

Wytheville Community College

Wytheville, Virginia

2011-2012 Catalog & Student Handbook



Wytheville Community College

1000 East Main Street

Wytheville, Virginia 24382

(276) 223-4700

(276) 223-4849 (TDD Hearing Impaired)

Toll Free 1 (800) 468-1195

World Wide Web address <http://www.wcc.vccs.edu>

Crossroads Institute of WCC

1117 East Stuart Drive

Galax, Virginia 24333

(276) 744-4974

Smyth County Education Center

300 Gordondale Road

Atkins, Virginia 24311

(276) 783-1777

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Revision Date: June 27, 2012

Wytheville Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other non-merit factors in admissions, access, treatment, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 217 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see list of **OCR enforcement offices** for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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Medical Records Clerk

Medical Transcriptionist

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Project Management

Public Health

Solar Installer

Truck Driving

Web Design and Office Applications

*Offered in partnership with Southwest Virginia Community College.

College Calendar 2011-2012

FALL 2011

AUGUST

- 10 Wednesday**
Last Day for Pre-Registered Students to Pay Tuition for Fall Semester—All tuition MUST be paid by 5:00 p.m.)
- 16 Tuesday**
Faculty Professional Work Day
- 17 Wednesday**
In-Service Day
- 17-18 Wed. – Thurs.**
College Success Skills Orientation (SDV 100, 101 & 104) – (Wed. 5:00 p.m. – 8:00 p.m.) (Thurs. 9:00 a.m. – 12:00 Noon)
- 18 Thursday**
Faculty Professional Work Day
- 19 Friday**
Advising
- 22 Monday**
First day of classes
- 29 Monday**
Last day to add a class without instructor approval

SEPTEMBER

- 5 Monday**
Labor Day holiday - College closed - No classes
- 9 Friday**
Last day to drop a course, change from audit to credit, and receive tuition refund.
- 30 Friday**
Open House for Regional High Schools

OCTOBER

- 28 Friday**
Last day to withdraw from class without academic penalty or change from credit to audit

NOVEMBER

- 7-11 Mon.-Fri.**
Advisement Week for Current Students for Spring Semester

- 14 Monday**
Early Registration for Spring Semester Begins
- 14 Monday**
Application for graduation for Spring 2012 due
- 21-23 Mon.-Wed.**
Faculty Research Days - No classes
- 24-25 Thurs.-Fri.**
Thanksgiving Holidays – College closed - No classes

DECEMBER

- 12 Monday**
Last day of classes
- 13-16 Tues. - Fri.**
Final Exams for day classes
- 13-19 Tues.-Mon.**
Final Exams for night classes
- 19 Monday**
Faculty Professional Work Day
- 20 Tuesday**
In-service Day; Grades due by 9:00 p.m.
- 21 Wednesday**
Faculty Research Day
- 24 Saturday**
Holiday Begins - All Employees

SPRING 2012

JANUARY

- 3 Tuesday**
Faculty Professional Work Day
- 3 Tuesday**
Last Day for Pre-Registered Students to Pay Tuition for Spring Semester
- 4 Wednesday**
In-Service Day
- 5 Thursday**
College Success Skills Orientation (SDV 100, 101 & 104) – (9:00 am – 12:00 Noon)
- 6 Friday**
Advising, Student Orientation/Faculty Professional Work Days
- 9 Monday**
First day of classes
- 13 Friday**
Last day add a class without instructor approval

Wytheville Community College

- 16 Monday**
Martin Luther King, Jr. holiday - College closed
- No classes
- 24 Tuesday**
Last day to drop a course, change from audit to credit, and receive tuition refund

MARCH

- 5 Monday**
Early Registration Summer Session Begins
- 12-16 Mon.-Fri.**
Faculty/student spring break – No classes
- 19 Monday**
Last day to withdraw from class without academic penalty or change from credit to audit

APRIL

- 2 Monday**
Early Registration for Fall Semester Begins
- 30 Monday**
Last day of classes

MAY

- 1-4 Tues.-Fri.**
Final Exams for day classes
- 1-7 Tues.-Mon..**
Final Exams for nigh classes
- 7-8 Mon.-Tues.**
Faculty Professional Work Days; Grades due by 9:00 p.m. on Tuesday, May 8
- 9 Wednesday**
Faculty Research Day
- 10 Thursday**
In-service Day
- 11 Friday**
Faculty Professional Work Day; Commencement (Humanities, Social Sciences & Business Technologies, and Occupational Technical)
- 12 Saturday**
Graduation/Science and Health Professions Curricula Pinnings
- 14-15 Mon.-Tues.**
Faculty Research Days



WCC students enjoy a sunny day on campus.

About the College

WCC's History

In 1962, a steering committee composed of area citizens was organized to obtain support for a college in Wytheville. After approval by the [State Council of Higher Education for Virginia](#) and the General Assembly, the Wythe County-owned Simmerman Building was chosen as the first site of the college.

[Wytheville Community College](#) welcomed its first students in September of 1963, as a two-year branch of Virginia Polytechnic Institute. During its first year of operation, the college enrolled 107 students and employed five full-time faculty members.

The [Virginia Community College System](#) was established during the 1966 session of the General Assembly. Wytheville Community College became a member of the system on July 1, 1967. In the first year of its operation, the college's enrollment rose to 837 and the number of full-time faculty members increased to 21. The college's enrollment has grown to nearly 4,000 students in 2006-07, with nearly 40 full-time and 150 part-time faculty.

Acquisition of property for the permanent site began in 1965, when a tract of 103 acres was purchased from the Wytheville Knitting Mill Corporation by the County of Wythe and the Town of Wytheville. Approximately three acres adjoining the campus on the east were purchased by the college in 1975. In 1979, the State Board for Community Colleges approved a gift of land (approximately 42 acres) from Helen Janssen Wetzel, Elsa L. Bowman, and Helene L. Master. The gift of land was made in memory of Mr. Richard C. Wetzel, Dr. John E. Livingood, and Mr. Harry Janssen, an industrial pioneer in the American textile industry and builder of the old Wytheville Knitting Mills.

The first building on the permanent site, Fincastle Hall, was occupied in September of 1968. Bland Hall, which now houses primarily the college's administrative offices, and an occupational-technical classroom building, Carroll Hall, were occupied during the 1970-71 academic year. A nursing and allied health building, Galax Hall, was completed in the spring of 1973. An occupational-technical building, Grayson Hall, was dedicated in the spring of 1985. Smyth Hall, the college's learning resource center, was completed and dedicated in the spring of 1998.

In the 1990s, a surge in the use of educational and administrative technologies occurred. Today, WCC boasts that it is on the leading edge of technology appropriate for a learning-focused and student-centered institution of higher education.

Wytheville Community College is a two-year comprehensive community college serving residents of the counties of Bland, Carroll, Grayson, Smyth (Marion and eastward), Wythe, and the City of Galax. The college, one of 23 in the Virginia Community College System, operates under policies established by the [State Board for Community Colleges](#) and the Wytheville Community College Board. The college is financed primarily with state funds supplemented by contributions from the participating localities.



Each year in May, WCC holds its annual commencement exercises.

College Mission

The mission of Wytheville Community College is to provide a quality, comprehensive education for the citizens of the counties of Bland, Carroll, Grayson, Smyth (Marion and eastward), and Wythe and the city of Galax.

To achieve this mission and to fulfill its role as an educational leader and partner, Wytheville Community College commits to a student-centered environment by:

- providing programs and courses in occupational-technical education, college transfer education, general education, developmental education, distance education, continuing education, and workforce development;
- utilizing a broad range of instructional technologies, methods, materials, and facilities that are designed to meet the diverse needs of students;
- offering a supportive, comprehensive program of student development services that contribute to student persistence, success, and citizenship;

Wytheville Community College

- fueling regional and state economic development by forging partnerships with businesses, industries, public agencies, civic groups, public schools, and other institutions of higher education not only within the service region but throughout the Commonwealth;
- presenting diverse cultural opportunities while promoting the heritage of Southwest Virginia;
- promoting accessibility and affordability; and
- ensuring quality in all programs and services.

Accreditation and Recognitions

Wytheville Community College is approved by the [State Board for Community Colleges](#) and by the [Virginia Community College System](#). The associate degree curricula of the college have also been approved by the [State Council of Higher Education for Virginia](#).

Wytheville Community College is accredited by the Commission on Colleges of the [Southern Association of Colleges and Schools](#) to award the associate degree. Contact the Commission on Colleges at (1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500) (*Note: Inquiries to the Commission should relate only to the accreditation of WCC, and not to general admission information.*)

The Nursing Program has been granted approval by the [Virginia State Board of Nursing](#) and accreditation by the [National League for Nursing Accrediting Commission](#) [61 Broadway, New York, NY (212-363-5555) <http://www.nlnac.org>].

The Practical Nursing Program is approved by the [Virginia State Board of Nursing](#).

The Medical Laboratory Technology Program is accredited by the [National Accrediting Agency of Clinical Laboratory Sciences](#) (NAACLS), 8410 W. Bryn Mawr Avenue, Suite 670, Chicago IL 60631-3415, (773) 714-8880.

The program in Dental Hygiene is accredited by the [Commission on Dental Accreditation of the American Dental Association](#) (ADA).

The Radiologic Technology program is fully accredited by the [Joint Review Committee on Education in Radiologic Technology](#) (JRCERT).

The Physical Therapist Assistant program is accredited by the [Commission on Accreditation in Physical Therapy Education](#) of the [American Physical Therapy Association](#).

Wytheville Community College is a member of the [American Association of Community Colleges](#).

Education Centers

Wytheville Community College operates two education centers, which enhance the educational opportunities available through the college.

The Crossroads Institute is the newest educational facility of Wytheville Community College. It is located at 1117 East

Stuart Drive (Rt. 58) in Galax. The Institute, the result of much collaboration between numerous local organizations, opened in July of 2005. Crossroads, with its electronic and lecture classrooms, computer labs, and conference rooms, provides space for industrial training, community meetings, curricular classes, workshops, seminars, teleconferences, and more. Special programs available there include: LPN Programs, Construction Technologies and the Cisco Networking Academy. For more information regarding learning opportunities in the Galax area, call The Crossroads Institute at (276) 744-4974.

The Smyth County Education Center (SCEC) of WCC is located at the Mountain Empire Industrial Park near Atkins and is about 20 miles south of Wytheville on Interstate 81.



The Crossroads Institute is located at 1117 East Stuart Drive in Galax.

With its computer lab, two electronic classrooms, conference room, and teleconference facility, the SCEC supports WCC curricular offerings, continuing education programs, and community service. Educational activities at the center include day and evening courses, business- and industry-related training, pre-employment training, seminars for small business owners, and personal development workshops. For more information regarding WCC educational opportunities in Smyth County, call the Smyth County Education Center at (276) 783-1777.

