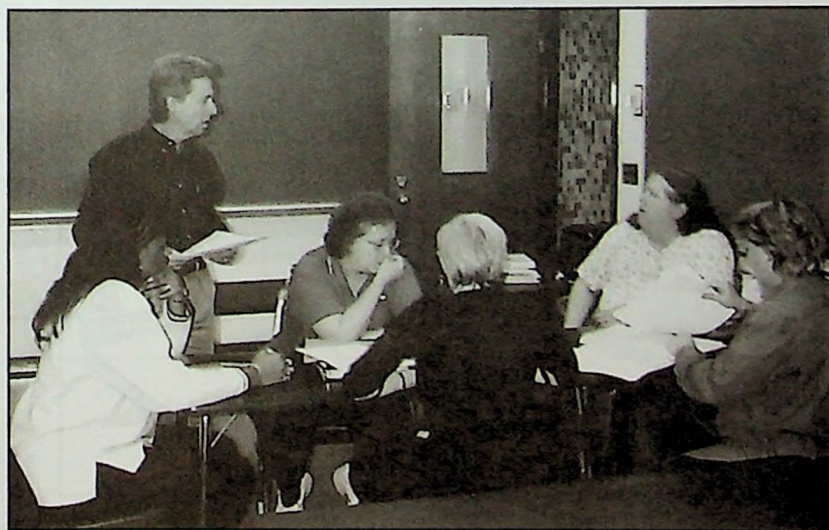
Second Semester				
BUS 111	Principles of Supervision	3	0	3
BUS 122	Business Mathematics II	3	0	3
BUS 195	Customer Relations	1	0	1
IST 117	Intro. Microcomputer Software	3	0	3
IST 118	Intro. Microcomputer Lab	0	2	1
SPD 110	Intro. to Speech Communication	3	0	3
ECO 120	Survey of Economics	3	0	3
Total		16	2	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Science Elect.	3	0	3
Total		15	2	16

Fourth Semester				
ACC 195	Comp. Accounting - Peachtree	2	0	2
BIO/NAS	or Science or Math Elective	3	0	3
MTH				
BUS 205	Human Resource Mgmt.	3	0	3
BUS	Approved BUS Elective	3	0	3
BUS 298	Seminar & Project	3	0	3
HLT/PED	Health/Physical Education	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: Graphic Imaging 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 - Graphic Imaging Management Specialization is designed for persons who seek employment in graphic imaging 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 Graphic Imaging 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 Graphic Imaging Department.

Program Description: The Graphic Imaging 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 (Graphic Imaging 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

Graphic Imaging Management Specialization

Course Number	Lecture Course Title	Lab Hours	Course Hours	Credits
First Semester				
AST 117	Keyboarding for Computer Usage	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	3	0	3
BUS 195	Customer Relations	1	0	1
ECO 120	Survey of Economics	3	0	3
ENG 115	Technical Writing	3	0	3
HLT/PED	Health/Physical Education	0	2	1
PNT 211	Electronic Publishing I	2	2	3
PNT 221	Layout and Design I	2	2	3
Total		14	6	17

Third Semester				
PNT 260	Color Separation	2	3	3
Total		2	3	3

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Education	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	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 (Graphic Imaging 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:

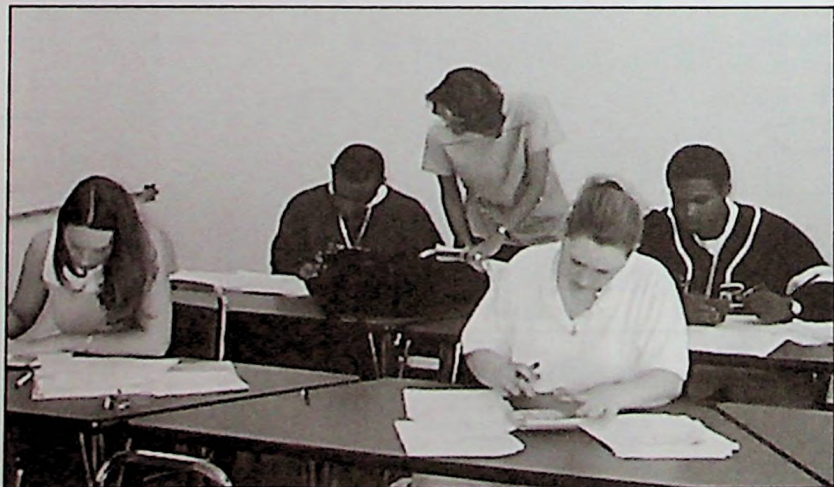
- Sales Representative
- Buyer and Assistant Buyer
- Manager/Manager Trainee
- Department Manager
- Real Estate/Insurance Sales
- Small Business Management/Owner
- Other Related Marketing Occupations

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 math-

ematics. 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	¹ Keyboarding for Computer Usage	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	3	0	3
BUS 195	Customer Relations	1	0	1
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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Education	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 Math or Science Elective	3	0	3
MTH				
MKT 227	Merchandise Buying & Control	3	0	3
MKT 298	Seminar & Project	3	0	3
MKT 281	Princ. of Marketing on the Internet	3	0	3
HLT/PED	Health/Physical Education	0	2	1
PSY/SOC	Psy./Soc. Science Elective	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

¹ Students 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.

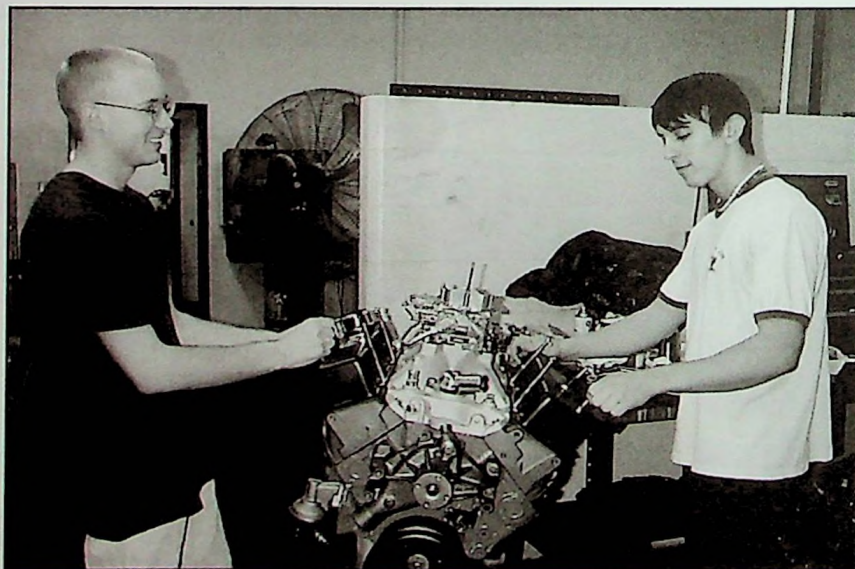
Purpose: The Business Management - Automotive Management Specialization is designed primarily for persons who seek employment in the automotive field immediately upon completion of the program. Both persons who are seeking their first employment position and those who are seeking promotion may benefit 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	Auto. Braking Systems	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. Micro Software Lab	0	2	1
Total		14	8	17

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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	3	0	3
BUS 236	Business Communications	3	0	3
BUS 195	Customer Relations	1	0	1
Total		15	3	16

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

Business Management

Track V: Motorsports Management Specialization

Award: ASSOCIATE IN APPLIED SCIENCE

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

Purpose: The Business Management – Motorsports Management Specialization is designed primarily for persons seeking their first job or who desire a promotion in their present position or in another field, including self employment. Students will be provided knowledge, skills, and training necessary to perform mid-management level functions in motorsports related companies. Course work includes instruction in mathematics, critical thinking, technical writing, interpersonal relationships, communications, team building, motorsports industry, safety regulations, motorsports transportation, management, law, hospitality management, computer applications, accounting, marketing, and other areas related to the motorsports industry.

Occupational Objectives: Completion of this program may lead to employment or career advancement in a variety of positions including the following:

- Motorsports Team Manager
- Motorsports Event Manager
- Motorsports Activity Manager
- Public Relations Specialist
- Media Specialist
- Hospitality Manager
- Distribution Specialist
- Sales Representative
- Transportation Specialist

Admission Requirement: 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 Motorsports Management Specialization is designed for students who wish to pursue employment in management and support areas of Motorsports related companies. The program includes courses in motorsports technology and management, general education and electives. Instruction will include both the theoretical concepts and practical applications needed for success in motorsports management. Some courses may be taught as web-based courses. This is a joint program between Danville Community College and Patrick Henry Community College. You are urged to consult with the Counseling office and your faculty advisor in planning your program and selecting electives.

Program Requirements: To receive the Associate in Applied Science Degree in Business Management -Motorsports 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 V

Motorsports Management Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	Keyboarding for Computer Usage	0	2	1
BIO/NAS/				
MTH	Science or Math 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. Systems Lab	0	2	1
STD 100	Orientation	1	0	1
Total		16	4	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
MTS 100	Intro. To Motorsports Mgt.	3	0	3
MTS 125	¹ Motorsports Technology	13	0	3
ECO 120	Survey of Economics	3	0	3
BUS 122	Business Math II	3	0	3
IST 117	Intro. Microcomp. Software	3	0	3
IST 118	Intro. Micro. Software Lab	0	2	1
HLT/PED	Health/Physical Ed. Elective	0	2	1
Total		15	4	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ACC 111	Accounting I	3	0	3
BUS 241	Business Law	3	0	3
HLT/PED	Health/Physical Ed. Elective	0	2	1
PSY 126	Psychology -Bus./Industry	3	0	3
MTS 205	Motorsports Safety, Environmental, Transportation Issues	3	0	3
MTS 295	² Motorsports Techn. II	3	0	3
Total		15	2	16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
Elective	Approved Business Elective	3	0	3
ACC 195	Comp. Actg - Peachtree	2	0	2
BUS 111	Principles of Supervision	3	0	3
BUS 236	Business Communications	3	0	3
BUS 195	Customer Relations	1	0	1
MTS 110	Motorsports Marketing	3	0	3
SPD 110	Intro. To Speech Comm.	3	0	3
Total		18	0	18

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

- Notes:
¹ Students may substitute AUT 122
² Students may substitute AUT 212



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. The second class started in Fall 1999 and the third class started in Fall 2000. The next class will begin in Fall Semester 2003. Potential students are encouraged to apply to DCC and enroll in related course work (or developmental studies courses as needed) prior to the beginning of the next class.

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, (540) 857-7307.

To request detailed information about this program, please call DCC's Division of Arts and Sciences at (434) 797-8402.



Dental Hygiene

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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FIRST YEAR CURRICULUM

First Semester

BIO 141	*Human Anatomy & Physiology I	3	2	4
DNH 111	Oral Anatomy	2	0	2
DNH 115	Histology/Head & Neck Anatomy	3	0	3
DNH 120	Management of Emergencies	2	0	2
DNH 141	Dental Hygiene I	3	6	5
STD 108	*College Survival Skills (or STD 100)	1	0	1
Total		14	8	17

Second Semester

DNH 142	Dental Hygiene II	1	12	5
DNH 145	General & Oral Pathology	2	0	2
DNH 146	Periodontics for the Dental Hygienist	2	0	2
DNH 216	Pharmacology	2	0	2
ENG 111	*College Composition (for ENG 101)	3	0	3
NAS 185	*Microbiology	3	2	4
Total		13	14	18

Summer Session

BIO 142	*Human Anatomy & Physiology II	3	2	4
DNH 130	Oral Radiography for The Dental Hygienist	1	3	2
DNH 150	² Dental Hygienist	2	0	2
DNH 190	Coordinated Practice	2	3	3
Total		8	8	11

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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SECOND-YEAR CURRICULUM

Third Semester

DNH 214	*Practical Materials For Dental Hygiene	1	2	2
DNH 226	¹ Public Health Dental Hygiene I	2	0	2
DNH 224	Dental Hygiene IV	1	12	5
PSY 200	* ¹ Principles of Psychology	3	0	3
Total		7	14	12

Fourth Semester

DNH 227	Public Health Dental Hygiene II	0	3	1
DNH 230	Office Practices & Ethics	1	0	1
DNH 245	Dental Hygiene V	1	12	5
IST 113	*Computers and Information Systems	1	0	1
SOC 200	*Principles of Sociology (or SOC 215)	3	0	3
SPD 100	*Principles of Public Speaking (or ENG 102)	3	0	3
Total		9	15	14

Total Minimum credits for the Associate in Applied Science Degree in Dental Hygiene 72

Notes:

¹ PSY 231, PSY 120 or PSY 213 may be substituted.