“Changing Lives, Forging Futures” through the WCC Educational Foundation and the WCC Scholarship Foundation

The [Wytheville Community College Educational Foundation, Inc.](#) is a non-profit 501(c)(3) organization whose mission is to foster and promote the growth, progress, and general welfare of Wytheville Community College. Through private contributions, the WCC Educational Foundation:

- Manages over 100 different scholarship endowments and funds, awarding approximately \$100,000 each year to qualified WCC students.
- Helps purchase special equipment and supplies for WCC programs and activities.
- Seeks funding for capital projects, having recently secured \$1.5 million for construction of the William F. Snyder Auditorium and \$75,000 for creation of the Chitwood Nursing Lab.
- Supports professional development opportunities for WCC faculty and staff to help employees remain current in their respective fields.
- Assists with the college’s delivery of services at the Crossroads Institute in Galax and at the Smyth County Education Center in Atkins.
- Helps provide funding for the college’s Kegley Library, a special local history collection.
- Supports WCC’s participation in various community events and projects.
- Provides various academic, recognition, and service awards to WCC students, faculty, staff, and friends of the college.

A 19-member Board of Directors with representatives from all areas of the college’s service region govern the WCC

Educational Foundation. A host of community leaders and WCC alumni serve as volunteers during annual and special fund-raising campaigns. The recent “Forging Futures Capital Campaign” secured over \$3 million to support WCC. As of June 30, 2007, the WCC Educational Foundation’s net assets totaled \$5.7 million.

In addition to the WCC Educational Foundation, a second non-profit 501(c)(3) organization provides scholarships for economically disadvantaged WCC students who meet specified federal poverty guidelines. The [WCC Scholarship Foundation, Inc.](#) receives special state tax credits through the Department of Social Services’ Neighborhood Assistance Program. This allows the WCC Scholarship Foundation to award a 40 percent state tax credit to qualified businesses and individuals, in addition to offering tax deductions for charitable contributions. As of June 30, 2007, net assets of the WCC Scholarship Foundation totaled \$458,000. The WCC Scholarship Foundation is governed by a 13-member Board of Directors, with representatives from all areas of the college’s service region.

Private support greatly enhances the work of Wytheville Community College. The WCC Educational Foundation accepts gifts of cash, stock, and real estate, as well as works with donors who may wish to make planned gifts through bequests, charitable remainder trusts, annuities, life insurance, or other types of special donations. The WCC Scholarship Foundation accepts primarily gifts of cash or stock. Contributions to both the WCC Educational Foundation and the WCC Scholarship Foundation are tax deductible as allowable by IRS guidelines.

For more information about the WCC Educational Foundation or the WCC Scholarship Foundation, please contact Dr. Rhonda K. Catron-Wood, Director of College Development, at 276-223-4772, or via e-mail at wccatrr@wcc.vccs.edu.

Admissions

General Admission to the College

Applying to WCC

A student is eligible for admission to WCC if the student is:

- A high school graduate or GED recipient;
- A non-high school graduate 18 years of age or older and able to benefit from a program at WCC;
- A transfer student from an accredited college or university;
- A student who is enrolled in high school at the junior or senior level may attend WCC as part of the Dual Enrollment Program or with the high school principal's permission;

Wytheville Community College reserves the right to evaluate and document special cases and to refuse admission if the college determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the college.

The college reserves the right to rescind the admission of any student that cannot produce the necessary documentation for admission or a foreign student that cannot produce a visa that gives he or she educational status in the United States.

Online Application Process

The online application can be found at <https://apply.vccs.edu/oa/launch.action>.

Providing your Social Security Number ensures that you do not create a duplicate student record for classes you may have taken at other colleges in the Virginia Community College System. Note: If you do not provide your Social Security Number, you will receive the following message:

“If you do not give your Social Security Number, access to some services will be limited, tax reporting information will not be available, and financial aid will be delayed. If you choose not to provide your social security number, click OK. Otherwise, click CANCEL and change to your valid Social Security Number.”

WCC will not use your Social Security Number once your Student ID has been issued.

Admission Checklist

In order to be admitted as a regular student, the following items are required:

- A completed official application for admission. (A WCC application form is available via the college's Internet web site at <https://apply.vccs.edu/oa/launch.action>.);
- Official transcripts from high school and all colleges/universities attended may be required in specific programs;
- Placement test scores (if necessary).

WCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the *Code of Virginia* requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the [Virginia Criminal Information Network](#) and [National Crime Information Center Convicted Sexual Offender Registry](#). Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Wytheville Community College is listed on the Sex Offender Registry, the State Police will notify WCC. When the college receives such a notification, the following procedures apply:

- A. The applicant will be denied admission to WCC in accordance with its admission policy as published in its catalog:
Admission Denied/Revoked: Admission to the college, or to college functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or non-disruptive conduct.
- B. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund.
- C. An applicant may invoke his/her right to an appeal process.

Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Wytheville Community College, he/she may invoke the following appeal process:

- A. The applicant or withdrawn student will receive a letter from the Dean of Student Services stating his/her denial of admission or administrative withdrawal.
- B. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Services in which he/she provides the following information:
 1. Disclosure of the nature of the offense for which he/she has been convicted;
 2. Justification for consideration of admission/reinstatement;
 3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the Dean of Student Services within seven (7) calendar days of the administrative withdrawal.

- C. A panel of the Dean of Student Services and two other full-time faculty or administrators will review

the information submitted and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Dean of Student Services will serve as the convener of the panel and will be a member of the panel.

- D. The Dean of Student Services will inform the applicant/withdrawn student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

Approved by WCC President's Cabinet on 8/23/07

WCC Policy Related to Admission of Students Deemed to Pose a Threat or Potential Danger

Per VCCS Policy Manual Section 6.0.1, the college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of a college. The college also reserves the right to refuse admission for applicants that have been suspended from, or determined to be a threat, potential danger, or significantly disruptive, by another college.

WCC Policy Related to Documents Required for Admission

The college reserves the right to rescind the admission of any student that cannot produce all the necessary documents required for admission. Any student that cannot provide a completed high school transcript or equivalent or any foreign student that cannot produce a visa that gives them educational status in the U.S. will have their acceptance revoked.

Ability to Benefit Criteria

Students must be high school graduates and have a regular high school diploma or GED in order to receive financial aid, or must be able to show an ability to benefit. In order to show an ability to benefit, a student must receive a passing score on the WCC placement tests as established by the U.S. Department of Education. Test results will serve as official documentation of the student's ability to benefit from college-level classes. Students not eligible for financial aid because they cannot demonstrate the ability to benefit, may enroll at their own expense. Students who are still in high school are not eligible for financial aid. Listed are the scores required to meet the ability to benefit:

ASSET: Writing - 35
 Reading - 35
 Numerical Skills - 33



During the year, special events are held on campus, many of which offer free food for students, faculty, and staff.

COMPASS: Writing - 32
Reading - 62
Pre-Algebra - 25

Disability Services

To support the educational pursuits of persons with disabilities in our service region, it is the mission of Wytheville Community College to 1) disseminate information to increase awareness of services available to persons with disabilities; 2) assist with the matriculation of persons with disabilities into the college environment; 3) develop and implement disability-related support services that promote the educational and personal development of persons with disabilities by networking with campus and community-based resources; and 4) assist with the successful integration of persons with disabilities into continued educational activities and/or the world of work.

Students with learning or physical disabilities must present appropriate documentation from a medical doctor, a psychologist, a case worker, a specialist, or another qualified evaluator. Documentation should clearly identify the disability and state appropriate academic accommodations for the student. Eligible students can receive accommodations both in and out of the classroom. It is the student's responsibility to communicate his or her needs and to utilize the available resources.

Placement Procedures

Writing, reading, and math placement are determined by scores on the ASSET or COMPASS tests that are administered by the college. The purpose of these tests is to assure that students are academically prepared for college-level work regardless of prior grades, work experience, or academic history. Students who do not meet the college's standards in English and math will be required to enroll in Developmental Studies course(s) to improve their skills in these areas. Contact the Student Services Office for more details on WCC's placement procedure.

Placement Testing

Like other institutions of higher learning, Wytheville Community College requires students to take English and mathematics placement tests.

Students who submit official satisfactory ACT or SAT scores taken in the last three years will be exempt from the placement test requirement. Satisfactory scores are:

English: SAT verbal 500 and SAT writing 500
or ACT verbal 21 and ACT English 21

Math: SAT math 520 or ACT math 21

Official scores should be submitted to the Admissions and Records Office. An official report can be requested at www.collegeboard.com.

1. Purpose of Placement Tests

The purpose of these tests is to assure that students are academically prepared for college-level work, regardless of prior grades, work experience, or academic history.

2. When to Schedule Testing

It is recommended that students schedule testing prior to enrollment period and not wait until enrollment days. For example, if a student plans to enroll during fall semester, testing should occur during the summer prior to fall registration. All students must complete the WCC Application for Admission before placement testing. The Academic Resource Center in Bland Hall administers all placement tests.

3. Placement Scores from Other Institutions

Students may submit placement scores from other institutions provided the placement test is the same as that used at WCC and testing was completed within the last three years. WCC will use the placement scores submitted, but will apply the WCC cutoff scores. Placement scores submitted from other institutions must be on file at WCC before a student may register for an English, mathematics, or biology class. If a student has two placement scores on record in the Virginia Community College System (VCCS) and both tests were taken within the past three years, WCC will accept and use the higher score. Developmental coursework completed outside the VCCS is not transfer eligible and that current placement data help design academic plans that offer a higher likelihood of success.

Placement Retest Guidelines

*Placement test scores are valid up to 7 years. Scores above this time limit will not be used and a student must retest.

Retesting is approved in accordance with the retesting guidelines provided by ACT for its assessment instruments, COMPASS and ASSET as follows:

1. ACT permits retesting under the following conditions:

Retesting is appropriate when there are reasons to believe that a score obtained from previous testing is not an accurate indication of the examinee's knowledge or skills. There are typically two situations in which retesting is appropriate:

Situation 1: Performance Influenced by Factors Other Than Ability

In this case, some aspect of the previous testing session is believed to have caused the examinee to perform in a fashion that is not indicative of his or her actual level of ability. Examples of such events might include extreme physical illness; lack of adequate motivation or effort; misunderstanding of testing instructions or procedures; cheating; or a testing session that is interrupted, or improperly administered, to the extent that it could have affected examinee performance. In Situation 1, the examinee can be retested using COMPASS or ASSET as soon as the disruptive situation has been resolved.

Situation 2: Significant Change in Examinee Ability

In Situation 2, a significant change is believed to have occurred in the examinee's relevant knowledge and skills. The assumption is that a meaningful change (either an increase or a decrease) has occurred in the examinee's knowledge and skills in the area(s) assessed.

If the examinee has engaged in a learning activity since the previous COMPASS or ASSET testing, and the learning activity is likely to have meaningfully improved the examinee's relevant knowledge and skills, then retesting may occur as soon as the learning activity is completed using COMPASS or appropriate ASSET form.

In some instances, an examinee's scores may be from testing that occurred several months to a year or more earlier. If there is reason to believe that the examinee's current level of knowledge and skills should be verified because, with the passage of time, there is the likelihood that the skill level of the student has changed (increased or decreased), retesting can be conducted with appropriate approval.

Source: COMPASS / ESL Reference Manual

Students who begin their coursework at Wytheville Community College starting in Fall 2009 or thereafter will be allowed one placement retest, provided that they meet the following criteria:

- Score no more than 3 points below the minimum required for a developmental course.
- There is confirmation that substantial or significant circumstances affected the result of the original placement test.

For each criteria above, there must be a 30 day waiting period before a student can be retested.

The administration and scoring of retests are subject to the following conditions:

- 1) One retest is allowed in the subject area(s) where college-level placement was not achieved. The highest score attained in each subject area will be used for placement.
- 2) Students may retake a part(s) of the placement test. However, if taking more than one part of the test, the student must take all tests during the same session.
- 3) Students may not retake the placement test for Developmental courses they have withdrawn from or earned an unsatisfactory grade in without written approval from the Dean of Student Services. Nor, may a student retest in any subject area where college-level placement was already attained.
- 5) Retests must be scheduled during published testing sessions only.
- 6) There will be no second retest except in unusual circumstances and by written appeal.
- 7) After a three-year period in which students have not been enrolled in any college classes, students may request to reattempt the placement test.

Admission to Specified Curricula

In addition to the general admission requirements, there are usually specific requirements for each curriculum at Wytheville Community College. These specific requirements are listed in the Academic Plan Offerings section of the college catalog. It is policy not to admit a student to a curriculum unless that student meets all of the listed requirements for that curriculum. Persons who do not meet the academic requirements for a specific curriculum may become eligible after they have completed Developmental Studies.

A non-curricular student may be required to submit transcripts from colleges and universities attended; however, transcripts are required if the student's status changes from non-curricular to curricular student.

Enrollment of Home School Students

Wytheville Community College admissions policies address students who have high school diplomas or the equivalent or who are at least 18 years of age and able to benefit from the college experience. The policies also address students who are less than 18 years of age and who are currently enrolled in a secondary school. The college will also consider the admission of students who are less than 18 years

Wytheville Community College

of age and do not have a high school diploma, who are not attending a public or private school, and who are documented as “home school students.” These students may be accepted at Wytheville Community College as described below. The program of studies for such admitted students is considered an enrichment to their home school program.

The following policies and procedures will apply to the enrollment of home school students:

1. An applicant for admission who does not have a high school diploma and is not at least 18 years of age is required to demonstrate, prior to enrollment, appropriate basic skills equal to those expected of other entering students.
2. All enrolled students are subject to all of the rules, policies, and procedures of the college pertaining to attendance, confidentiality of records, conduct, etc., as described in the WCC Catalog and Student Handbook.
3. Students who are home schooled must provide current documentation (letters to/from school system or state) that they are “home school students” to the Office of Admissions and Records prior to enrollment in the college.
4. The home school student must meet with a college counselor to discuss enrollment prior to registration.
5. The college counselor will make a recommendation to the Vice President of Instruction and Student Development or designee concerning approval of the student’s request for course enrollment. All subsequent registrations as a “home school student” will require the approval of a college counselor.
6. The home school student is subject to the same basic skills assessment requirements as are other enrolling students and may be required to complete appropriate developmental courses.

Admission Requirements for International Students

International students are defined as persons who are not citizens of the United States and who hold either temporary or permanent visas. International students applying to the college for admission must hold a valid visa as determined by the U.S. Immigration and Naturalization Services.

All international students on F-1 visas who have entered the United States to study at another college, university or language school must have a release form (I-538) from that institution showing successful completion of at least one term’s work before admission to Wytheville Community College.

All international students requiring an I-20 form and all holders of F-2 visas seeking enrollment are required to:

1. Have the equivalent of an American high school diploma. Certified translations into English of all official transcripts and records of previous



A nursing class meets in Galax Hall on the main WCC campus in Wytheville.

educational experiences must be sent to WCC by the originating institution.

2. Submit documentation that the applicant possesses health insurance.
3. Submit verification of financial support by completing the Foreign Students Financial Aid and Declaration issued by the college. The form may be obtained from the WCC Admissions and Records Office.
4. Submit a minimal score of 500 on the “Test of English as a Foreign Language” (TOEFL).
5. Submit all appropriate forms and test scores 60 days prior to regular registration for the semester of requested enrollment. Required forms and test information are available in the Admissions and Records Office. Students will not be admitted until all general and special requirements for admission are complete, nor will they be admitted on provisional basis.

Students for whom an I-20 form has been submitted must maintain full-time status.

Admission Priority

When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to that curriculum at their local community college, provided such students apply for admission to the program by the deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.

Admission of Students Transferring from Other Colleges

A student transferring from another college and eligible for reentry to that college is usually eligible for admission to Wytheville Community College. Students ineligible to return

to particular curricula at other colleges generally will not be allowed to enroll at Wytheville Community College until one semester elapses. For transfer students not eligible to return to their previous institutions and seeking admission to particular curricula, the Admissions and Standards Committee of the college will decide each case prior to the beginning of the semester and may impose special conditions for the admission of such students, including placement on academic probation.

A student transferring from another college should consult the Admissions and Records Office at Wytheville Community College for an assessment of credits before registering for classes. The college accepts transfer credits from other similarly-accredited institutions. A student must have earned a grade of “C” or higher in any course for which credit is granted; the course or its equivalent should be listed and described in the VCCS Curriculum Guide, and it must be applicable to the curriculum in which the student is enrolled. Transfer students may be advised to repeat courses if it is clearly necessary in order for them to make satisfactory progress in their curricula. Grades and GPA earned at other colleges do not transfer and are not part of the student’s permanent record at WCC.

Transfer Between Curricula

A student may wish to change academic direction. In such cases, the student should make an appointment with a counselor in Student Services to process a Change of Curriculum Form and to identify new curriculum requirements.

Re-Admission

Curricular students returning to the college will be expected to follow catalog requirements in place at the time of their initial admission or the catalog that is currently in place when the student returns, dependent on which is most advantageous to the students, unless there are restrictions listed in individual programs of study.

Selective Admissions Procedures for Health Professions Programs

Admission to one of Wytheville Community College’s health programs is different from admission to other programs at the college because there is a limit to the number of applicants admitted. The number of applicants admitted to the health programs is limited for several reasons: number of places available for clinical experiences, accreditation restrictions and limitations in campus facilities (classrooms and laboratories and the number of faculty. Students wishing to apply to one of the following programs will need to obtain a Health Professions Admissions packet from the Admissions Office: [Dental Hygiene](#), [Medical Laboratory Technology](#), [Nursing](#), [Physical Therapist Assistant](#), and

[Radiologic Technology](#). The deadline for consideration for fall admission is **February 15**. Students will be required to submit a Wytheville Community College application, a health professions application specifying the program of interest, official transcripts from high school, GED, and any colleges previously attended unless the previous school was a community college in Virginia. Students will also need to complete college placement tests for math, reading and writing as well as the [ATI/TEAS](#) or [HOBET pre-admission test](#) for nursing and health professions. Students must complete any developmental courses required for the curriculum of choice prior to being considered for admission to a program

A comprehensive Criminal Background Check for criminal history and sex offender crimes against minors and a drug screen is required by most programs for entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice, may be ineligible to sit for required licensure examinations, and may not complete the program. Clinical agencies may require drug testing prior to placement for students in clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not be able to complete the program. Cost for criminal background checks and drug testing will be the responsibility of the student. For additional program-specific requirements for any health profession program, please contact the Admissions Office or see the Selective Admission packet, available in the Admissions Office and [online](#).

Admission by Transfer from Another Health Professions Program:

Students who have begun their health program education (Physical Therapist Assistant, Nursing, Dental Hygiene, Medical Laboratory Technology, Practical Nursing or Radiography) at an accredited program other than the Wytheville Community College program, will be considered for admission by transfer under the following conditions:

1. The student must be leaving the previous program for reasons other than failing to meet academic standards at the previous program.
2. The student must meet all admissions criteria for the WCC Program, including receiving a clear Criminal Background Check and a Clear Urine Drug Screen.
3. The student must present a letter from the Program Head of the previous program stating that the student is leaving that program voluntarily in good standing and without mitigating circumstances or conditions.
4. There must be an available slot in the appropriate student cohort in the WCC Program. This includes clinical site availability. Students transferring from inside of the WCC service area will receive admission priority over students transferring from outside of the WCC service area. For programs

that are shared collaboratively between WCC and neighboring community colleges, the “WCC service area” shall include the service areas of the collaborating colleges.

5. The transferring student’s educational transcript will be evaluated by the WCC Program and the appropriate academic placement will be determined on a case-by-case basis. Any coursework presented for transfer must have received a grade of “C” or better.
6. Students must have less than 3 years lapse between exit of prior program and entry into WCC program.
7. The WCC Program reserves the right to test the transfer applicant to determine competency in courses that are requested to be transferred and/or to request copies of appropriate course syllabi.
8. Students may be required to take a clinical refresher course prior to entry.
9. Students from other programs who have been dismissed or withdrawn from those programs because of failing to meet academic or other standards established by that program will NOT be considered for transfer to the WCC Program. These students are encouraged to apply to the WCC Program as a new applicant and to complete the selective admissions process to begin the program from the start.

Returning To WCC

Academic Renewal Policy

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of “F” or “D” previously.

Currently enrolled students who return to the college after a separation of five (5) years or more may petition for academic renewal. The request must be submitted to the Admissions and Records Office by completion of the “Academic Renewal Petition Form.”

If a student is awarded academic renewal, “D” and “F” grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours (graded A, B, C, D, F) completed after re-enrollment.
2. All grades received at the college will be a part of the student’s official transcript.

3. Students can meet graduation requirements only with courses in which grades of “C” or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of “C” or better was earned, credits transferred from other colleges or universities, or credit awarded at WCC by other approved methods.

The academic renewal policy may be used only once and cannot be revoked once approved.

An “Academic Renewal” notation will be made on the permanent record.

The granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college.