² Health and Wellness are emphasized throughout the Dental Hygiene Program, but specifically in DNH 150 Nutrition.

³ Includes instruction in fundamental mathematical skills.

* SPD 105 may be substituted.

* Courses may be taken at Danville Community College prior to admission to the AAS Dental Hygiene program. DCC and Virginia Western Community College have agreed to a sequence of courses that will satisfy all non-DNH coursework requirements. This sequence may be taken through DCC's First Year Studies program.

Early Childhood Development

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 individu-



als 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 & Move't to Children	2	2	3
Total		14	2	15

¹ PSY 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.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Development 65

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

⁵ Students 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 67 credits with a 2.00 or better grade point average. The 67 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	Intro. to Info. Systems	3	0	3
IST 101	Intro. to Info. Syst. Lab	1	0	1
MAC 131	Machine Lab I	1	3	2
MEC 100	Intro. to Engineering Tech. I		2	2
MTH 271	Applied Calculus I	3	0	3
STD 100	Orientation	1	0	1
Total		11	8	14

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
ENG 111	English Composition I	3	0	3
MEC 111	Materials	3	0	3
MEC 126	Computer Programming	2	0	2
MTH 272	Applied Calculus II	3	0	3
SPD 110	Intro. to Speech	3	0	3
HLT/PED	Physical Ed. Elective	0	2	1
Total		14	2	15

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Term I				
DRF 201	Comp. Aided Drafting and Design I	3	2	4
MAC 126	Intro. to CNC	2	3	3
MEC 131	Mechanics I	3	0	3
Total		8	5	10

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ETR 115	DC and AC Fundamentals	3	0	3
MEC 132	Mechanics II	3	0	3
PHY 201	College Physics I	3	3	4
SOC	Social Science Elective	3	0	3
Total		12	3	13

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
PHY 202	College Physics II	3	3	4
SOC	Social Science Elective	3	0	3
HLT/PED	Physical Ed. Elective	0	2	1
GEN	Elective	3	0	3
MEC 211	Machine Design I	3	3	4
Total		12	8	15

Total Minimum Credits for the Associate in Applied Science Degree in General Engineering Technology 67

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.

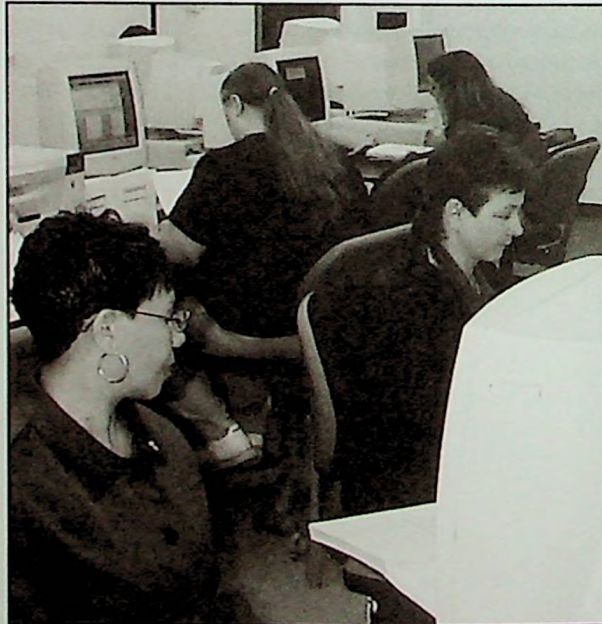
Purpose: The Associate in Applied Science Degree program in Information Systems Technology is designed primarily for persons who seek employment in the information processing field immediately upon graduation. Persons seeking initial employment in an information processing position and those in information 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 planned for 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
AST 117	Keyboarding for Computer Usage	1	0	1
BUS 100	Introduction to Business	3	0	3
ENG 115	Technical 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				
	Approved Math Elective	3	0	3
STD 100	Orientation	1	0	1
Total		17	2	18
Second Semester				
BUS 220	Intro. To Bus. Statistics	3	0	3
HLT/PED	Elective	0	2	1
IST 117	Intro to Micro Software	3	0	3
IST 118	Micro Software Lab	0	2	1
IST 153	Intro. To Programming	3	0	3
PLS/PSY	Elective	3	0	3
SPD 110	Intro. Speech Comm.	3	0	3
Total		15	4	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ECO 120	Survey of Economics	3	0	3
IST	Approved Elective	3	0	3
IST 133	Database Management: Software; Access	3	0	3
IST 134	Database Software: Access Lab	0	2	1
IST 174	C++ Programming	4	0	4
IST 176	Event Driven Basic I	4	0	4
Total		17	2	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
HLT/PED	Elective	0	2	1
IST	Approved Elective	3	0	3
IST 149	Java Programming	4	0	4
IST 200	Local Area Networks	3	0	3
IST 201	LAN Lab	0	2	1
IST 274	C++ Programming or			
or				
IST 276	Event Driven Basic II	4	0	4
Total		14	4	16

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

Note: 1 Students having prior keyboarding may request advanced standing.

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 improve 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 planned for 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 115	Technical 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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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
SPD 110	Intro. to Speech Comm.	3	0	3
Total		16	2	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
AST 253	Desktop Publ-PageMaker	2	0	2
AST 255	Desktop Publ - Lab	0	2	1
BIO/NAS	Science or			
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
MTH	Math Elective	3	0	3
PLS/PSY	Elective	3	0	3
Total		15	4	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
ECO 120	Survey of Economics	3	0	3
ETR 149	PC Repair	3	0	3
HLT/PED	Elective	0	2	1
IST	IST Elective	3	0	3
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
Total		15	6	18

Total Minimum Credits for the Associate in Applied
Science Degree in Information Systems Technology
Track II -Microcomputer Specialist 68

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 network technology 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 planned for full-time students.

Information Systems Technology-Track III

(Network Specialist)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AST 117	¹ Keyboarding for Computer Usage	1	0	1
BUS 100	Introduction to Business	3	0	3
ENG 115	Technical Writing	3	0	3
ETR 115	D.C. and A.C. Fundamentals	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 Elective	3	0	3
STD 100	Orientation	1	0	1
Total		17	2	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
ACC 111	Accounting I	3	0	3
HUM/SOC	Elective	3	0	3
IST 200	Local Area Networks	3	0	3
IST 201	LAN Lab	0	2	1
TEL 150	Cisco I	3	2	4
SPD 110	Into Speech Comm.	3	0	3
Total		15	4	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ETR 149	PC Repair	3	0	3
HLT/PED	Health/Phys. Education	0	2	1
IST 203	Administration of LAN	3	0	3
IST 204	Admin. of LAN Lab	0	2	1
IST 220	Micro Comp Oper Sys. or Approved IST Elective	3	0	3
IST 221	Operating Systems Lab	0	2	1
TEL 151	Cisco II	3	2	4
Total		12	8	16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
BUS 236	Communication in Mgt.	3	0	3
ECO 120	Survey of Economics	3	0	3
HLT/PED	Health/Physical Ed	0	2	1
IST 206	Network Servicing	3	0	3
IST 207	Network Servicing Lab	0	2	1
TEL 250	Cisco III	3	2	4
Total		12	6	15

Total Minimum Credits for the Associate in Applied Science Degree in Information Systems Technology Track III - Network Specialist 66

¹Students 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 pro-

gram. 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.

Below is the Central Virginia Community College curriculum for the Associate in Applied Science Degree in Medical Laboratory Technology. For more details about this program, please call DCC's Division of Arts and Sciences at (434) 797-8402.

Course Number	Course Title	Course Credits
First Semester		
CHM 111	*College Chemistry I	4
	¹ Social Science Elective	3
BIO 101	* ² General Biology I	4
ENG 111	*College Composition I	3
	¹ Humanities Elective	3
STD 100	*Orientation	1
Total		18

Second Semester		
CHM 112	*College Chemistry II	4
	¹ Social Science Elective	3
BIO 150	* ³ Introductory Microbiology	4
MTH 120	* ⁴ Introduction to Mathematics	3
SPD	*Elective	3
Total		18

Third Semester		
HLT/PED	* ⁵ Health or Physical Education	2
MDL 110	Urinalysis and Body Fluids	3
MDL 125	Clinical Hematology I	3
MDL 215	Immunology	2
MDL 235	Mycology	2
MDL 236	Parasitology and Virology	2
MDL 261	Clinical Chemistry and Instrumentation I	4
Total		18

Course Number	Course Title	Course Credits
Fourth Semester		
MDL 150	Clinical Calculations & Statistics	2
MDL 216	Blood Banking	4
MDL 225	Clinical Hematology II	4
MDL 251	Clinical Microbiology I	4
MDL 265	Advanced Clinical Chemistry	2
MDL 281	Clinical Correlations	1
Total		17

Total Minimum credits for Medical Laboratory Technology 70

Notes:

¹ For a listing of approved courses, contact the Arts & Science Division, (434) 797-8402.

² BIO 141 may substitute for BIO 101

³ BIO 205 may substitute for BIO 150

⁴ MTH 121 or MTH 151 may substitute for MTH 120

⁵ It is recommended that students take HLT 140

* Course may be taken at Danville Community College prior to admission to the CVCC program. Students may take these courses under DCC's First-Year Studies Certificate program. Please contact the Arts & Sciences Division to schedule an appointment with an academic adviser.

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.

Below is the J. Sergeant Reynolds Community College curriculum for the Associate in Applied Science Degree in Respiratory Therapy. For more details about this program, please call DCC's Division of Arts and Sciences at (434) 797-8402.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
RTH 102	Integrated Sciences for Respiratory Care	3	0	3
RTH 110	Fundamental Theory & Procedures for Respiratory Care	2	6	4
RTH 121	Cardiopulmonary Science I	3	0	3
RTH 135	Diagnostic Therapeutic Procedures I	1	3	2
RTH 145	Pharmacology for Respiratory Care I	1	0	1
ENG 111	*College Composition I	3	0	3
STD 100	*Orientation	1	0	1
	*Health or Physical Ed.	0	0	1
Total		14	9	18

Second Semester				
RTH 113	Pathophysiology of the Cardiopulmonary Sys.	3	3	4
RTH 131	Respiratory Care Theory & Procedures I	3	3	4
RTH 190	Coordinated Practice in Respiratory Care	0	20	6
RTH 199	Supervised Study in Respiratory Care	1	0	1
ENG 112	*College Composition I	3	0	3
Total		10	26	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
RTH 132	Respiratory Care Theory & Procedures II	3	3	4
RTH 222	Cardiopulm. Science II	3	0	3
RTH 190	Coordinated Practice in Respiratory Care	0	10	3
RTH 215	Pulmonary Rehabilitation	1	0	1
RTH 265	Current Issues in Respiratory Care	2	0	2
NAS 161	Health Science I	3	3	4
Total		12	16	17

Fourth Semester				
RTH 290	Coordinated Practice in Respiratory Care	0	20	6
RTH 299	Supervised Study in Respiratory Care	1	0	1
NAS 162	Health Science II	3	3	4
	*Social Science Elective	6	0	6
	*Health or Physical Educ.	0	0	1
Total		10	26	18

Total Minimum credits for Respiratory Therapy 71

Note: Students may prepare for the above program by taking this course while registered in DCC's First Year Studies program. Please contact an academic adviser in the Arts and Sciences Division to discuss this program, (434) 797-8402.