Readmission After Suspension

Suspended students may be readmitted one semester after termination of the suspension period (one semester, summer not included) and upon formal written petition using the Request for Readmission to College Form. Causes for suspension may be found under Student Conduct. Request for Readmission forms must be submitted to the Registrar prior to the beginning of the semester for which the student is registering to return. After receiving the request, the Registrar will present this form to the Academic and Student Affairs Council. During the suspension period, the student may apply for readmission for the following semester and, if readmitted, will re-enter the college on academic probation. The student who is readmitted must obtain a 2.0 grade point average the semester reinstated and maintain a 1.5 grade point average in each subsequent semester or be academically dismissed. The student may return to the same curriculum or may request a curriculum change. Previous work will be evaluated for utilization in any new curriculum selected.

Readmission after Academic Dismissal

Normally, academic dismissal is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission. The student may submit a written request for readmission using the Request for Readmission to College Form to the Registrar who will present this form to the Academic and Student Affairs Council. The form must be submitted prior to the beginning of the semester for which the student is requesting to return. The student who is readmitted must obtain a 2.0 grade point

average the semester reinstated and maintain a 1.5 GPA in each subsequent semester.

Retention and Disposal of Records

The academic and personnel records of a student will be maintained either on paper copy or electronically by the college according to the following schedule:

1. Permanent retention is required only for the academic transcript (student permanent record).
2. Three-year retention from the date of student's separation from the college is required for application forms, readmission forms, high school and college transcripts, residency forms, curriculum admission and change of curriculum forms, and other information kept in the student folder.
3. Three-year retention from date of origination is required for registration, drop/add, and withdrawal forms, faculty grade reports, change of grade forms, and placement test results.
4. One-year retention from date of origination is required for transcript request forms, application forms (non-matriculated students), change of student information such as name and/or address changes, and graduation applications and certifications.

Transfer to Other Institutions

Normally, course work leading to an Associate of Arts and Sciences degree from Wytheville Community College will transfer to most four-year colleges and universities.



Students make use of the computers in the Academic Resource Center located on the bottom floor of Bland Hall.

Some four-year schools accept certain Associate of Applied Science degree programs in transfer, but this policy varies by institution.

Students have the responsibility for becoming familiar with the requirements and prerequisites of the transfer institution and the intended major. Attention should be given to required grade point average, deadlines for transfer applications, applicability of the associate degree program to the intended four-year curriculum, and the number of courses accepted for transfer. WCC counselors are available to help students gather such information and review alternatives, but students make the final choice.

A State Policy on Transfer was endorsed by the State Board for Community Colleges and the State Council of Higher Education in 1991. This policy suggests guidelines for Virginia community colleges and senior institutions on admission of transfer students, acceptance and application of transfer credits, services for and responsibilities of transfer students, and a transfer module for transfer without an associate degree.

Wytheville Community College has formal transfer articulation agreements with other higher education institutions. These agreements detail the terms of transfer for WCC students completing the associate degree programs for each institution.

Guaranteed Admission and Articulation Agreements

The Virginia Community College System has established nearly 30 guaranteed admission agreements with various colleges and universities that allow students who graduate from the appropriate WCC transfer program to transfer as a junior into a baccalaureate degree program at the four-year institution. For a complete list of these transfer opportunities, please visit the VCCS website at <http://myfuture.vccs.edu/transfer> or see a counselor in WCC's Student Services Office.

In addition, WCC has established articulation agreements with various four-year colleges and universities that allow WCC students who graduate from the appropriate program to transfer easily to those four-year institutions. For a complete list of these articulation opportunities, please see a counselor in the Student Services Office.

College Credit Through Advanced Standing

Wytheville Community College recognizes that learning takes place in a variety of ways, including work experiences, extensive reading, hobbies or avocational endeavors and other similar activities. The basic premise of the advanced standing process is that program-placed students shall be given the opportunity to earn appropriate college credit when their previous studies, training or life and work experiences have already provided the knowledge, competencies or skills associated with a course. The college's commitment to this philosophy of advanced standing is coupled with its

mandate to ensure standards of academic quality comparable to traditional instruction. Procedures to apply for credit through advanced standing can be obtained from the WCC Admissions and Records Office.

The WCC Admissions and Records Office (Room 214 Bland Hall) will provide a copy of the “College Credit Through Advanced Standing” booklet upon request.

Definition of Advanced Standing

Advanced standing is the award of academic credit for subject matter competency that has been gained by previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual participation in the Advanced Placement (AP) program of the College Entrance Examination Board; other placement examinations; articulation agreements with other institutions; transfer credit from other regionally accredited institutions of higher learning; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification or experiential learning.

Criteria Governing Advanced Standing

The following criteria apply to all forms of advanced standing:

- To be eligible for advanced standing, students must be currently enrolled in a program at the college.
- Advanced standing must be applied toward a specific program at the college. Non-curricular students are not eligible for advanced standing.
- In order to graduate from WCC, a student must complete a minimum of 25% of the total credits required for the degree, diploma, or certificate at WCC.
- Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements. Credit-by-portfolio may be awarded for up to 25% of the academic degree requirements. In all cases, at least 25% of the academic degree requirements must be completed at WCC.
- Award of credit through advanced standing shall be given, to the extent possible, to courses listed in the current *WCC Catalog*. In certain instances, advanced standing credit may be awarded for courses listed in the Virginia Community College System *Master Course Guide*.
- No credit shall be awarded that duplicates earned course credit at the college, at other institutions, or other credit awarded through advanced standing.
- Students may **not** petition for Credit by Examination for a particular course if they have enrolled (either for credit or audit) in that course, either at WCC or at another institution.

The college reserves the right to place a time limit on prior learning experiences. The college reserves the right to place a time limit for accepting credit for technical courses taken previously at other institutions. The Vice President of Instruction and Student Development, in consultation with the appropriate program faculty, will determine if courses taken more than five years ago can be used in the student’s current program of study.

Students are responsible for providing the college with appropriate official documentation of prior learning. In the case of foreign transcripts, the student must assume the responsibility of having transcripts evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts can be obtained from the WCC Admissions and Records Office.

The official transcript shall specify the type of advanced standing, equivalent courses, and the number of credits awarded. Advanced standing credit shall be distinct from earned course credit.

No grades, grade point average, or other indication of academic standing shall be associated with advanced standing entries on the official transcript.

Credit awarded through advanced standing is applicable only to WCC’s curricular requirements. **Students are cautioned that credits awarded through AP examinations, CLEP examinations, credit-by-examination, credit-by-portfolio, or other means of advanced standing may not be accepted in transfer by other post-secondary institutions.**

Registration

Regular Registration

In order to register for courses or to change programs after initial registration, students must follow the registration procedures established for the college. Failure to follow correct procedures could result in a failing grade or the withholding of academic credit.

Students register for courses during the official registration period. In the event that a class is closed, students must see the academic dean to determine whether additional class slots are available. Usually, they may not enter new classes after the first 10 days of a new semester. Any request for entry after that time must be approved by the Dean of Student Services.

All registration dates will be announced in local newspapers and on radio stations and will be posted on bulletin boards.

Pre-registration

Students will be allowed to pre-register each semester without having to pay tuition at the time of pre-registration. Students who pre-register must pay their tuition or make arrangements with the Financial Aid Office by a payment deadline. This date will be publicized in the class schedule.

Students who do not make payment by the deadline will forfeit their class schedule reservations and will have to prepare new schedules during registration.

Change of Registration

In all cases, students should follow established procedures for making any change in their programs after registration. Failure to do so could place their college records in jeopardy. Financial aid students should check with the Financial Aid Office when any changes are made in their class schedules.

1. Withdrawal from a class

A student's withdrawal from a course without academic penalty must be made within the first nine weeks of a semester, and the student will receive a grade of "W." After that time the student will receive a grade of "F," except in rare, documented circumstances. A copy of this documentation must be placed in the student's academic file.

NOTE: The withdrawal period for classes in non-standard terms, courses, and summer sessions which are not a standard semester in length begins on the first day of classes and concludes on the day that represents the completion of sixty percent (60%) of the non-standard term.

2. Addition and late registration for a course

The add and late registration period for classes in the fifteen-week session terminates at the close of the tenth calendar day of the academic semester. The first day of classes, as published in the semester schedule, shall be the first day of the add and late registration period.

The drop period for classes in the fifteen-week session terminates at the close of the fourteenth calendar day of the academic semester.

The add/drop period for classes in non-standard terms, courses, and summer sessions which are not a standard semester in length begins on the first day of classes and concludes on the day which represents the completion of fifteen percent (15%) of the non-standard term.

3. Withdrawal from the college

A student who wishes to withdraw from the college should contact a counselor for advice on the procedure. Failure to follow procedures could place

the student's college record in jeopardy and prejudice his or her return to this or another college.

How to Make Changes to Initial Registration

To make changes to the original registration, you should determine which offices need to be contacted for signatures. They are as follows:

A. Approvals Needed for Dropping a Class

1. Curricular Students--advisor's signature.
2. Non-Curricular Students--counselor's signature
3. All students may drop a class online using the Student Information System (SIS)

*B. Approvals Needed for Withdrawing from a Class

1. Curricular Students--advisor's signature
2. Non-Curricular Students--counselor's signature

*C. Approvals Needed for Complete Withdrawal from College

1. Curricular Students--advisor's signature and counselor's signature
2. Non-Curricular Students--counselor's signature

*Having secured the proper signatures, students report to Admissions and Records Office to process schedule changes. The date the form is processed by the Admissions and Records Office personnel is the official date of drop or withdrawal.

The deadlines for the above procedures can be found each semester in the [Schedule of Classes](#) publication. The Schedule of Classes can also be accessed via the college's Internet [website](#). Non-standard courses have deadlines unique to their length. If you have questions or need information on deadlines for dropping or withdrawing from a course, contact the WCC Admissions and Records Office.

Off-campus evening students should contact the site coordinator for instructions for properly adding, dropping or withdrawing from an off-campus class. Site coordinators are located on the WCC campus, at the Crossroads Institute, and the Smyth County Education Center.

Instructor Initiated Withdrawal Policy

The instructor will withdraw a student from a course without academic penalty ("W" grade) during the withdrawal period for that course when the following conditions are met:

- a. the number of student absences equals twice the number of weekly meetings of the class, and
- b. the student grade at the time of the last absence is "D," "F," or "U."

A student who adds a class or registers after the first week of class is counted absent from all class meetings missed beginning with the second week.

A student who has not attended any classes during the add period and/or who meets the conditions described above will be withdrawn after the last date to drop (usually 14 calendar days in a normal session.)

The student may appeal the withdrawal to the instructor. This instructor's decision to reinstate or not will be based on the circumstances and the student's status in the class.