Diploma Programs

Air Conditioning and Refrigeration

Automotive Analysis and Repair

Drafting and Design

Electrical-Electronics

Option: Analyst Electronics

Option: General Electronics

Graphic Imaging Technology

Industrial Electrical-Electronic

Equipment Servicing

Industrial Maintenance Technology

Precision Machining 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 full-time 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 outline 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 students may take courses in any desired order, 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	0	0	3
Total		12	17	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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	A/C Systems II	2	3	3
PHY 130	Survey of Applied Physics 2 (or approved elective)	2	2	3
Total		11	18	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
AIR 137	Air Cond. Electronic Survey or approved substitute	1	3	2
AIR 182	Planning and Estimating III	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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 Refrigeration 95

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 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 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	2	3	3
ENG 131	Technical Report Writing	13	0	3
STD 100	Orientation	1	0	1
WEL 120	Fundamentals of Welding	1	3	2
Total		14	15	19

Second Semester				
AUT 121	Automotive Fuel Systems	3	3	4
AUT 236	Auto. Climate Control	3	3	4
AUT 241	Automotive Electricity I	3	3	4
AUT 265	Auto. 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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 sub.	2	0	2
HUM 165	Controversial Issues	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 Trans. I	2	6	4
ECO 100	Elementary Economics or approved sub.	3	0	3
Total		11	12	15

Total Minimum Credits for a Diploma in Automotive Analysis and Repair 80

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 95 credits with a grade point average of 2.00 or better. The 95 credits are distributed according to the following outline. This outline represents a typical order of courses taken by full-time day students. Part-time 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				
IST 103	Comp. Software Appl.	2	0	2
DRF 114	Drafting I	1	9	4
MTH 113	Technical Math I	5	0	5
MEC 100	Intro. to Engineering Tech. I	2	2	2
MAC 131	Mach. Techn.	1	3	2
ENG 111	College Composition I	3	0	3
Total		13	14	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
DRF 115	Drafting II	1	9	4
MTH 114	Technical Math II	5	0	5
MEC 111	Materials	3	0	3
MEC 126	Computer Programming	2	0	2
PHY 130 or 201	App. Physics/ Coll. Physics	2	2	4
Total		13	11	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Term I				
DRF 201	Comp. Aided Design I	3	2	4
ENG 115	Technical Writing	3	0	3
ECO 100	Elementary Economics	3	0	3
MEC 131	Mechanics I	3	0	3
Total		12	2	13

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
DRF 116	Drafting III	1	6	3
MEC 132	Mechanics II	3	0	3
MEC 265	Fluid Mechanics	3	0	3
DRF 233	Computer Drafting III	3	0	3
ELE	Technical Elective	1	0	1
PSY 126	Psy. for Business/Industry	3	0	3
Total		14	6	16

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
DRF 210	Adv. Technical Drafting	1	9	4
MEC 211	Machine Design I	3	3	4
CIV 170	Principles in Survey	2	3	3
HIS 101	Western Civ./US History or 121	3	0	3
MEC 133	Dynamics	2	0	2
ARC 115	Architecture	2	0	2
Total		13	15	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Term II				
DRF 202	Comp. Aided Design II	3	2	4
MAC 126	Intro to 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 Design 95

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 six semesters, which includes 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 are designed to develop a general foundation in mathematics, electricity, electronics, theories, 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 Analyst Electronics Technology or General Electronics Technology. Analyst Electronics Technology offers a practical and "hands on" approach.

General Electronics Technology offers a theoretical and practical approach. 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	1	2	2
ELE 152	Calculations I	4	0	4
ENG 131	Technical Report Writing I or approved substitute	3	0	3
ELE 100	E/E Skills	3	3	4
Total		17	5	19
Second Semester				
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II	1	2	2
ELE 201	Instru. & Inst. Anal. I	0	3	1
ELE 153	Calculations II	4	0	4
ETR 141	Electronics I	3	0	3
ETR 151	Electronic Circuits 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 154	Calculations III	2	0	2
ETR 142	Electronics II	3	0	3
ETR 152	Electronic Circuits Troubleshooting II	2	0	2
ETR 124	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

Fourth Semester				
ENG 115	Technical Writing or Approved Substitute	3	0	3
ETR 206	Logic Circuits & Sys. I	1	3	2
ETR 212	Electronic Diagnostics II	2	6	4
ETR 245	Two-Way Comm.	2	6	4
ETR 247	Display Systems	2	3	3
HUM 165	Controversial Issues or Approved Substitute	3	0	3
Total		13	18	19

Summer Term II				
ELE 235	Industrial Commun.	2	3	3
ETR 207	Logic Circuits & Sys. 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 & IC's	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

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
HUM 165	Controversial Issues or Approved Substitute	3	0	3
ETR	Approved Elective	—	—	3
Total		—	—	18

Summer Term II				
ETR 136	Industrial 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.

Graphic Imaging Technology

Award: DIPLOMA

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

Purpose: The Graphic Imaging 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
- Color Separator
- Digital Photographer
- Design Artist
- Desktop Publisher
- Estimator
- Film Assembler
- Platemaker
- Press Operator
- Stripper
- Manager

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 weak-

nesses 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 Graphic Imaging 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 Graphic Imaging 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 students may take courses in any desired sequence, except for hyphenated courses or others requiring prerequisites.

Graphic Imaging 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 135	Print Imaging	1	3	2
STD 100	Orientation	1	0	1
Total		15	9	18

Second Semester				
HUM 165	Controversial Issues 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 260	Color Separation	2	3	3
	Technical Elective	2	0	2
Total		8	8	11

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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
	Technical Elective	2	0	2
Total		16	6	18

Total Minimum Credits for the Diploma in Graphic Imaging Technology 80

Industrial Electrical-Electronic Equipment Servicing

Award: DIPLOMA

Length: A full-time student may complete the program in two years. The actual time required to complete this program may vary depending upon the schedule of some course offerings and the student's schedule. Students enrolled in this program may be required to take some evening courses in order to complete the program requirements.

Purpose: The purpose of the Industrial Electrical-Electronic Equipment Servicing program is to train, upgrade and increase technical competence of qualified personnel to operate, maintain and service electrical-electronic equipment.

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

- Industrial Electronic Equipment Technician
- Laboratory Technician
- Instrument Technician
- Industrial Equipment Service Technician

Admission Requirements: Entry into this curriculum requires that an individual meet the general admission requirements of the college. At the time of admission application, a counselor will discuss with students their strengths and weaknesses as revealed

by the appropriate placement test. If deficiencies are found to exist, they may be corrected by enrollment in the college's Developmental Studies program. A student may enroll in sophomore-level courses only after completing all freshman courses or with the permission of the instructor of each course.

Program Description: The Industrial Electrical-Electronic Equipment Servicing program is a specialized and concentrated work-study program including specialized field trips and seminars. The program has been designed for the full or part-time student and provides maximum flexibility for the business and industrial worker. The first year includes common course needs. The courses provide for a general foundation in electrical-electronic theorem, devices, networks and fundamental circuits/systems. Technical electives are provided to reinforce the career objectives and must be approved by the occupational faculty advisor. Students working in related areas may receive 2 to 4 credits per semester by choosing the Coordinated Internship electives.

Program Requirements: To receive a Diploma in Industrial Electrical-Electronic Equipment Servicing, a student must complete the required and approved elective courses and have a cumulative GPA of 2.00 or better.

Industrial Electrical-Electronic Equipment Servicing

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD100	Orientation	1	0	1
IST 103	Survey of Computer Software Appl.	2	0	2
ELE 113	Electricity I	3	0	3
ELE 123	Electrical Appl.	1	2	2
ELE 152	E/E Calculations I	4	0	4
ENG 131	Techn. Report Writing I or approved substitute	3	0	3
ELE 100	Electrical-Elect. Skills	3	3	4
Total		17	5	19

Second Semester				
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II	1	2	2
ELE 201	Instruments & Inst. Anal. I	0	3	1
ELE 153	E/E Calculations II	4	0	4
ETR 141	Electronics I	3	0	3
ETR 151	Electronic Circuits and Troubleshooting	2	0	2
PSY 126	Psy. for Bus./Industry or Approved Elective	3	0	3
Total		16	5	18

Summer Term I				
ELE 156	Electrical Control Sys.	2	2	3
ELE 154	E/E Calculations III	2	0	2
ETR 142	Electronics II	3	0	3
ETR 152	Electronic Circuits & Troubleshooting II	2	0	2
ETR 124	ETR Applications II	1	2	2
Total		10	4	12

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
ELE 216	Industrial Electricity	2	3	3
ETR 282	Digital Systems I	2	3	3
*ELE 131	National Electric Code I or	3	0	3
ELE 190	Coordinated Internship			3
*ENG 115	Technical Writing	3	0	3
Total				12

Fourth Semester				
ETR 218	Industrial Elect. Circuits	3	3	4
ETR 283	Digital Systems II	2	3	3
*ELE 132	National Electric Code II or	3	0	3
*ELE 190	Coordinated Internship			2-3
HUM 165	Controversial Issues	3	0	3
Total				12-13

Summer Term II				
ETR 136	Gen. Industrial ETR Sys.	2	3	3
*ELE 235	Industrial Comm.	2	3	3
*MEC 161	Basic Fluid Mechanics Or	3	3	4
*ELE 190	Coordinated Internship Or Approved Elective			4
ELE/ETR	Elective			2
Total				12

*or an Approved Elective

Total minimum credits required for a Diploma in Industrial Electrical and Industrial Equipment Servicing..... 85-86

Industrial Maintenance Technology

Award: DIPLOMA

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

Purpose: South Central Virginia, in its significant industrial growth, has the need for highly skilled personnel to maintain heating and air conditioning systems as well as systems that are controlled by electrical, hydraulic, pneumatic, and mechanical devices. The industrial maintenance technology curriculum is designed to prepare students to repair and maintain machinery, electrical wiring and fixtures, hydraulic and pneumatic devices, and program logic controller systems found in industrial establishments. The curriculum is built upon a balanced program of studies drawn from a variety of disciplines in the electrical, mechanical, hydraulics and pneumatics and industrial fields and a solid core of general courses.

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

- Industrial Maintenance Technician
- Maintenance Mechanics

Admissions 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 weakness of your academic background and your strengths and weakness 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 Industrial Maintenance Technology program is designed to provide both the practical experience and technical knowledge required for competence as a maintenance technician. In addition to courses in a variety of technical fields, the program also contains general education courses to assist students in developing social and business communications skills.

Program Requirements: To receive a Diploma in Industrial Maintenance Technology, you must complete a minimum of 78 credits with a 2.00 grade point average or better. The 78 credits are distributed according to the outline below. 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.