Auditing a Course

Under certain circumstances, a student may register to audit a course. One who audits a course attends classes but is not required to take examinations and, therefore, receives no credit. To register as an auditing student, one must get permission from the appropriate academic dean and must pay the normal tuition for the course. Students are allowed to audit classes only on a space-available basis and for reasons acceptable to the instructor and appropriate academic dean. Auditing a course is permitted only when it is in the best interest of the requesting student, other students, and the college. Since audited courses carry no credit, they do not count as a part of the student's course load. Students who register to audit a course, but then decide to take it for credit, must make that change within the "add" period. Changes from "credit" to "audit" must be made by the last day for withdrawal without penalty.

Classification of Students

Curricular Students

Curricular students are those who have been admitted to any of the curricular programs of the college. A student who has a high school diploma or a GED is designated a regular student when the student's file in the Admissions and Records Office contains all the information for general admission to the college and when the student has been admitted to one of the academic plans of the college.

Non-curricular Students

Non-curricular students are those who have not been formally admitted to curricular or Developmental Studies programs, but who are classified according to the following student goals or conditions:

1. Upgrading employment skills for present job
2. Developing skills for new job
3. Personal satisfaction and general knowledge
4. Transient

Transient students are those who, while enrolled at a community college, maintain primary enrollment with other post-secondary institutions.

5. High school

High school students, with permission of their principal and the appropriate division dean may

enroll at a community college.

Home school students with permission of the Vice President of Instruction and Student Development and with appropriate documentation for Home Schooling, may enroll at a community college.

6. General or curricular requirement pending (with college approval only)

This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.

7. Auditing a course (with college approval only)

Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there is a sufficient number of students taking the class for credit.

Freshman

A student is classified as a freshman until 30 credits of study in a designated curriculum are completed.

Sophomore

A student is considered a sophomore after 30 or more credits of course work in a curriculum are completed. Transferred credits are included providing they apply toward the requirements of the student's curriculum.

Full-Time Student

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

Part-Time Student

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

Tuition, Fees, Financial Aid & Veteran's Benefits

Tuition

Tuition rates are established annually by the [State Board for Community Colleges](#) and published with the semester schedule. Current rates can be verified by contacting the Admissions and Records Office. Payment of tuition enables students to obtain student identification cards and makes them eligible to use the [library](#), bookstore, student lounge, and other facilities of the college. Tuition may be paid by cash, check or credit card. Tuition rates are published in the college's [class schedule](#).

Student Activities Fee

A per-credit-hour student activities fee is required of all full-time and part-time students. The fee supports the student activities program at the college and provides funding for the college newspaper, student government, intramurals, student clubs, and certain cultural and social events held on campus for students. Some events may require additional charges since the budget for student activities does not cover all expenses for the entire activity program.

The student activities fee is published in the college's [class schedule](#).

Technology Fee

A technology fee is assessed for each course credit hour. The technology fee is used to upgrade and maintain computers and other related equipment on campus.

The technology fee is published in the college's [class schedule](#).

Capital Fee

A per-credit-hour capital fee is assessed to all out-of-state students, including out-of-state [contract](#) students.

Tuition Payment Options

Students may choose from any of the following methods to pay tuition. Partial payments will not be accepted.

Web Payment

Students may access the student information system (SIS) to pay tuition online. Important: Students who pay on the web and later are due a refund may only be refunded through the credit card used on the web for



payment.

Tuition Payment Plan

To help meet educational expenses, Wytheville Community College is pleased to provide FACTS tuition payment plan. FACTS allows students to pay tuition in monthly installments. The earlier students enroll, the more payment options they have. For more information, call FACTS at 1-800-609-8056, or contact the FACTS site through <https://secure.factstuition.com/facts/myfacts>.

In Person

Tuition can be paid by cash, check, MasterCard, or VISA at the Business Office. In order to facilitate timely processing of the payment, students should have their student ID readily available. Partial payments and checks in excess of tuition cannot be accepted.

Mail

Checks for the exact amount due may be mailed to:

WCC Business Office
1000 East Main Street
Wytheville, VA 24382

Students should enclose a student ID for processing and mail in time to meet the due date.

Third Party Contract

If an employer or another party will be paying the student's tuition, the student must complete the Third Party Contract Form and return it to the business office:

WCC Business Office
1000 East Main Street
Wytheville, VA 24382.

A new completed form is required each semester.

Refund Policy

It is the student's responsibility to know the refund dates, which are published in the [Academic Calendar](#). Students are eligible for a full refund of tuition for credit hours of course(s) dropped on or before the last day to drop with a refund—as listed in the Academic Calendar. Refunds will not be authorized after the refund dates and are mailed from the Department of Treasury approximately 6 weeks after classes begin.

Important Information regarding the Mailing of Refund Checks:

Refund checks are automatically generated by the SIS System and are dependent upon an up-to-date student address. Students should update their address in the SIS System whenever they relocate or change their address. Address changes may be made by calling the Admissions Office or by accessing the web at <http://www.wcc.vccs.edu/sis>. Students who do not have an up-to-date address or are missing address information in their student account will not receive refund checks.

Cashier Assistance

Students who need assistance should contact the Business Office located in Bland Hall to speak to someone: 276-223-4789 or 1-800-468-1195, extension 4789.

Eligibility for In-State Tuition

Section 23-7.4 of the [Code of Virginia](#), effective July 1, 1984, requires all persons applying for admission to a public college or university in Virginia and desiring to pay in-state tuition rates to complete an application for Virginia in-state tuition rates. If applicants are under the age of 18 or financially dependent on their parents or legal guardian, the parents or legal guardian must complete and sign a section of the application. An applicant who fails to complete the application for Virginia in-state tuition rates or fails to provide supplemental information when requested to do so will be charged out-of-state tuition rates.

To be eligible for in-state tuition rates, students must establish by clear and convincing evidence that they have been domiciled in Virginia continuously for at least one year

immediately preceding the first official day of classes of the semester for which in-state tuition is sought. A copy of the law and WCC's policy for implementing the appeals process is available in the Admissions and Records Office and in the [WCC library](#).

Waived Tuition

War Orphans

Under the [War Orphans Act of Virginia](#), children of Virginia military personnel killed, 100% disabled, missing in action, or designated prisoners of war in any armed conflict may be eligible for free tuition at state colleges. Determination of eligibility will be made by the Virginia Division of War Veterans Claims. The free tuition for children is a Commonwealth of Virginia benefit which applies only at state-related institutions. Students qualifying for the War Orphans Act may also be eligible for other benefits from the Veterans Administration through federal authorization. For more information or applications, contact the Student Services Office at Wytheville Community College.

Children of Deceased Law Enforcement/Firefighter/Rescue Squad Personnel

Any student between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent was domiciled in Virginia at the time of death and certification of employment is provided.

Senior Citizens Tuition and Fees Waiver

Under provisions of the [Virginia Senior Citizens Higher Education Act](#), a person who has reached 60 years of age and has had legal domicile in Virginia for one year before the beginning of a semester may enroll in a state institution of higher learning at no cost (tuition and required fees except fees established for the purpose of paying for course materials, such as laboratory fees) provided all tuition-paying students are given first priority for class spaces. Senior citizens who have completed 75% or more of their degree requirements may be allowed to enroll in courses at the same time as tuition-paying students. If the senior citizen had a Virginia taxable income of not more than \$15,000 in the preceding year, the individual may take a course for academic credit without paying tuition. If the person's Virginia taxable income exceeded \$15,000, the individual may only audit the course for free. All audits must be approved by the appropriate academic dean. A senior citizen, regardless of income level, may take a noncredit course. No limit is placed on the number of semesters in which a senior citizen may register for tuition-free courses. The law places no restriction on the number of courses that may be taken for credit in any semester. Audit

of credit courses or noncredit courses cannot exceed three courses per semester.

To apply for waiver of tuition and fees, senior citizens must be admitted to the college and complete waiver forms **each** semester in which classes are taken. Waivers must be approved by the Registrar. Forms are available in the Admissions and Records Office.

Books and Materials

Students are expected to purchase all books, supplies, and consumable materials that they will use. The estimated cost of these items will normally average at least \$800 per year for a full-time student. Some programs will have book and supply costs in excess of the average. The [bookstore](#) is operated by a private vendor in Room 247, Bland Hall. Hours of operation are posted at the bookstore.

Bookstore Return Policy

A receipt of sales is required for all returns. A \$35 service fee will be applied to all returned checks.

A full refund will be given up to two (2) weeks after beginning of classes for fall and spring semesters, providing that the item is in its original packaging and is in the same condition as when it was purchased. A full refund will be given up to one (1) week after beginning of classes for summer semester. If a student drops classes, the student is responsible for textbook and supply charges if the return deadline has passed.

A full refund will be given up to two (2) weeks on any non-text item, providing that the item is in its original packaging and is in the same condition as when it was purchased. Payment is expected at the time special orders are placed. No refunds will be given on special-order items.

Students are reminded to confirm their TRA and financial aid deadlines.

Registration is not complete until the Business Office has processed the tuition payment. If a student does not pay tuition by the appropriate deadline, his or her enrollment will be deleted and he or she will need to re-initiate the registration process.

Students who have completed and submitted the [FAFSA](#) online and are awaiting initial Financial Aid approval are not protected from the enrollment cancellation process. They will need to pay by the deadline established or enroll in a tuition payment plan.

Student Expense Budget

Statement of Costs 2008-09 School Year

The following budgets are those typically used to calculate the financial need of full-time, in-state students. The budgets of part-time students will be prorated. Tuition for out-of-state students is significantly higher.

Tuition and fees	2,700
Books and supplies	1,200
Room and Board	3,000
Transportation	3,100
Personal/Miscellaneous Expenses	<u>1,000</u>
TOTAL ESTIMATED BUDGET	\$11,000

Purchase of Tools

All students in curricula requiring the use of hand tools are required to furnish such tools. Specialized tools that would normally be furnished by an employer will be provided by the college.

Student Field Trips

The instructional philosophy of Wytheville Community College supports the integration of classroom, laboratory, and field experiences. Therefore, learning experiences may be provided at a site other than the campus. Students are responsible for their own transportation to these sites.

Refunds

Students are eligible for a refund for credit hours dropped during the “drop” period. To be eligible, a student must complete and process an official drop form during this period.

The college publishes in each semester’s class schedule the dates during which a student may be eligible for tuition refunds. Refunds are automatically processed when a scheduled class must be cancelled. No refunds will be considered after the announced date unless the student can document unusual or extenuating circumstances, or in case of an administrative error by the college. Before any consideration can be made, the student must appeal to the Vice President of Instruction and Student Development, and then to the Vice President of Finance and Administration.

Official drop forms must be turned in to the Admissions and Records Office in person or by the student’s authorized representative. Financial aid students must also bring the drop form to the Financial Aid Office for signature. The official drop date for a student is the date that the drop form is received by the Admissions and Records Office.