Industrial Maintenance Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRF 120	Intro to Graphic Repres.	2	3	3
ELE 113	Electricity I	3	0	3
ELE 123	Electrical Applications I	1	2	2
IST 103	Survey, Comp. Software	2	0	2
MAC 161	Fund. Shop Procedures	2	2	3
MTH 103	Basic Tech. Math I	3	0	3
STD 100	Orientation	1	0	1
Total		14	7	17

Second Semester				
DRF 160	Mach. Blueprint Reading	3	0	3
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Appl. II	1	2	2
ENG 131	Tech. Report Writing	3	0	3
MTH 104	Basic Tech. Math II or Approved substitute	3	0	3
PHY 130	Survey of Applied Phys.	2	2	3
Total		15	4	17

Summer Term I				
AIR 156	Heating Systems III	2	2	3
ECO 100	Elementary Economics Or approved substitute	3	0	3
PSY/SOC/ HUM	Humanities	3	0	3
WEL 120	Fund. of Welding	1	3	2
Total		9	5	11

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
AIR 121	Air Conditioning and Refrigeration I	2	2	3
AIR 213	Air Conditioning and Refrig. Controls III	2	2	3
ELE 216	Industrial Electricity	2	3	3
ETR 115	Introduction to PLCs	3	0	3
IND 125	Installation and Preventive Maintenance	2	2	3
MEC 295	Basic Fluid Mechanics - Hydraulics & Pneumatics I	1	2	3
Total		12	11	18

Fourth Semester				
AIR 214	Air Conditioning and Refrigeration Controls IV	2	2	3
—	Technical Elective	3	0	3
ENG 115	Technical Writing	3	0	3
SAF 126	Principles of Industrial Safety	3	0	3
—	Technical Elective	3	0	3
Total		14	2	15

Total minimum credits for the Diploma in Industrial Maintenance Technology program 78

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:

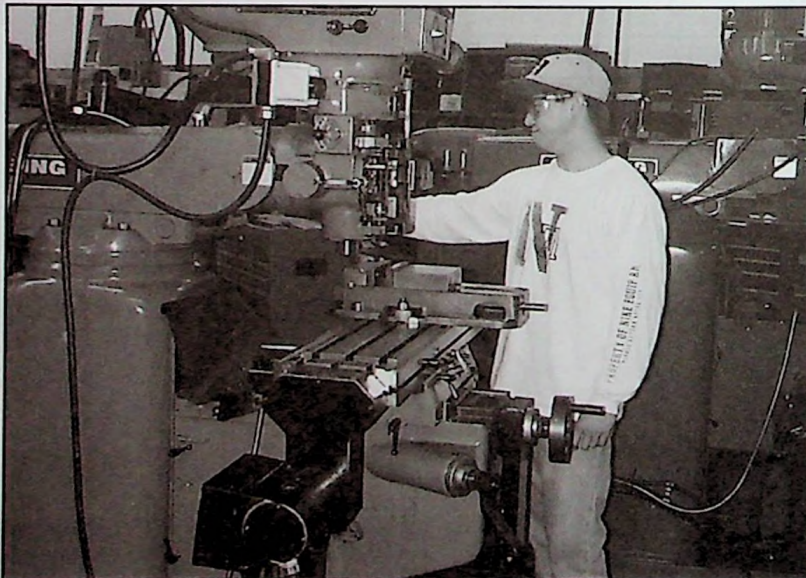
- Machine Tool Operator
- Machinist
- Mold Maker
- Shop Manager
- Tool and Die Maker

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 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
ENG 131	Techn Report Writing I	3	0	3
MAC 101	Machine Shop I	5	9	8
MTH 103	Basic Tech. Math I	3	0	3
STD 100	Orientation	1	0	1
Total		14	12	18

Second Semester				
DRF 160	Mac. Blueprint Reading	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
IST 103	Survey of Computer Software Applications	2	0	2
SAF 195	Shop Safety	1	0	1
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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
HUM 165	Controversial Issues 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				
MAC 127	Adv. Comp. Num. Contr.	3	0	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 Communications or Approved Substitute	3	0	3
Total		13	14	18

Total Minimum Credits for the Diploma in Precision Machining Technology 81

Certificate Programs

Air Conditioning & Refrigeration Servicing
Auto Body Mechanics
Child Care
First-Year Studies
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 equipment currently in the field and to 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.

Air Conditioning & Refrigeration Servicing

Course Number	Lecture Course Title	Lab Hours	Course Hours	Credits
First Semester				
AIR 111	Air Conditioning & Refrig. 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 & Refrig. 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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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 & Refrig. 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 & Refrig. 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 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 & Shop Pract. I	5	9	8
AUB 116	Auto Body Repair	3	3	4
ENG 131	Technical Report Writing	13	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 & Shop Pract. II	5	9	8
AUB 198	Seminar & Project			
or				
AUB 190	Coordinated Internship	—	—	2
AUB 206	Automotive Body Component Service	1	3	2
ECO 100	Elementary Economics	3	0	3
PSY 126	Psy for Business/Industry or Approved Substitute	3	0	3
Total		—	—	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester				
AUB 113	Automobile Body Theory & Shop Pract. III	3	9	6
AUB 115	Damage Repair Estimating I		3	2
AUB 298	Adv. Seminar & Project			
or				
AUB 290	Coordinated Internship	—	—	4
Total		—	—	12

Total Minimum Credits for a Certificate in Auto Body Mechanics 48



Child Care

Award: CERTIFICATE

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
CHD 120	Intro. 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	Intro. to Community and Soc. Services	3	0	3
PSY 126	Psych. for Bus./Industry	3	0	3
SOC 201	Introduction to Sociology I	3	0	3
Total		—	—	19

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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	Intro. to Sociology II	3	0	3
Total		—	—	18

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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
	Approved Elective	3	0	3
Total		9	8	12

Total Credits for a Certificate in Child Care 49

*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.

First-Year Studies

Award: CERTIFICATE

Length: One Year

Purpose: The First-Year Studies Certificate program is designed for students who desire or need to complete one year of academic studies in preparation for admission to medical, dental or other fields requiring a firm foundation in college-level, academic courses. Students who wish to pursue associate degrees, advanced certificates, or bachelor's degrees in nursing, dental hygiene, medical laboratory technology, radiography and related fields may enroll in this certificate program to complete academic coursework typically required by programs in these areas. Course selection in consultation with an academic adviser is required to ensure that students complete courses required in their projected program of study.

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. Students must take developmental coursework as required by placement testing, long-term educational goals, and the college level coursework which they would like to pursue.

Program Description: This program consists of thirty two (32) credit hours of instruction distributed into general education and elective course areas. In the general education area, students must take college composition, a 100-level math course or above, one social science course, one natural science course, and one humanities or arts course. Students are then allowed to select 12 credit hours of coursework which prepares them directly for the program to which they would like to transfer. Students are also required to take a computer elective and the college's orientation course. All courses should be selected in consultation with an academic adviser in the Arts and

Science Division who will have recommended sequences of coursework for various medical and dental programs. Completion of the appropriate sequence of courses for particular programs may benefit students by decreasing their course load on a semester-by-semester basis in their projected programs as well as prepare them for the specialized coursework in many fields of study.

Program Requirements: To receive a Certificate in First-Year Studies, students must complete 30-32 credits of approved college-level courses with a GPA of 2.00 or better. Credits for this certificate may be distributed according to the sequence of courses below:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
STD 100	Orientation	1	0	1
ENG111	College Composition	3	0	3
MTH	Math course at 100-level or above	3	0	3
—	Approved Computer Elective	2-3	0	2-3
—	Elective	3	0	3
—	Elective	3	0	3
Total		15-16	0	15-16

Second Semester				
—	College-level Natural Science	3	0-3	3-4
—	College-level Social Science	3	0	3
—	College-level Humanities or Arts	3	0	3
—	Elective	3	0	3
—	Elective	3	0	3
Total		15	0-3	15-16

Total Minimum Credits for the Certificate in First-Year Studies 30-32

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 out-lines 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	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	1	2	2
ELE 190	*Coordinated Internship	—	—	2-4
ELE 199	Calculations II	3	0	3
Total		—	—	13-15

Summer Term 1				
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 Principles 39

*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

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	Industrial Electronic Sys.	2	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 Principles 37

*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	Lecture Course Title	Lab Hours	Course Hours	Credits
First Semester				
DRF 160	Machine Blueprint Reading	3	0	3
ELE 113	Electricity I	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

Second Semester				
AIR 123	Air Conditioning & Refrigeration III	2	2	3
AIR 213	Air Conditioning & Refrig. Controls III	2	2	3
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II	1	2	2
ENG 131	Techn. Report Writing I	3	0	3
IST 103	Survey of Computer Software Applications	2	0	2
Total			13	6

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	12

Total minimum credits for the Certificate in Maintenance Mechanics 46

Office Information Processing

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 order, except for sequence courses or others requiring prerequisites.

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. Sys. 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 238	MS Word	2	0	2
AST 239	MS Word 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 Publishing w/PageMaker	2	0	2
AST 255	Desktop Publishing Lab	0	2	1
ECO 100	Elementary Economics	3	0	3
IST 123	Spreadsheet	3	0	3
STD 106	Job Search Strategies	1	0	1
EEE	Approved Elective	1	0	1
Total		13	4	15

Total Minimum Credits for the Certificate in Office Information Processing 50

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.

Prerequisites/ Admission Requirements:

1. High school diploma or a State approved equivalent education.
2. Acceptable admissions test scores (Asset Scores) or satisfactory completion of MTH 02 (preferably Math 03) and ENG 03 and ENG 05.

3. Completion of high school chemistry with a "C" or better; NAS 165, CHM 05 or other appropriate science course approved by the nursing faculty.
4. Successful completion of Nursing Entrance examination.
5. College GPA, if applicable.
6. Priority consideration for completion of a recommended sequence of preparatory college-level courses with a grade of "C" or better. Please contact the Nursing Department for a list of these courses.
7. Personal interview with admissions interview team.
8. Students must have current CPR certification at the professional rescuer level.

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.

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.

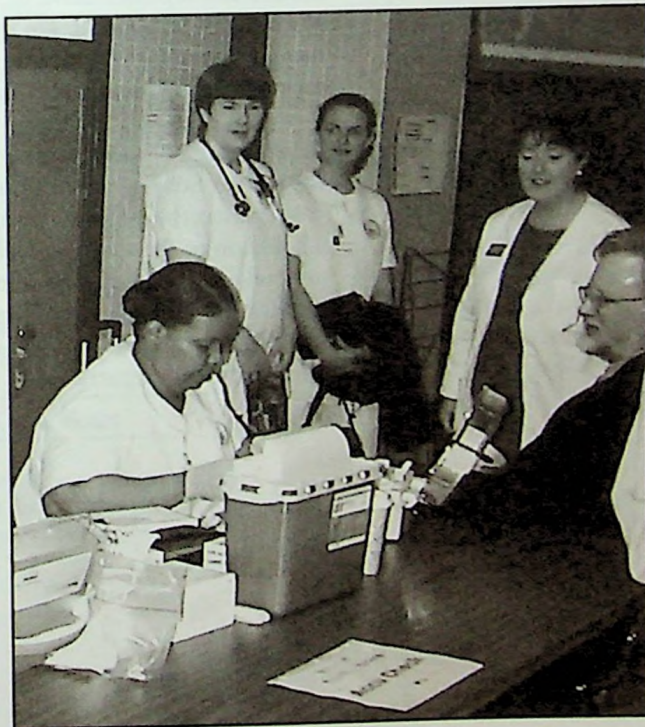
Program Requirements: To receive a Certificate in Practical Nursing, you must complete a minimum of 49 credits with a grade point average of 2.00 or better. In order to advance to the next semester, you must earn a grade of "C" or better in BIG, HLT, and individual components of all PNE courses. You 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
ENG 111	College Composition I	3	0	3
PNE 161	Nursing in Health Changes I	4	6	6
HLT 141	Terminology	1	0	1
PNE 173	Pharmacology for PN	2	0	2
PNE 155	Body Structure & Function	3-4	0	3-4
Or				
BIO 20	Intro. to Human Systems	2	3	3
Or				
BIO 100	Basic Human Biology	3	0	3
Or				
BIO 141	Human Anatomy & Physiology I	3	3	4
Total		13-15	6-9	16-19

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Second Semester				
PNE 135	Maternal Child	4	3	5
PNE 162	Nursing Health Chg. II	5	15	10
PNE 158	Mental Health & Psychiatric Nursing	1	0	1
PNE 174	Applied Pharmacology	0	3	1
IST 103	Survey of Computer Software Applications	2	0	2
Total		12	21	19
Summer Term				
PNE 163	Nurs. in Health Changes III	4	15	9
PNE 145	Trends	1	0	1
HLT 130	Nutrition & Diet Therapy	1	0	1
PSY 238	Developmental Psych.	3	0	3
Total		9	15	14

Total Minimum Credits for the Certificate in Practical Nursing 49



Career Studies Programs

Automotive Concepts
Child Care
Commercial Art
Digital Design and Advanced Graphics
Educational Interpreter
Electrical Concepts
Electronic Concepts
Emergency Medical Training
Graphic Communications
Interior Decorating
Medical Terminology

Metal Processing
Motorsports Management
*(offered with Patrick Henry
Community College)*
Network Technology
Nurse Aide
Sheet Metal Layout and Installation
Sign Communication
Social Work
Web Site Design
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.

AUTOMOTIVE CONCEPTS

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Automotive Concepts is designed to gain a basic understanding of various automotive systems through a variety of one-credit courses. Graduates can use these courses to update their skills or open new areas of automotive repair expertise.

The program is structured within the following courses:

Course Number	Course Title	Lecturer Hours	Lab Hours	Course Credits
AUT 195	Basic Automotive Fix-it Class			1
AUT 195	Automotive Braking Concepts			1
AUT 195	Automotive Steering Suspension & Alignment			1
AUT 195	Basic Engine Operation and Repair			1
AUT 195	Engine Performance and Tune-up			1
AUT 195	Automotive Air Conditioning & Retrofitting I			1
AUT 195	Automotive Air Conditioning & Retrofitting II			1
WEL 120	Fundamentals of Welding			
or				
AUB 195	Auto Body Refinishing (or approved elective)			2 3
Total Minimum Semester Credit Hours				9-10

Note: Students may substitute 3- or 4-credit automotive courses to specialize in areas such as engine rebuilding, fuel systems, transmissions, computerized engine systems or suspension and alignment.

CHILD CARE

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Child Care is designed to allow students to acquire a basic understanding of key topics necessary for employment as a child care worker. Graduates of this program may wish to continue their studies in the AAS degree or Child Care Certificate programs.

The program is structured within the following courses:

Course Number	Course Title	Lecturer Hours	Lab Hours	Course Credits
CHD 110	Intro to Child Care	3	0	3
ENG 111	College Composition I	3	0	3
HLT 135	Child Health & Nutrition	3	0	3
PSY 126	Psychology for Business and Industry	3	0	3
SOC 201	Intro. to Sociology I	3	0	3
CHD 120	Intro. to Early Childhood Ed.	3	0	3
LGL 116	Domestic Relations and Consumer Law	3	0	3
MTH 127	Math for Community and Social Services	2	0	2
PSY 235	Child Psychology	3	0	3
CHD 125	Creative Activities for Children	2	2	3
Total Minimum Semester Credit Hours				29

COMMERCIAL ART

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Commercial Art is designed to prepare individuals for employment as graphic artists and/or designers in advertising agencies, sign shops, or in the printing industry. Procedures and processes will be covered in both theory and hands-on application.

Students who complete the program will develop competencies in the following areas:

1. Basic drawing skills;
2. Application of design techniques for commercial purposes;
3. Use of airbrush in commercial art applications;
4. Paste up skills related to camera-ready printed materials;
5. Silkscreen stencil techniques with emphasis on design;
6. Desktop publishing techniques including Freehand and PageMaker.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
PNT 110	Survey of Repro. Proces.	3	2	3
ART 121	Drawing Techniques I	2	2	3
ART 198	Airbrushing Techniques	1	2	2
PNT 221	Layout & Design I	2	3	3
ART 195	Silkscreen Printing I	1	2	2
PNT 211	Electronic Publishing I	2	2	4
Total Minimum Semester Credit Hours				16

DIGITAL DESIGN AND ADVANCED GRAPHICS

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Digital Design and Advanced Graphics is designed to give students the basic knowledge and occupational skills necessary to pursue employment at an entry-level position. Employment opportunities may include serving as a web site designer/technician, an animation trainee/assistant, a computer modeler, or a computer graphics assistant.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
EGR 115	Engineering Graphics	1	3	2
DRF 233	CAD 3/Solid Modeling	2	2	3
IST 129	Topics in Web Design I	3	0	3
SPD 131	Expressive Acting	3	0	3
ART 195	Topics in Art/Computer Graphics	2	2	3
ART 203	Animation I	2	4	4
IST 227	Internet Programming I	2	2	4
ENG 111	College Composition I	3	0	3
ART 195	Web Animation	2	2	3
Total Minimum Semester Credit Hours				28

EDUCATIONAL INTERPRETER

OCCUPATIONAL OBJECTIVE: The Educational Interpreter Career Studies Certificate Program is designed to train members of the community to communicate proficiently in American Sign Language as well as enable them to develop an understanding of Deaf Culture. The focus is on American Sign Language, vocabulary, syntax, non-manual aspects, expressive and receptive signing skills and Deaf Culture.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
SCM 230	Intro. to Interpreting	3	0	3
SCM 231	Sign-to-Voice I	2	2	3
SCM 232	Sign-to-Voice II	2	2	3
SCM 235	Interpreting in Ed. Setting	3	0	3
SCM 241	Transliterating I	3	0	3
SCM 242	Transliterating II	3	0	3
SPD 211	Expressive Interpreting I	3	0	3
SPD 212	Expressive Interpreting II	3	0	3
ENG 111	College Composition I			
	Or			
ENG 134	Grammar for Writing/ Speaking	3	0	3
Total Minimum Semester Credit Hours				27

ELECTRICAL CONCEPTS

OCCUPATIONAL OBJECTIVE: The Electrical Concepts Program is designed for the investigation of career possibilities, retraining for a career change, upgrading occupational skills and/or to provide entry level skills in the electrical field. Graduates of this program will be eligible for further specialized training in the electrical field or to become more productive in their present occupation. Other opportunities for the graduate are available in sales and installation of electrical components and equipment.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
ELE 199	Supervised Study in Electrical Calculations I	3	0	3
ELE 113	Electricity I	3	0	3
ELE 123	Electrical Applications I	1	2	2
ELE 199	Supervised Study in Electrical Calculations II	3	0	3
ELE 114	Electricity II	3	0	3
ELE 124	Electrical Applications II	1	2	2
ELE	Approved Tech. Elective	-	-	3
Total Minimum Semester Credit Hours				19

ELECTRONIC CONCEPTS

OCCUPATIONAL OBJECTIVE: The Electronic Concepts Program is designed for the investigation of career possibilities, retraining for a career change, upgrading occupational skills and/or to provide entry-level skills in the electrical field for those students who are proficient in electrical concepts. Graduates of this program will be eligible for further specialized training in the electrical field or to become more productive in their present occupation. Other opportunities for the graduate are available in sales and installation of electrical/electronic components and equipment.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
ETR 141	Electronics I	3	0	3
ETR 123	Electronic Applications I	1	2	2
ETR 142	Electronics II	3	0	3
ETR 124	Electronic Applications II	1	2	2
ELE/ETR	Approved Tech. Electives	-	-	9
Total Minimum Semester Credit Hours				19

* Student must be proficient in electrical concepts.

EMERGENCY MEDICAL TRAINING

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Emergency Medical Training is designed to prepare individuals to work in a variety of job entry-level positions in the broad field of health services. Job opportunities may be available with ambulance services, nursing homes, and home-health care sales and services. This program meets the educational requirements to sit for the Emergency Medical Technician Examination for State (Virginia) certification.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
EMT 111	Emergency Medical Technology I	2	2	3
EMT 112	Emergency Medical Technology II	2	2	3
PSY 126	Psychology for Business and Industry	3	0	3
Total Minimum Semester Credit Hours				9

GRAPHIC COMMUNICATIONS

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Graphic Communications is designed to prepare individuals for various entry-level positions or to upgrade existing skills to meet technology trends in the printing industry. Procedures and processes will be covered in both theory and/or hands-on application.

Students complete the program will develop competencies in the following areas:

- Mathematical concepts for practical application
- Basic understanding of various printing processes
- Desktop publishing techniques including QuarkXPress and PageMaker
- Understanding of the varieties, properties, handling and printing characteristics of paper and inks
- Understanding of safety and health issues and of the OSHA Hazard Communication Standard
- Understanding of the current trends in technology in the field

The program is structured in the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
PNT 295	Mathematics for Graphic Communications	3	0	3
PNT 110	Survey of Reproduction Processes	3	2	3
PNT 211	Electronic Publishing I	2	2	3
PNT 295	Paper and Ink Concepts	2	0	2
PNT 295	Safety and Health Issues	2	0	2
PNT 295	Industry Trends	2	0	2
Total Minimum Semester Credit Hours				15

INTERIOR DECORATING

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Interior Decorating is to give the student the basic knowledge and occupational skills to pursue employment at the job entry level. Positions may include serving as interior decorator trainee/assistant, interior designer assistant, and residential or business interior decorator sales.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
DEC 100	Introduction to Interior Decorating	3	0	3
DEC 198	Seminar and Project	3	0	3
PSY 126	Psychology for Business and Industry	3	0	3
Total Minimum Semester Credit Hours				9

MEDICAL TERMINOLOGY

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Medical Terminology is an employment option for clerk-typists and stenographers planning to seek employment as a medical records specialist in a medical facility such as a hospital, medical clinic, or physician's office. Those entering the program should be proficient in typing and general secretarial skills or in the process of acquiring these skills.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
HLT 143	Medical Terminology I	3	0	3
HLT 144	Medical Terminology II	3	0	3
PSY 126	Psychology for Business and Industry	3	0	3
Total Minimum Semester Credit Hours				9

METAL PROCESSING

OCCUPATIONAL OBJECTIVE: The Metal Processing Program is both broad and detailed broad enough to permit the graduate to fill a number of jobs in a company's machine shop maintenance department, detailed enough to ensure that the student fully understands different types of metal processing. Layout procedures and processes on the lathe, drill press, grinding machines, and milling machines are covered in both theory and practice.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
DRF 160	Mach. Blueprint Reading	3	0	3
MAC 161	Mach. Shop Practices I	2	3	3
MAC 162	Mach. Shop Practices II	2	3	3
MAC 163	Mach. Shop Practices III	2	3	3
MAC 164	Mach. Shop Practices IV	2	3	3
WEL 120	Fundamentals of Welding I		3	2
Total Minimum Semester Credit Hours				17

MOTORSPORTS MANAGEMENT

OCCUPATIONAL OBJECTIVE: This program is offered in conjunction with Patrick Henry Community College through a unique articulation arrangement. The program is structured within the following courses.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
MTS 100	Intro. to Motorsport Management	3	0	3
MTS 110	Motorsports Marketing	3	0	3
BUS 111	Principles of Supervision	4	0	4
BUS 295	Motorsports Technology I (Note 1)	3	0	3
MTS 125	Motorsports Technology II (Note 2)	3	0	3
MTS 205	Motorsports Safety, Environmental and Transportation Issues	3	0	3
IST 117	Intro. to Microcomputer Software	3	0	3
IST 118	Introduction to Micro Software Lab	0	2	1
MKT 100	Principles of Marketing	3	0	3
PSY 126	Psychology for Business and Industry	3	0	3
Total Minimum Semester Credit Hours				28

Note 1. Student may substitute AUT 122.

Note 2. Student may substitute AUT 212.

NETWORK TECHNOLOGY

OCCUPATIONAL OBJECTIVE: The Network Technology Career Studies Certificate Program is designed for individuals employed in the field of information systems who wish to upgrade their skills as well as individuals with previous occupational or academic experience relating to computing systems who may be contemplating a career change.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
IST 195*	Windows 95	1	0	1
TEL 150	Cisco Network Routing	4	0	4
ETR 228	Computer Troubleshooting and Repair	2	2	3
IST 200	Local Area Networks	3	0	3
IST 201	Local Area Networks Lab	0	2	1
IST 203	Administration of Local Area Networks	3	0	3
IST 204	Admin. of LAN Lab	0	2	1
IST 206	Network Servicing	3	0	3
IST 207	Network Servicing Lab	0	2	1
Total Minimum Semester Credit Hours				20

*Advanced standing credit may be awarded to those persons with a demonstrated proficiency in Microsoft Windows 95.

NURSE AIDE

OCCUPATIONAL OBJECTIVE: The Nurse Aide is capable of working under the supervision of a licensed nurse in caring for residents of a long-term health care facility or to work under limited supervision in the home. In either situation, the Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the patient.