All entering and returning students receiving Title IV financial aid are subject to the Title IV Return of Funds Policy. A copy of the policy is mailed to each student with the financial aid award letter. Copies of the policies and additional information concerning the policies are available in the Financial Aid Office, Bland Hall, Room 221. Information about [financial aid at WCC](#) is available via the college’s Internet [website](#).

Refunds, Credits, and Reinstatement Policy as a Result of a National Emergency

Tuition and Required Fees

In the event a student is ordered to active duty (for reservists) or mobilized (active military) as described in the [Code of Virginia, Section 23-9.6:2](#), and he/she requests to be withdrawn from the college after the last day to drop and receive a refund, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of “W.”

The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

Academic Credits and Grades

Students who are subject to conditions described in [Code of Virginia, Section 23-9.6:2](#), should have the opportunity to receive an incomplete grade (“I”) until released from active duty (for reservists) or mobilization (for active duty personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization.

Students may be given the option of taking their examinations prior to regularly scheduled times.

Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.

Reinstatement

Students who are called to active duty or are mobilized shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to reapply for admission if they return to the college within one year of completing service required as a result of the national emergency.

Students who are separated from the college, under conditions in [Code of Virginia, Section 23-9.6:2](#), shall be required to apply for readmission if they do not enroll within one year from the release from active duty (for reservists) or return from mobilization (active military).

Suspension of Students for Nonpayment of Tuition, Fees, and Debts Owed the College

If a student fails to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts, the student may be suspended. No suspended student will be allowed to register in any succeeding semester until all debts owed to the college have been satisfied.

Financial Aid

Financial Aid

Students must apply annually for financial aid by completing the current year FAFSA online at www.fafsa.ed.gov as well as the current year WCC Local Application that is available from the WCC Financial Aid Office. If the student’s information is selected for verification, additional information will be requested from the student and must be submitted in order for the file to be completed and the student’s eligibility determined. Students’ files are reviewed and awarded on a first-come, first-served basis. Priority dates and deadlines are published on the [Financial Aid page](#) of the WCC website.

Satisfactory Academic Progress (SAP)

In addition to other eligibility requirements, students must make satisfactory academic progress by completing 67% of all classes attempted and maintain a cumulative grade point average as outlined below:

Credits attempted:	Cumulative GPA required:
12-24	1.5
25-35	1.75
36+	2.0

Students must also have a 2.0 cumulative GPA in order to graduate.

SAP is evaluated at the end of the each semester. Future financial aid will be terminated until the student pays for enough credits to meet SAP or the student files an appeal to the Financial Aid Committee and is granted reinstatement.

Students are only allowed to receive financial aid for 150% of the program requirements. For example, the Administrative Support Technology program is 67 credits. 150% of 67 credits equals 100 credits. Once a student has attempted 100 credits, the student will no longer be eligible to receive financial aid whether or not the student completes the program. Failure to comply with this component is permanent and cannot be appealed.

Return of Title IV Aid

When a student withdraws on or before 60% of the class has been completed, federal financial aid regulations established by the Higher Education Amendments of 1998 require that a portion of the total Title IV funds awarded to the student (Federal Pell Grant, FSEOG, ACG, Loans) must be returned. The determination is based on calendar days. WCC must document a student’s withdrawal date and maintain the documentation.

Financial Aid Programs Available

- **Federal Pell Grant** is an award to help undergraduates (Students who have not earned a bachelor’s degree).

To receive the full amount, students must be enrolled in 12 credits or more. If students are enrolled in fewer than 12 credits, awards will be prorated.

- **Supplemental Education Opportunity Grant (SEOG)** is an award for undergraduates with exceptional financial need. Students must be enrolled in at least 3 credits.
- **Virginia Student Financial Assistance Program** provides undergraduate financial awards based on financial need. This includes the **COMA** and **VGAP** grants. To receive **COMA**, students must be enrolled in at least 6 credits, but no more than 15 credits. To receive **VGAP**, students must be enrolled in at least 12 credits.
- **College Scholarship Assistance Program (CSAP)** is an award for undergraduates with exceptional financial need. To receive **CSAP**, students must be enrolled in at least 6 credits.
- **Part-time Tuition Assistance Program (PTAP)** is for tuition and fees only for students enrolled in 3-5 credits.
- **Federal/College Work-Study Program (FWSP, CWS)** is a joint federal and college program for part-time student employment. Students must be enrolled in at least 9 credits to participate and are placed by the Financial Aid Office. **Students must work to receive this money.**
- **Academic Competitiveness Grant (ACG)** is for current year high school graduates that received an Advanced High School diploma, completed a rigorous high school program, are PELL eligible, and enrolled full time.
- **William D. Ford Federal Direct Loan Program** provides subsidized and unsubsidized loans administered by the Department of Education to be used for educational expenses such as tuition and books. Students must be enrolled in at least 6 credits.
- **Nursing Loans** are federal loans available for educational expenses such as tuition and books to students enrolled in the Nursing program. Students must be enrolled in at least 6 credits and have unmet financial aid need.
- **Federal Perkins Loans** are federal loans available for educational expenses such as tuition and books. Students must be enrolled in at least 6 credits and have unmet financial aid need.

Scholarships

The [WCC Educational Foundation](#) and the [WCC Scholarship Foundation](#) have a number of scholarship endowments which provide awards. In addition, private citizens, businesses and industries, and civic clubs also provide scholarship funds.

The WCC Scholarship Committee selects the recipients for the scholarships awarded by the foundations. Periodically, scholarships are publicized in the *Daily Bulletin*. Selected scholarships may be advertised in the service area for first-time students. Unless otherwise noted, financial need is required for selection. In some cases, a scholarship is awarded only after a student has completed one semester of enrollment. Applications are available in the Financial Aid Office, the WCC Educational Foundation Office, and at other campus locations and regional education centers. Information is also available online at <http://www.wcc.vccs.edu/foundation/scholarships.php>.

Veteran's Benefits

Information about veteran's benefits may be obtained from the Student Services Office. To be certified for VA educational benefits, veterans or eligible dependents will be required to furnish certain documents such as discharge records or other VA eligibility forms. Assistance in acquiring, completing, and submitting necessary forms may be obtained from the Dean of Student Services. The college will certify all veterans and dependents eligible for benefits and report enrollments to the VA, provided veterans keep the Dean informed of their academic loads.

Tuition Relief for Active Duty Personnel

As a required by Virginia Code Section 23-9.6.2, WCC will provide tuition relief, refund, and reinstatement of students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from their enrollment.

Servicemembers Opportunity Colleges

Wytheville Community College is a member of [Servicemembers Opportunity Colleges](#), a consortium of over 1,300 institutions pledged to be reasonable in working with servicemembers and veterans trying to earn degrees even while pursuing demanding, transient careers. As a Servicemembers Opportunity Colleges member, WCC is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations with the military services, the National Guard, and the Office of the Secretary of Defense serving as cooperating agencies.

Academic Program Information

Types of Programs

In implementing its mission statement, WCC provides several types of programs, as well as a wide selection of curricular offerings. Each curriculum is designed to meet the general criteria established by the [State Board of Community Colleges](#). At the same time, WCC strives to design each curriculum with emphasis on the needs and opportunities within the college's service region

The State Board for Community Colleges sets minimum standards for conferring appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete course and program requirements. The following programs are offered by WCC. The descriptions reflect the philosophies of both the state governing agencies and the college.

General Education

The programs in general education at WCC emphasize broad learning that goes beyond job training and skill development. Each degree and certificate program of the college contains prescribed general education courses, including academic courses in the humanities/fine arts, social/behavioral sciences, natural sciences, mathematics, wellness, and communication skills. 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.

Wytheville Community College is committed to offering its students programs that encompass the knowledge, skills, and attitudes required by each individual to be more effective as a person, a worker, a consumer, and a citizen. Through a combination of general education courses, specialized courses in the major field, and student development courses, graduates are provided with a collegiate experience that supports the development of the following general education goals.

Student Learning Outcomes for Each of the General Education Goal Areas

WCC degree graduates will demonstrate competency in the following general education areas:

1. Communication

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

Degree graduates will demonstrate the ability to

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

2. Critical Thinking

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act.

Degree graduates will demonstrate the ability to

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

3. Cultural and Social Understanding

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities.

Degree graduates will demonstrate the ability to

- 3.1 assess the impact that social institutions have on individuals and culture--past, present, and future;
- 3.2 describe their own as well as others' personal ethical systems and values within social institutions;
- 3.3 recognize the impact that arts and humanities have upon individuals and cultures;
- 3.4 recognize the role of language in social and cultural contexts; and
- 3.5 recognize the interdependence of distinctive worldwide social, economic, geo-political, and cultural systems.

4. Information Literacy

A person who is competent in information literacy recognizes when information is needed and has the ability to locate,

evaluate, and use it effectively (adapted from the American Library Association definition).

Degree graduates will demonstrate the ability to

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

5. Personal Development

An individual engaged in personal development strives for physical well-being and emotional maturity.

Degree graduates will demonstrate the ability to

- 5.1 develop and/or refine personal wellness goals; and
- 5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

6. Quantitative Reasoning

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions.

Degree graduates will demonstrate the ability to

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

7. Scientific Reasoning

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena.

Degree graduates will demonstrate the ability to

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

1. Minimum Requirements for Associate Degrees

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Arts & Sciences (AA&S)
- Associate of Applied Science (AAS)

General Education:	Minimum number of Semester Hours Credits			
	(1) AA	(2) AS	(3) AA&S	(4) AAA/ AAS
Communication ^(a)	6	6	6	3
Humanities/Fine Arts	6	6	6	3
Foreign Language (Intermediate Level)	6	0	0	0
Social/Behavioral Sciences	9	9 ^(b)	9	3 ^(c)
Natural Sciences	7	7	7	0 }3 ^(c)
Mathematics	6	6 ^(d)	6 ^(d)	0
Personal Development ^(e)	2	2	2	2
Other Requirements for Associate Degrees:				
Major Field Courses and Electives (columns 1-3)	18-21	24-27	24-27	49-53 ^(f)
Occupational/Technical Courses (column 4)	_____	_____	_____	_____
Total for Degree^{(g)=}	60-63	60-63^(h)	60-63^(h)	65-69^(h)

Notes: The VCCS Policy Manual, Section 2-IV-C, defines general education within the VCCS. Sections 2.7.3, 3.4.10, and 3.5.1 of the Southern Association of Colleges and Schools (SACS) Principles of Accreditation specify general education requirements. Colleges must address all SACS requirements, the SCHEV Core Competencies, and the general education goal areas listed in this VCCS Policy Manual.

- (a) Must include at least one course in English composition.
- (b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

- (c) While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACS principles require that general education courses be general in nature and must not "...narrowly focus on those skills, techniques, and procedures peculiar to a particular occupation or profession."
- (d) Only 3 semester hours of mathematics are required for the General Studies major.
- (e) Personal development includes health, physical education, or recreation courses that promote physical and emotional well being and student development courses. Must include at least one student development course.
- (f) AAA/AAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.
- (g) All college-level course prerequisites must be included in the total credits required for each program.
- (h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.

2. Information Literacy Statement

Upon graduation from a degree program, all students will be able to (1) determine the nature and extent of the information needed; (2) access needed information effectively and efficiently; (3) evaluate information and its sources critically and incorporate selected information into his or her knowledge base; (4) use information effectively, individually or as a member of a group, to accomplish a specific purpose; and (5) understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

3. Assessment

Curricular students are required to complete tests, such as COMPASS to determine entry level placement into reading, writing, and math classes. Additionally, students may be required to participate in one or more tests, projects, or other academic activities designed to measure general education achievement and/or achievement in selected major areas prior to graduation. These tests are designed to evaluate programs. Program assessment test results will remain confidential and will be used for the sole purpose of college improvement. Students may have access to their own test scores upon request.

4. Student Outcomes Assessment

The college uses a variety of assessment activities to ensure that its educational programs achieve their stated purposes.

Entering freshmen, candidates for graduation, and graduates are assessed through standardized and nationally-

normed instruments, in-house developed tests, exit interview questionnaires, and employer surveys.

The assessment process focuses on the following four areas: basic skills testing for English and mathematics placement, the student's progress in the major, an assessment of the general education component among transfer curricula, and follow-up studies on alumni, dual-enrollment students, off-campus centers, transfer students, and area employers.

College Transfer Programs

The college transfer programs include first- and second-year courses in arts and sciences and pre-professional courses that transfer to four-year colleges and universities. A number of four-year degree programs are available on the campus of Wytheville Community College, including [Old Dominion University](#) and [King College](#).

Associate of Arts and Sciences Degree Programs are designed with two primary goals in mind: (1) to offer the student a widely accepted program of general preparation for upper-division work in her or her chosen professional field, stressing a balance of required courses common to most baccalaureate degree programs; and (2) to offer maximum flexibility so that the student may select specific courses that may be required at the college or university to which transfer is contemplated.

College Transfer Programs

Associate of Arts & Sciences (AA&S)

[Business Administration](#)

[Education](#)

[Education--Pre-Teacher Elementary](#)

[Education Specialization](#)

[General Studies](#)

[General Studies--Pre-Teacher Education Specialization](#)

[General Studies: Specialization in Human Services](#)

[Liberal Arts](#)

[Liberal Arts--Pre-Teacher Education Specialization](#)

[Science](#)

[Science--Pre-Teacher Education Specialization](#)

[Science--Specialization in Engineering](#)

Certificate (C)

[General Education](#)

Career & Technical Education Programs

The career and technical education programs are designed to meet the increasing demands for technicians, paraprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These

programs serve as initial training for students preparing to enter the job market for the first time, as a supplement to work experience for persons who are preparing for advancement in their present lines of work, or as retraining for persons who must develop new skills for the present job market.

To meet these goals, Citizens Advisory Committees provide, in partnership with industry and the community, information and advice to enable continuous updating of curricula, course content, technology, and faculty knowledge of current industry practices. Preparation for successful employment may encompass many aspects of education that extend beyond the classroom, such as cooperative education and internships that are conducive to success in the workplace.

Associate of Applied Science Degree programs are designed primarily to prepare the student for employment immediately upon graduation from the community college. Thus, these programs contain a large number of specialized courses.

Wytheville Community College offers both **two-year diploma and one-year certificate programs** for those students interested in immediate employment in selected occupational fields. The student's program is designed to facilitate transition into an appropriate AAS degree program at a later date. Students interested in such options should plan their programs carefully with their advisors and counselors at WCC.

Career and Technical Education

Associate of Applied Science (AAS)

- Accounting
- Administrative Support Technology
- Administrative Support Technology--
Health Information Management Specialization
- Administrative Support Technology--
Legal Assistant Specialization
- Corrections Science
- Dental Hygiene
- Early Childhood Development
- EMS--Paramedics
(offered in partnership with Southwest Virginia Community College)
- Information Systems Technology
- Information Systems Technology--
Database and Technical Support Specialization
- Information Systems Technology--
Networking Systems Technology Specialization
- Machine Technology
- Management
- Medical Laboratory Technology
- Nursing
- Physical Therapist Assistant

- Police Science
- Radiologic Technology
- Respiratory Care

(offered in partnership with Southwest Virginia Community College)

Diploma (D)

- Construction Technology
- Alternative Energy Systems
- Carpentry
- Electrical
- Heating, Ventilation, and Air Conditioning (HVAC)
- Occupational Therapist Assistant

Certificate (C)

- Clerical Studies
- Corrections
- Law Enforcement
- Machine Tool Operations
- Medical Office Clerk
- Practical Nursing

Developmental Courses

Developmental courses do not fulfill degree requirements. They are designed to help students build the foundation needed to succeed in college-level courses.

The developmental courses at WCC provide supplementary and compensatory learning experiences that are directly related to curricular or subject areas. These courses assist individuals in developing both basic study skills and subject knowledge necessary to succeed in their college programs.

Increasing numbers of students are continuing, extending, or updating their educational experience in areas of occupational-technical skills and in traditional academic areas. With this growth, WCC assumes the responsibility to support and enhance each student's opportunity and potential for success through the developmental studies courses and through a continued commitment to serve the educational needs of the service region.

Cooperative Education

Co-op/internship students are employed part-time at work experience sites in positions related to their future career goals. The typical work week is 10-25 hours, depending upon the number of credits to be earned. It is preferred that students take advantage of the Internship Program (without pay) while working at non-profit entities. Experiential learning, combined with classroom theory, enhances the development and professional preparation of the co-op/internship student.

Workforce Development - Continuing Education and Community Services

Workforce Development

Employer Training Services

The Workforce Development Staff will work with private and public sector employers to design innovative programs that will meet the specific training needs of each organization. Most often the training is the result of a needs assessment completed in cooperation with management and employees. The Office of Workforce Development will provide training at the work site, on the WCC Main Campus or at Regional Sites and will tailor the class schedule to accommodate the demands of work schedules. For more information, see the WCC web site at <http://www.wcc.vccs.edu>.

Apprenticeship Training

Wytheville Community College is the coordination site for the Southwest Virginia Regional Office of Apprenticeship serving the 17 counties and five community colleges of Southwest Virginia.

WCC can assist organizations in meeting many of its training needs through the Virginia Apprenticeship Program. The Apprenticeship Program is based on an agreement between employers, employees, and the Virginia Apprenticeship Council.

This voluntary program consists of currently employed individuals receiving on-the-job training (O.J.T.) provided by the employer and related instruction through WCC.

Manufacturing Technology Center

The **Manufacturing Technology Center** (MTC) is a catalyst for enhancing competitiveness, increasing profitability, and improving economic opportunity for Southwestern Virginia's Industry. It is responsive to the needs of manufacturers, helps them manage change, and promotes a progressive industrial image. The center accomplishes its mission by providing direct assistance, demonstration projects, and consultation services.

The MTC is a consortium of the five community colleges of Southwestern Virginia: Mountain Empire, New River, Southwest Virginia, Virginia Highlands, and Wytheville. The center is advised by an Advisory Board made up of industry leaders, economic development and agency representatives, and the presidents of the consortium community colleges.

Continuing Education

Wytheville Community College realizes that education is a continuing lifelong process. All individuals in the college's service region need the opportunity to develop and increase their knowledge in their personal, community and work environments. Continuing Education is the outreach arm of the college dedicated to meeting the ongoing educational needs of the community.

Community Services

College Facilities and 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 Wytheville Community College. Some of the community services available through the college are:

- Continuing Adult Education
- Speakers for Local Organizations
- Workshops and Seminars
- Community Research and Development Projects
- Academic and Career Counseling
- Career Development Services

Campus facilities are also available for use by community organizations and individuals.

- Library
- Exhibits
- Athletic Fields and Courts

The college has developed specific policies and procedures which govern the use of its facilities.

Regional Programming

The college makes educational opportunities available to everyone in the service region through its program of regional classes. Each semester, numerous credit courses are scheduled at a variety of locations throughout the service region.

These programs allow individuals to take classes in their home communities without having the added expense of traveling to the main campus in Wytheville. WCC offers off-campus classes at the Crossroads Institute in Galax and The Smyth County Education Center in Atkins.

Career Studies Certificate Programs

Career Studies Certificate (CSC)

Carpentry
Child Development
Clerical Assistant
Dental Assisting
Electrical
EMT
File Clerk
Health Sciences
Heating, Ventilation, and Air Conditioning (HVAC)
Legal Assisting
Machining
Medical Coding
Medical Records Clerk
Medical Transcriptionist
Pharmacy Technician
Phlebotomy
Project Management
Public Health
Solar Installer
Truck Driving
Web Design and Office Applications

Academic Program Offerings

College Transfer

Business Administration

Degree: Associate of Arts and Sciences with a major in Business Administration

Length: Four-semester (two-year) program

Purpose: The Associate of Arts and Sciences Degree curriculum in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Business Administration program requires competency in English and [Math Essentials](#) MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Admission Requirements: Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the [guaranteed admission and articulation agreements](#) referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ACC 211	Principles of Accounting I	4	0	4
CST 110	Introduction to Speech Communication	3	0	3
ENG 111	College Composition I	3	0	3
MTH 163	Pre-Calculus I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ¹	Business	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	0	17

Second Semester				
ACC 212	Principles of Accounting II	4	0	4
BUS 216 ²	Probability and Statistics for Business and Economics	3	0	3
ENG 112	College Composition II	3	0	3
HLT/PED	Health or Physical Education	2	0	2
Elective ³	Information Technology	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Third Semester				
ECO 201	Principles of Macroeconomics	3	0	3
MTH 271	Applied Calculus I	3	0	3
Elective ⁴	Humanities	3	0	3
Elective ⁵	Lab Science	3	3	4
Elective ⁶	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16

Fourth Semester				
ECO 202	Principles of Microeconomics	3	0	3
MTH 272	Applied Calculus II	3	0	3
Elective ⁴	Humanities	3	0	3
Elective ⁵	Lab Science	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		12	3	13

Total Minimum Credits Required for this Curriculum 61

¹Students may choose either *BUS 100* or *BUS 241*.

²Students may choose *MTH 240*.

³Courses may be chosen from the following: *ITE 115* or *ITE 119*.

⁴Courses may be chosen from the Transfer Humanities Electives.

⁵Courses may be chosen from the following: *BIO 101, 102; CHM 101, 102 CHM 111, 112, 241, 242; GOL 105, 106; PHY 241, 242*.