This program includes training in the following areas:

1. Orientation
2. Social, emotional, and spiritual needs
3. Communications and interpersonal relationships
4. Anatomy and physiology
5. Personal care
6. Nutrition and patient feeding
7. Activity and exercise
8. Safety and infection control
9. Admission, transfer, and discharge
10. Observation, charting, and reporting
11. Death and dying

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
NUR 25	Nursing Assistant	2	4	3
NUR 27	Nursing Assistant Advanced	2	3	3
NUR 98	Seminar and Project	2	2	3
Total Minimum Semester Credit Hours				9

SHEET METAL LAYOUT AND INSTALLATION

OCCUPATIONAL OBJECTIVE: The Career Studies Certificate in Sheet Metal Layout and Installation is designed to prepare individuals for employment in the Sheet Metal Layout and/or Installation Field. Job opportunities may be available with HVAC Air Conditioning and Heating Companies, Sheet Metal Layout and/or Installation Companies.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AIR 117	Metal Layout I	1	6	3
AIR 118	Metal Layout II	1	6	3
AIR 165	Air Conditioning Systems	2	3	3
AIR 195	System Installation	1	4	3
Total Minimum Semester Hours:		5	19	12

SIGN COMMUNICATION

OCCUPATIONAL OBJECTIVE: The Sign Communication program is designed to train members of the community to communicate proficiently in American Sign Language as well as enable them to develop an understanding of Deaf Culture. The focus is on American Sign Language, vocabulary, syntax, non-manual aspects, expressive and receptive signing skills and Deaf Culture.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
STD 100	Orientation	1	0	1
SCM 100	Intro. To American Sign Language I	3	0	3
SCM 101	Intro. To American Sign Language II	3	0	3
SCM 110	Intermediate American Sign Language	3	0	3
SCM 200	Advanced American Sign Language	3	0	3
SCM 125	Psychosocial Aspects of Deafness	3	0	3
SCM 115	Expressive and Receptive Fingerspelling	3	0	3
Total Credits				19

SOCIAL WORK

OCCUPATIONAL OBJECTIVE: The Social Work Career Studies Certificate is designed to prepare students for work in public or private social service agencies.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
ENG 111	College Composition I	3	0	3
PBS 120	Intro. to Community and Social Services	3	0	3
PSY 126	Psychology for Business and Industry	3	0	3
SOC 201-202	Introduction to Sociology I-II	6	0	6
LGL 116	Domestic Relations and Consumer Law	3	0	3
MTH 127	Math for Community and Social Services	2	0	2
PBS 265	Interviewing	3	0	3
SOC 298	Seminar and Project Approved Elective	1	6	3
Total Minimum Semester Credit Hours				29

WEB SITE DESIGN

OCCUPATIONAL OBJECTIVE: Students completing the Web Site Design Career Studies Certificate will have the skills to fully develop a web site, from conceptualizing the overall logic and design of the site to creating the Web pages using graphics and other media. Students will learn how to work with a client to achieve the business, organizational, professional or commercial requirements desired. A professional portfolio will be developed as the student progresses through the program. This program can be completed entirely on line. This means that the student can decide the time and place to complete the courses. This is a perfect option for the working person who has trouble finding the time to come to school or for the individual who lives too far from campus for an easy commute.

The program is structured within the following courses:

Course Number	Course Title	Required/ Elective	Course Credits
IST 128	Intro. to Internet Services	Required	3
IST 129	Web Page Design I (Programming with HTML)	Required	3
ENG 123	Writing for the World Wide Web	Required	3
	or Approved ENG elective		
IST 227	Internet Programming I	Required	3
IST 228	Internet Programming II	Elective	4
AST 195	Microsoft FrontPage 2000 (Web Editor)	Required	3
IST 225	Designing Web Page Graphics	Required	3
MKT 282	Principles of E-Commerce	Required	3
	Approved IST Elective Programming Language, Database, etc.	Required	3-4
Total Minimum Semester Credit Hours			28-29

WELDING

OCCUPATIONAL OBJECTIVE: The Welding Program is a response to the short-term training needs of many adults in our service region. It is designed to provide students with the knowledge and skills needed to obtain employment in the welding field. The fundamental objective of the program is to teach students how to weld. Individuals trained in this program must be able to meet welding performance demands of industry; consequently, a minimum amount of time is spent on book and classroom study with most of the time used on supervised welding practice.

The program is structured within the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
DRF 160	Machine Blueprint Reading	3	0	3
MAC 161	Machine Shop Practices I	2	3	3
WEL 145	Welding Metallurgy	3	0	3
WEL 120	Fundamentals of Welding	1	3	2
WEL 123	Arc Welding I	2	2	3
WEL 124	Arc Welding II	2	2	3
WEL 135	Inert Gas Welding I	1	3	2
WEL 136	Inert Gas Welding II	1	3	2
Total Minimum Semester Credit Hours				21

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 a DCC counselor evaluates the student's high school transcripts, 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 reme-

dial 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 re-counseled by a Developmental Studies academic advisor with the assistance of the Counseling Office. During re-counseling, 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 116 Special Enforcement Topics (3 cr.)

Considers contemporary issues, problems, and controversies in modern law enforcement. 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 140 Introduction to Corrections (3 cr.)
Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deference, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week.

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

ADJ 150 Introduction to Security Administration (3 cr.)
Introduces the student to the field of private security – its histories, structures, functions, and personnel; surveys the principles and practices of security administration. Lecture 3 hours per week.

ADJ 171-172 Forensic Science I-II (4 cr. each)
Introduces the student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Lecture 3 hours. Laboratory 3 hours. Total: 6 hours per week.

ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 cr. each)
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 215 Report Writing (3 cr.)
Introduces the basic mechanics and procedures of report writing; emphasizes clear, concise and accurate writing of communications as they relate to law enforcement records, investigations, and research. Lecture 3 hours per week.

ADJ 227 Constitutional Law for Justice Personnel (3 cr.)
Surveys the basic guarantees of liberty described in the U.S. Constitution and the historical development of these restrictions on government power, primarily through U.S. Supreme Court decisions. Reviews rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture 3 hours per week.

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

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

ADJ 236 Loss Prevention (3 cr.)
Studies internal and external theft that affects all private and public operations, with focus on retail businesses. Examines and evaluates major loss prevention programs used by security operations, again with focus on retail security. Lecture 3 hours per week.

(AIR) Air Conditioning and Refrigeration

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

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 I (3 cr.)

Presents measuring and gauging of sheet metal, types of metal, handling sheet metal, cutting and bending, layout. Teaches fundamentals of drafting, basic drawing instruments, lettering practices. Lecture 1 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. each)

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 & 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 & 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 & 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. each)

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.

(ARC) Architecture

ARC 115 Architectural Graphics (2 cr.)
Covers various types of presentation techniques associated with architecture, including rendered plans and elevations, pictorial drawings and perspectives, and the use of drawing media. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

(ART) Arts

ART 101-102 History and Appreciation of Art I-II (3 cr. each)
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 121-122 Drawing I-II (3-4 cr. each)
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. each)
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. each)
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 developing proofreading skills in the 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 including instruction in PowerPoint. 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 Access database software. Incorporates both manual and electronic methods for managing information. Lecture 3 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. Pre-requisite: Touch Keyboarding Skills. 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 101 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 abilities in creating letterheads, business cards, brochures, newsletters, forms and many other publications. Prerequisite AST 101 or equivalent and experience in using a word processing package and IST 100 or instructor approval. A laboratory co-requisite AST 255 is required. Lecture 2 hours per week.

AST 255 Desktop Publishing I Lab (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 course, providing the student has a curricular Grade Point Average (GPA) of 3.0 or higher. Prerequisite: AST 102.

(AUB) Auto Body

AUB 111-112 Automobile Body Theory and Shop Practices I-II (8 cr. each)
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. each)
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. each)
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 (3 cr.)
Presents information on methods for performing automotive vehicle safety inspection. Lecture 2 hour. Laboratory 3 hours. Total 5 hours per week.

AUT 178 Automotive Final Drive and Manual Transmission Systems (4 cr.)
Presents the operation, design, construction and repair of manual transmissions and final drive systems, for both front and rear drive vehicles, including clutches, synchronizers, torque multiplication/gear reduction, along with differentials, transmission/transaxles, drive axles, U-joints, CV joints, 4-wheel drive and all-wheel drive systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 211-212 Automotive Systems III-IV (4 cr. each)
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. each)
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. each)
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.)
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.

(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.)

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. each)

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. each)

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 (3-4 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, discounts, markup, mark-down and simple interest. 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 and Excel to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, 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 Continuous Quality Improvement. 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 assurance 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 (3-4 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. Includes IST instruction in voice recognition software. 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. each)
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. each)
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. each)
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. each)
Taken concurrently with CHM 241 and CHM 242. Laboratory 3 hours per week.

CHM 245-246 Organic Chemistry Lab. I-II (2 cr. each)
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. each)
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. each)

Focuses on instruments, geometric construction, orthographic projection, sections and conventions, pictorial drawings, isometric principles, oblique drawing, and dimensioning. Pre-requisite 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. 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. each)

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. each)

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. each)

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 152 Electrical-Electronic Calculations I (4 cr.)

Includes general math, scale readings, conversions between units of measure and algebra with exponents and radicals as it applies to DC circuits. (First of a three-course sequence). Lecture 3-4 hours. Laboratory 0-2 hours. Total 4-5 hours per week.

ELE 153 Electrical-Electronic Calculations II (4 cr.)

Includes a review of DC applications, angular measurements, right triangle ratios, vector and vector algebra as it applies to AC circuits. (Second of a three-course sequence). Prerequisite: ELE 152. Lecture 4 hours per week.

ELE 154 Electrical-Electronic Calculations III (2 cr.)

Includes a review of DC and AC applications and includes exponential equations and logarithms as it applies to electrical-electronic circuits. (Third of a three-course sequence). Prerequisite: ELE 153. 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. each)

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, MAST rousers, 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. each)

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 121-122 Introduction to Journalism I-II (3 cr. each)

Introduces students to all news media, especially news gathering and preparation for print. Prerequisite ENG 111 or ENG 112, or divisional approval. Lecture 3 hours per week.

ENG 123 Writing for the World Wide Web (3 cr.)

Teaches students how to outline, compose, organize, and edit written materials for publication on the World Wide Web. Teaches students how to design basic web pages, compose website content, design web site layout and develop website navigation for a variety of possible audiences. Prerequisite: ENG 111 or approval. 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. each)
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. each)
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. each)
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.

ENG 255 Major Writers in World Literature (3 cr.)
Examines major writers selected from a variety of literary traditions. 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. each)

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. each)

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 149 PC Repair (2-3 crs)

Teaches the maintenance, troubleshooting and repair of personal computer systems. Uses IBM or compatible computer systems to provide fault isolation drill and practice. Lecture 1-2 hours. Laboratory 2-6 hours. Total 3-7 hours per week.

ETR 151-152 Electronic Circuits and Troubleshooting I-II (2 cr. each)

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. each)

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. each)

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. each)

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. each)

Includes fundamental definition, programming, circuitry, logic, operation/interfaces 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 verses 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. each)
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. each)
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 195 ICD-9-CM Coding II (3 cr.)
Stresses advanced ICD-9-CM coding skills through practical exercises. Not intended for HIT majors. Prerequisite: HIT 106.

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.

HIT 295 Managing Electronic Billing In A Medical Practice (3 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.

(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 (2-3 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 141 Intro to Medical Terminology (1-2 crs.)

Focuses on medical terminology for students preparing for careers in the health professions. Lecture 1-2 hours per week.

HLT 143-144 Medical Terminology I-II (3 cr. each)

Provides an understanding of the study abbreviations and terms. Includes the medical 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, pregnancy, 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 165 Controversial Issues in Contemporary American Culture (3 cr.)**

Introduces students to selected issues in contemporary American culture. Includes topic areas ranging from welfare reform, economic development, privacy, environmental protection and conservation, evolution vs. creation, to family values, and special interest lobbying in our state and national governments. Focuses on the development of the student's critical thinking skills by analyzing, evaluating, and reflecting on opposing sides of the same issue as expressed by public leaders, special interest groups and academicians. Lecture 3 hours per week.

HUM 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 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. Keyboarding skills retired. 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 128 Introduction to Internet Services (3-4 crs.)

Provides students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engine, ftp, telnet and other services. Introduces students to a variety of software packages for these services. Introduces web page construction with pages generated by web page editors and application software. Lecture 3 hours. Laboratory 0-2 hours. Total 3-6 hours per week.

IST 129 Web Page Design I (2-3 crs.)

Provides a working knowledge of web page design and construction using headings, lists, links, images, image maps, tables, forms, and frames. Lecture 3 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; producing forms; 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 149 Java Programming I (3-4 cr.)

Teaches the solution of programming problems using the java language. Prerequisite: IST 153. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

IST 153 Computer Program Design (2-4 cr.)

Teaches design of programming solutions to common processing problems in information systems. Surveys methods and styles of structured modular design, using recognized design tools. A laboratory co-requisite (IST 154) may be required. Lecture 2-4 hours per week.

IST 174 Introduction to Event-Driven Programming (2-4 cr.)

Presents fundamentals of event-driven programming terminology and procedures. Studies structures and execution controls required in an object-based, event-focused environment. Provides experience in creating and modifying programs. Requires an understanding of a Graphical User Interface (GUI) environment. Lecture 2-4 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 corequisite (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 225 Designing Web Page Graphics (3 cr.)

Explores the creation of digital graphics for use in web page design. Basic design elements such as color and layout will be explored as well as several computer graphics programs commonly used for the creation of graphics for the World Wide Web. Lecture 3 hours per week.

IST 227-228 Internet Programming I-II (3-4 cr. each)

Provides students with a working knowledge of advanced languages for programming on the Internet to enhance web pages. Lecture 3-4 hours per week.

IST 274 Event-Driven C++ (2-4 cr.)

Teaches writing C++ programs in an event-driven environment from stated problems or specifications applying graphical user interface techniques to develop working software that meets specification. Provides specific skills to create, modify, and debug applications. Lecture 2-4 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. each)

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 127 Advanced CNC Programming (3 cr.)

Provides in-depth study of programming computerized numerical control machines. Lecture 3 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-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. each)

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. each)

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. each)

Focuses on advanced lathe and millwork 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. each)

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 281 Principles of Internet Marketing (3 cr.)

Introduces students to Internet marketing. Discusses how to implement marketing programs strategically and tactically using online communications tools. Teaches e-marketing strategies. Lecture 3 hours per week.

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. each)

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. each)

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. each)

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 157 Elementary Statistics (3 cr.)

Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 240 or MTH 157). Prerequisites: Algebra I, Algebra II and Geometry and a placement recommendation for MTH 157. 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 math-

emational, 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.

(MTS) Motorsports Management and Technology

MTS 100 Introduction to Motorsports Management (3 cr.)

Provides a survey of the motorsports industry. Includes history, growth, and economic impact of motorsports. Includes sanctioning organizations, classification and characteristics of vehicles, related businesses and industries, financial issues, career opportunities, and other motorsports-related topics. Lecture: 3 hours per week.

MTS 205 Motorsports Safety, Environmental, and Transport Issues (3 cr.)

Provides an overview of the safety, environmental, and transportation issues related to the motorsports industry. Includes workplace regulations; materials handling; transport of vehicles and other equipment; moving complex operations; housing of personnel; DOT regulations; and other issues related to the safety, environment, and transport in the motorsports industry. Lecture : 3 hours per week.

MTS 110 Introduction to Motorsports Marketing (3 cr.)

Provides an overview of the principles of marketing goods and services related to the motorsports industry. Includes motorsports promotion, motorsports products, media impact, use of technology in motorsports marketing, motorsports sponsors, hospitality management, public relations, and other topics related to motorsports marketing. Lecture: 3 hours per week.

MTS 125 Motorsports Technology I (3 cr.)

Introduces the student to the various systems of the racecar. Focuses on the inter-related functions and the theoretical concepts of the high performance race engine. Emphasizes hands-on skills with identification and installation of component parts of a race engine. Prerequisite: MTS 120. Lecture: 2 hours. Laboratory: 2 hours. Total 4 hours per week.

(MUS) Music

MUS 121-122 Music

Appreciation I-II (3 cr. each)

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

MUS 131-132 Class Voice I-II (2 cr. each)

Introduces the many aspects of singing from the physical act through the aesthetic experience. The course is designed for the beginning singer who desires vocal improvement, and for the voice major as an addition to and extension of skills and knowledge necessary for artistic development. Introduces appropriate repertoire. Lecture 1 hour per week. Laboratory 2 hours per week. Total 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.

NUR 27 Nursing Assistant Advanced (3 cr.)

A course providing theory in basic nursing care of the resident in the long-term care facility or home setting. This course will follow the Virginia State Health Department and Virginia Board of Nursing Curriculum. It is offered in conjunction with NUR 25 and NUR 98.

NUR 98 Seminar & Project (3 cr.)

A course providing theory, demonstration and practical clinical experience in measuring vital signs. It is offered concurrently in conjunction with NUR 27 and NUR 25.

(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. each)

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. each)

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. each)

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. each)

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Variable hours per week.

PED 141-142 Swimming I-II (1-2 cr. each)

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.

PHI 115 Practical Reasoning (3 cr.)

Studies informal logic and language techniques as they relate to reasoning and argument. Provides practice in analyzing arguments and constructing sound arguments. Lecture 3 hours per week.

PHI 226 Social Ethics (3 cr.)

Provides a critical examination of moral problems and studies the application of ethical concepts and principles to decision-making. Topics may include abortion, capital punishment, euthanasia, man and the state, sexuality, war and peace, and selected issues of personal concern. Lecture 3 hours per week.

(PHT) Photography

PHT 101-102 Photography I-II (3 cr. each)

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. each)

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. each)

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. each)

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

PLS 241 International Relations I (3 cr.)

Teaches geographic, demographic, economic, ideological, and other factors conditioning the policies of countries and discusses conflicts and their adjustment. Lecture 3 hours per week.

PLS 242 International Relations II (3 cr.)

Teaches foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. Lecture 3 hours per week.

(PNE) Practical Nursing

PNE 135 Maternal and Child Health Nursing (5 cr.)

Examines pregnancy, childbirth, and 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 145 Trends in Practical Nursing (1 cr.)

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1 hour per week.

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 155 Body Structure and Function (3-4 cr.)
Studies the structure and function of the body. Lecture 3-4 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 161 Nursing in Health Changes I (6-7 cr.)
Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 2-4 hours. Laboratory 6-15 hours. Total 10-17 hours per week.

PNE 162 Nursing in Health Changes II (10-11 cr.)
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4-6 hours. Laboratory 12-21 hours. Total 18-25 hours per week.

PNE 163 Nursing in Health Changes III (8-9 cr.)
Continues the focus on nursing situations and procedures necessary to assist individuals in

meeting special needs related to human functions. Lecture 4-5 hours. Laboratory 9-15 hours. Total 14-19 hours per week.

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. each)
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 135 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 141-142 Printing Applications I-II (3 cr. each)

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 211-212-213 Electronic Publishing I-II-III (3 cr. each)

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. each)

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. each)

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, water logging, 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. each)

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. each)

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 260 Color Separation (3 cr.)

Introduces study of color theories and principles as they apply to process color printing. Provides classroom and laboratory experiences in dot gain, densitometry, creation and manipulation of color images and electronic color separation. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 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. each)

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 230 Developmental Psychology (3 cr.)

Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth. Lecture 3 hours per week.

PSY 231-232 Life Span Human Development I-II (3 cr. each)

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 psycho-social 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. Exam-

ines 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.

REL 235 Major Religious Thinkers (3 cr.)

Examines the works of one or more important people in religious thought. Lecture: 3 hours per week.

REL 255 Selected Problems and Issues in Religion (3 cr.)

Examines selected problems and issues of current interest in religion. May be repeated for credit. Lecture: 3 hours per week.

(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 Communication

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 101 Introduction to American Sign Language II (3 cr.)

Provides students with continued instruction in the fundamentals of fingerspelling, numbering, American Sign Language structure, and sign language vocabulary. Develops signing skills for communications with people who are deaf and hard of hearing. Incorporates the non-verbal aspects of communications including eye movement, facial expression, 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.

CM 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. each)

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. each)

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. each)
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 200 Principles to Sociology (3 cr.)
Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture: 3 hours per week

SOC 201-202 Intro to Sociology I-II (3 cr. each)
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, casual 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. each)
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 103-104 Basic Spoken Spanish I-II (3 cr. each)
Teaches oral communications and introduces cultural mores and customs to students with no prior instruction in the language. Lecture: 3 hours per week.

SPA 203-204 Intermediate Spanish I-II (3 cr. each)
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 Intro 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.

SPD 131-132 Acting I-II (3 cr. each)
Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units, and performance of scenes. Lecture: 2 hours. Laboratory: 3 hours. Total: 5 hours per week.

(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/HDL, 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. each)

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.

College Organization

Virginia Community College System State Board For Community Colleges

Frank Nunez, Acting Chair
Glenn DuBois, Secretary

Shahnaz Ahmed
Thomas E. Albro
Linwood M. Cobb, III
Edward Fuhr
Marcia A. Gilliam
Mark A. Graham

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Victoria D. Malick, Ph.D.
Bruce J. Meyer
Willis A. Morris
Wilbur E. Thomas
Robert C. Wrenn

Chancellor: Dr. Glenn DuBois

Danville Community College Board

Greg Boozer, Chair, Danville
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Worth M. Hudson, Halifax County

Gideon Miller, Pittsylvania County
Harry P. Turbiville, Jr., Danville
Mary Wertz, Pittsylvania County

President: Dr. B. Carlyle Ramsey

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Hazel C. York, Chair
Dr. Shirley Day Mayhew, Vice Chair
John W. Collins, Secretary
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Martha A. Walker, Executive Director

Shahnaz Ahmed
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Fred Blair
John Boyd
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Nan Freed
Roy G. Gignac
John B. Hall, Jr.
Rose R. Hawkins
H. F. Haymore, Jr.

Harry Kolendrianos
Samuel A. Kushner
Kinney Lewis
Rebecca McGovern
Clyde B. Midkiff
Frank W. Mobley, Jr.
B. Carlyle Ramsey
Eileen M. Stendig
Mary H. Wertz
Denise H. Whittle
Sheila G. Wright
Landon R. Wyatt, Jr.
John H. Zechman, Jr.

College Administration

B. Carlyle Ramsey	President
Betty Jo Foster	Dean of Instruction and Student Development
Boyd E. Motley	Dean of Financial and Administrative Services
Andrea J. Burney	Administrative Assistant to the President for Public Relations & Minority Concerns
Peter A. Castiglione	Director of Student Development & Enrollment Management
A. Wade Davenport	Division Chair, Arts and Sciences
William L. Dey	Director of Learning Resources & Distance Learning
Max R. Glass	Director of Continuing Education & Workforce Services
Angela M. Gregory	Director of Planning, Research, & Institutional Effectiveness
Lisa Johnson-Knight	Business Manager
Martha A. Walker	Director of Institutional Advancement
Edward T. White	Division Chair, Business and Engineering Technologies



Faculty and Administrators

Adams, Charlie W. II

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

Amos, Carl L., Jr.

*Assistant Professor and Coordinator
of Community Services for Persons
who are Deaf and Hard of Hearing*
B.A. - Frostburg State University, 1973
M.A. - New York University, 1980
Ed.D. - Lamar University, 2000

Arnold, Jeffrey D.

*Assistant Professor and Director of the Center
for Business, Industry and Government*
B.S. - North Carolina State University, 1978
M.B.A. - Averett College, 1992

Balfour, David

Assistant Professor of Biology
B.S. - Virginia Commonwealth
University, 1992
M.S. - Virginia Commonwealth
University, 1994
Ph.D. - Virginia Tech, 2000

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

Carrigan, Steven L.

Instructor of Information Systems Technology
A.A.S. - Danville Community College, 1995
B.S. - Old Dominion University, 1999
A.A.S. - Danville Community College, 2000
Microsoft Certified Professional
(MCP), 2000
Microsoft Certified Systems Engineer/
Windows NT 4.0 (MCSE), 2000
Microsoft Certified Systems Engineer/
Windows 2000 (MCSE), 2001
Cisco Certified Network Associate
(CCNA), 2001
Cisco Certified Academy Instructor
(CCAI), 2001

Carter, Frances H.

*Assistant Professor 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

Davenport, A. Wade

*Associate Professor and Chair, Arts
and Sciences Division*
B.A. - The University of West Florida, 1974
M.S. - Troy State University, 1975
M.A. - San Francisco State University, 1978
Ph.D. - The American University, 1987

Davis, Kevin

Associate Professor of Electronics
Diploma - Danville Community
College, 1984
B.S. - Old Dominion University, 1995

Decker, Vincent A.

Assistant Professor of Business Management
B.S.B.A. - Longwood College, 1985
M.B.A. - Lynchburg College, 1997

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

Dunlap, JoLane

Instructor and Counselor
A.S. - Danville Community College, 1975
B.S. - Averett College, 1977
M.Ed. - Lynchburg College, 1988

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.

Professor of Chemistry
B.S. - University of Bath, 1980
Ph.D. - University of Leeds, 1984

Gauthier, Kathleen H.

*Instructor and Coordinator, Training and
Assessments, Regional Center for Applied
Technology and Training*
Diploma - Louisiana State University
Medical Center, 1982
B.S. - University of New Orleans, 1994

Gibson, Mark T.

Coordinator of Upward Bound
B.A. - Johnson C. Smith University, 1986
M.A. - Indiana University of
Pennsylvania, 1989

Giles, Michael O.

*Associate Professor of Graphic
Imaging Technology*
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

Gott, Sherry Fraser

Assistant Professor of English
B.A. - Virginia Polytechnic Institute
& State University, 1973
M.A. - Virginia Polytechnic Institute
& State University, 1976

Graves, Howard A.

Instructor and Counselor
B.S. - Norfolk State College, 1976
M.Ed. - Coppin State College, 1977

Gregory, Angela

*Director of Planning, Research,
and Institutional Effectiveness*
B.A. - Longwood College, 1985
M.L.S. - Syracuse University, 2000

Grether, Barbara M.

Assistant Professor and Librarian

B.S. - Valparaiso University, 1974

M.L.S. - Indiana University, 1984

Hall, E. Lester, Jr.

Instructor of Accounting

B.A. - Averett University, 1992

B.A. - Washington and Lee University, 1985

C.P.A. - Virginia, 1995

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

Henderson, Virginia

*Assistant Professor and Coordinator
of Education for Independence*

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

Assistant Professor of Drafting and Design

B.S. - Morehead State University, 1982

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

Kimpton, Paula

Associate Professor of Practical Nursing

Diploma - Miami Valley Hospital School
of Nursing, 1975

B.S. - University of Cincinnati, 1993

MSN - Wright State University, 1998

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

McGhee, Richard Terry

*Coordinator of the Information
Technology Institute*

B.S. - The Citadel, 1980

M.S. - Air Force Institute of
Technology, 1990

McKinney, Tammy

Instructor of Practical Nursing

RN - Danville Regional Medical School
of Nursing, 1991

BSN - Virginia Commonwealth
University, 2000

Meadors, Helen

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

Neal, Gail

Instructor of Mathematics

B.S. - Wake Forest University, 1963

M.Ed. - University of Georgia, 1981

Nixon, Joseph

Associate Professor of Electrical/Electronics

Diploma - Danville Community
College, 1968

B.S. - University of Virginia, 1972

Pannell, Ronnie

*Coordinator of Neighborhood Educational
Opportunity Centers*

B.S. - Virginia State University, 1976

Phillips, James G.

Assistant Professor of Electrical/Electronics

Diploma - Danville Community
College, 1983

Polhamus, Edward C.

Professor of Mathematics

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, 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.

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 A.

Professor of Biology

B.A. - University of Illinois, 1971

M.S. - Appalachian State University, 1988

Ph.D. - Wake Forest University, 1992

Satterfield, Cassandra Anderson

Instructor of Information Systems Technology

B.S. - Longwood College, 1998

A.A.S. - Danville Community College, 1996

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 Off
Campus and Workforce Services Program*

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

Tarpley-Robinson, Joan

Assistant Professor 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

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 Chair, Business and
Engineering Technologies Division*

B.A. - Clemson University, 1967

M.B.A. - Virginia Polytechnic Institute
and State University, 1971

Ed.D. - Virginia Polytechnic Institute
and State University, 1980

Wilt, John

Assistant Professor of Administration of Justice

A.A. - University of Alaska, 1973

B.A. - University of Alaska, 1980

B.A. - Kansas State University, 1968

M.A. - Kansas State University, 1970

C.P.P. - American Society for Industrial
Security, 1985

C.S.T. - Academy of Security Educators
and Trainers, 1998

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 Graphic Imaging Technology

Diploma - Danville Community
College, 1978

B.S. - Averett College - 1992

M.S. - North Carolina A&T State
University, 1994

Support Staff

Abbott, Amy

Instructional Design Specialist

B.A. - Averett College, 1976 and 1980

M.L.I.S. - University of North Carolina
at Greensboro, 1995

Agee, Donna H.

Administrative & Program Specialist III

Certificate - Danville Community

College, 1973

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

Apparel Services Worker I

Burton, Joyce

Administrative & Program Practitioner III,

Business Division

Cain, Carsheena

Project Specialist, Upward Bound

B.S. - St. Augustine's College, 1989

Canupp, James T. Jr.

Manager I, Information Technology

A.A.S. - Danville Community College, 1996

Cassada, Nancy

Administrative & Program Specialist III,

Engineering Technologies

Certificate - Danville Community

College, 1968

B.S. - Averett College, 1979

Conner, Cathy H.

Coordinator, Career Placement and Southern

Piedmont Tech Prep Consortium

Certificate - Danville Community

College, 1976

A.A.S. - Danville Community College, 1983

B. S. - Averett College, 1987

Dabney, Robin

Administrative & Program Specialist,

Upward Bound Program

A.A.S. - Danville Community College, 1997

A.A.S. - Danville Community College, 2001

DeMarcus, Judy B.

Administrative & Program Specialist III,

Continuing Education and Workforce Services

Certificate - Danville Community

College, 1969

Duffie, Brenda F.

Administrative and Program Specialist III

Certificate - Danville Community

College, 1980

Easley, Mary Gail

Public Services/Library Practitioner II

Ferguson, Ann N.

Procurement Practitioner I, Business Office

Fitzgerald, Ronald L.

Trades Technician III

Fisher, Cynthia G.

Student Recruitment &

Activities Enrollment Specialist

A.A.S. - Danville Community College, 1996

B.S. - James Madison University, 1998

Gaffney, Tandy P.

Information Technology Specialist I

A.A.S. Danville Community College 2000

Gibson, Brenda S.

Human Resources Practitioner II

A.S. - Commonwealth College, 1970

Gore, Mary F.

Educational Program Practitioner III,

Financial Aid Office

Certificate - Danville Community

College, 1975

A.A.S. - Danville Community College, 2000

Hoskins, Frances G.

Administrative & Program Specialist III

Johnson-Knight, Lisa

Business Manager

B.B.A. - North Carolina Central

University, 1984

M.B.A. - Averett College, 1992

Jones, Melissa C.

Administrative & Program Specialist II

Certificate - Danville Community

College, 1992

A.A.S. - Danville Community College, 1997

Jordan, Andre' W.

Bookstore Manager

Diploma, Computer Learning Center, 1982

Lewis, Marie

Library Practitioner I

Ludwick, Anna C.

Administrative and Program Specialist III

A.A.S. - Danville Community College, 1998

Lunsford, Letitia

Coordinator of the Learning Assistance Center

B.S. - Averett University, 1980

A.A.S. - Danville Community College, 2001

Marshall, Christopher

Information Technology Specialist I

A.A.S. - Danville Community College, 1998

Motley, Richard G.

Supervisor, Buildings and Grounds

Certificate - Danville Technical

Institute, 1966

Mustain, Rhonda

Administrative & Program Specialist II,

Maintenance

A.A.S. - Danville Community College, 1997

Neal, Sarah

Educational Program Practitioner III,

Admissions Office

A.A.S. - Rockingham Community

College, 1978

A.A.S. - Piedmont Community College, 1997

Philpott, Betty B.

Administrative & Program Specialist II,

Electronics Department

Pulliam, Cathy D.

Student Recruitment & Enrollment Coordinator

A.A.S. - Danville Community College,

1998, 2001

Certificate - Danville Community

College, 1999

Quisenberry, Bobbi

Administrative Program Specialist III,

Business Division

Certificate - Danville Community

College, 1969

Reliford, Styphenia

Administrative & Program Specialist III,

Institutional Advancement Office

Certificate, Danville Community

College: 1998

Renn, Barbara

Program Support Technician,

Financial Aid Office

A.A.S. - Rockingham Community

College, 1989

Saunders, Sandy

Library Practitioner I

Certificate - Phillips Business College, 1970

Taylor, Nancy H.

Administrative and Program Specialist III

Certificate - Danville Community

College, 1970

Thomas, E. Carol

Administrative & Program Specialist III,

Business Office

B.A. - Greensboro College, 1977

Thornton, Evonda W.

Educational Program Practitioner IV,

Admissions Office

A.A.S. - Danville Community College, 1996

Toler, Teresa

Electronics Technician II

Diploma - Electrical/Electronics, 1984, 1985

Tucker, Jesse

Houskeeping Apparel Services Worker I

Walker, Alice C.

Financial & Auditing Services Practitioner I,

Business Office

A.A.S. - Danville Community

College, 1979, 1982

B.B.A. - Averett College, 1996

Walker, David C.

Warehouse Specialist III

Wann, Connie P.

Administrative Assistant to the Dean of

Instruction and Student Development

Certificate - Danville Community

College, 1971

Williams, Juanita F.

Administrative & Program Specialist III,

Division of Arts and Sciences

Certificate - Danville Community

College, 1969

Wilson, Kristie

Administrative & Program Specialist III,

Bookstore

A.A.S. - Danville Community College, 1997

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 Instruction and Student Development. 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 access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
 4. The College 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.

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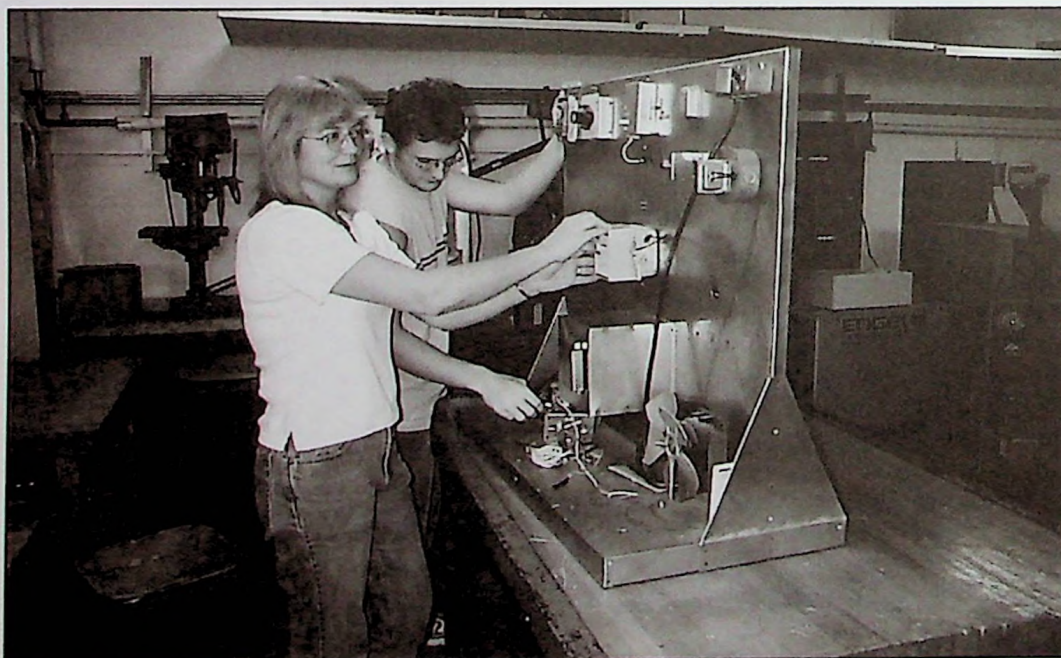
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TDD: 434.797.8542

Fax: 434.797.8541

www.dcc.vccs.edu