⁶Courses may be chosen from the Transfer Social Science Electives.

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

Education

Degree: Associate of Arts and Sciences with a major in Education

Length: Four-semester (two-year) program

Purpose: The Associate of Arts and Sciences Degree in Education is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree preparing them to teach at the elementary or middle-school levels.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Education program requires competency in English and **Math Essentials** MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: The Associate of Arts and Sciences program in Education is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program that leads to teacher licensure. This program is designed to meet General Education requirements for transfer to a 4-year college or university. Students are urged to become acquainted with the requirements of the teacher education program at the college or university to which transfer is contemplated and to regularly consult with his/her community college advisor in planning their program and selecting electives. Students should successfully complete all community college courses meeting the grade requirement of "C." Note the **guaranteed admission and articulation agreements** referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
HIS 121	U.S. History I			
or		3	0	3
HIS 122	U.S. History II			
ITE 115	Introduction to Computer Applications & Concepts	3	0	3

MTH 151 ¹	Liberal Arts Math I	3	0	3
SDV 101	Orientation to Education	1	0	1
Elective ²	Lab Science	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		16	3	17

Second Semester

ENG 112	College Composition II	3	0	3
HIS 121	U.S. History I			
or		3	0	3
HIS 122	U.S. History II			
MTH 157 ¹	Elementary Statistics	3	0	3
Elective ²	Lab Science	3	3	4
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16

Third Semester

EDU 200	Social Science Elective	3	0	3
CST 110	Intro. to Speech Communication			
		3	0	3
HLT ⁴	Elective	3	0	3
Elective ⁵	Humanities	3	0	3
Elective ⁶	Literature	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Fourth Semester

Elective ⁵	Humanities	3	0	0
Elective ⁶	Literature	3	0	3
Elective ³	Social Science	3	0	3
Elective ³	Social Science	3	0	3
Elective		<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Total Minimum Credits Required for this Curriculum 63

¹Students may substitute a higher-level math. Recommended sequences include MTH 151, 157; MTH 163, 241.

²Courses may be chosen from the following: BIO 101,102; CHM 111, 112, 241, 242; GOL 105, 106..

³Courses may be chosen from the following: ECO 201, 202; EDU GEO 210, 220; HIS, PLS 211, 212; PSY 200 or above; SOC 200 or above.

⁴HLT 110 or 160.

⁵Transfer Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102 .

⁶Six credits of transfer Literature electives are required and can be chosen from ENG 241, 242, 243, 244.

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

Education

Pre-Teacher Elementary Education Specialization

Purpose: This specialization under the Education program is for students, desiring to transfer to Early Education, Special Education and Middle School Education with signed articulation agreements with the VCCS. Agreements are referred as Pre-Teacher Education Articulation Agreement (PTEAA), and students can sign this type of agreement within the first semester at WCC. Students who chose the specialization are expected to sign an agreement, and follow the specified course of studies for transfer. See the following VCCS Website for all signed articulation agreements and more information--<http://www.vccs.edu/Students/Transfer/PreTeacherEducationTransfer/tabid/591/Default.aspx>.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Education Pre-Teacher Elementary Education Specialization program requires competency in English and **Math Essentials** MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
HLT ¹	Elective	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MTH 151 ²	Liberal Arts Math I	3	0	3
SDV 101	Orientation to Education	1	0	1
Elective ³	History	3	0	3
Suggested Credits & Hours for Semester		16	0	16
Second Semester				
ENG 112	College Composition I	3	0	3
MTH 157 ²	Elementary Statistics	3	0	3
Elective ³	History	3	0	3
Elective ⁴	Humanities	3	0	3
Elective	PLS 130, 135, 211 or 212	3	0	3
Suggested Credits & Hours for Semester		15	0	15
Third Semester				
EDU 200	Social Science Elective	3	0	3
CST 110	Introduction to Speech Communication	3	0	3



Elective	History (Western Civilization 101 or 102)	3	0	3
Elective ⁵	Literature	3	0	3
Elective ⁶	Lab Science	3	3	4
Suggested Credits & Hours for Semester		15	3	16

Fourth Semester

Elective ⁴	Humanities	3	0	3
Elective ⁶	Lab Science	3	3	4
Elective ⁶	Literature	3	0	3
Elective ⁷	Social Science	3	0	3
Elective ⁷	Social Science	3	0	3
Suggested Credits & Hours for Semester		15	3	16

Total Minimum Credits Required for this Curriculum 63

¹HLT 110 or 160.

²Students may substitute a higher-level math. Recommended sequences include MTH 151, 157; MTH 163, 241.

³Recommend HIS 121, 122, 101 or 102.

⁴Transfer Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

⁵Six credits of transfer Literature electives are required and can be chosen from ENG 241, 242, 243, 244.

⁶Recommend BIO 101.

⁷Courses may be chosen from the following: ECO 201, 202; GEO 210, 220; PLS 211, 212; PSY 200 or above; SOC 200 or above.

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

General Education

Degree: General Education Certificate

Length: Two semester (one year) program

Purpose: The General Education Certificate is to recognize the accomplishment of a significant cohort of courses required for those pursuing the Associate of Arts and Sciences degree with a major in General Studies. The intent is for those who are enrolled in dual credit programs with the school divisions in our service region we partner with to be recognized for the accomplishment of a significant step toward acquiring this AA&S degree. It also allows the college to award recognition to those students who start at a community college with the expressed intent to matriculate to a senior baccalaureate degree awarding institution of higher education. They often do so prior to completion of the full two-year program and this certificate validates they significant work toward that personal and academic goal.

Admission Requirements: In addition to the admission requirements established for the college, entry into the General Education Certificate program requires competency in English and [Math Essentials](#) MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with their academic advisor and/or Student Services Office of the community college in planning their program and selecting electives. Note the [guaranteed admission and articulation agreements](#) referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ¹	Humanities/Fine Arts	3	0	3
Elective ²	Lab Science	3	3	4

Elective ³	Mathematics	3	0	3
Elective ⁴	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		16	3	17

Second Semester

Elective ⁵	Communication	3	0	3
Elective ¹	Humanities/Fine Arts	3	0	3
Elective ²	Lab Science	3	3	4
Elective ⁴	Social Science	3	0	3
Elective ⁴	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16
Total		31	6	33

NOTE: Students planning to complete AA&S degrees should consult the WCC catalog or their academic advisor to choose electives that are appropriate to their curriculum.

¹Humanities/Fine Arts electives may be chosen from the following: [ART 101](#); [CST 151](#); [ENG](#) (literature courses only); [HUM 100](#); [MUS 121](#); [PHI 101](#); [REL 200, 210, 230](#); [SPA 101, 102](#).

²Courses may be chosen from the following: [BIO 101,102](#); [CHM 101, 102, 111, 112](#); [GOL 105, 106](#); [PHY 241, 242](#).

³Students may choose [MTH 151](#) or any higher numbered mathematics course. These include: [MTH 152, MTH 157, MTH 158, MTH 163, MTH 164, MTH 173, MTH 174, MTH 241, MTH 242](#).

⁴Courses may be chosen from the following: [ECO 201, 202](#); [GEO 210, 220](#); [HIS 101, 102, 121, 122](#); [PLS 211, 212](#); [PSY 200](#) or above; [SOC 200](#) or above.

⁵Three credits of transfer communication are required and can be chosen from [ENG 112](#) or [CST 110](#).

General Studies

Degree: Associate of Arts and Sciences with a major in General Studies

Length: Four-semester (two-year) program

Purpose: The Associate of Arts and Sciences Degree program in General Studies is designed specifically for those students who wish to transfer to a four-year college or university but who may be uncertain about a specific major.

Admission Requirements: In addition to the admission requirements established for the college, entry into the General Studies program requires competency in English and **Math Essentials** MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the **guaranteed admission and articulation agreements** referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
MTH 151 ¹	Liberal Arts Math I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ²	Lab Science	3	3	4
Elective ³	Social Science	3	0	3
Elective ⁴	History	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		16	3	17
Second Semester				
ENG 112	College Composition II	3	0	3
MTH 152 ¹	Liberal Arts Math II	3	0	3
Elective ²	Lab Science	3	3	4
Elective ³	Social Science	3	0	3
Elective ⁴	History	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16

Third Semester

Elective ⁵	Literature	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
CST 110	Introduction to Speech Communication	3	0	3
Elective ³	Social Science	3	0	3
Elective ⁶	Transfer Elective	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Fourth Semester

Elective ⁵	Literature	3	0	3
HLT/PED ⁷	Health or Physical Education	2	0	2
Elective ³	Social Science	3	0	3
Elective ⁶	Transfer Elective	3	0	3
Elective ⁸	Humanities	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	0	14

Total Minimum Credits Required for this Curriculum 62

¹Students may substitute a higher level math. Recommended sequences include MTH 163, 164, 271, 173, 174; 271, 272.

²Courses may be chosen from the following: BIO 101,102; CHM 111, 112, 241, 242; GOL 105, 106; PHY 241, 242.

³Courses may be chosen from the following: ECO 201, 202; GEO 210, 220; Any HIS; PLS 211, 212; PSY 200 or above; SOC 200 or above.

⁴Six credits of transfer History electives are required and can be chosen from HIS 101, 102, 121, 122.

⁵Six credits of transfer Literature electives are required and can be chosen from ENG 241, 242, 243, 244.

⁶Transfer Electives may be chosen from the following 4 areas: (1) Math courses including MTH 163, 164; 163, 173, 174; 271, 272 or (2) Lab Science courses including: BIO 101,102; CHM 111, 112, 241, 242; GOL 105, 106; PHY 241, 242 or (3) Social Science courses including ECO 201, 202; GEO 210, 220; Any HIS; PLS 211, 212; PSY 200 or above; SOC 200 or above or (4) Humanities courses including: ART 101, CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

⁷HLT 143 does not meet HLT/PED degree requirement.

⁸Transfer Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102 .

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

General Studies

Pre-Teacher

Education Specialization

Purpose: Pre-Teacher Education Specialization is designed for persons who plan to transfer to a four-year college or university in a teacher education major that requires a background in the social sciences. The specialization provides for course work that will orient students to a career in teacher education. Students are urged to become acquainted with the requirements of the teacher education program at the college or university to which transfer is contemplated and to regularly consult with his/her community college advisor in planning their program and selecting electives. Students should successfully complete all community college courses meeting the grade requirement of “C.”

Admission Requirements: In addition to the admission requirements established for the college, entry into the General Studies Pre-Teacher Education Specialization program requires competency in English and **Math Essentials** MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
HIS 121	U.S. History I	3	0	3
or				
HIS 122	U.S. History II			
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MTH 151 ¹	Liberal Arts Math I	3	0	3
SDV 101	Orientation to Education	1	0	1
Elective ²	Lab Science	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		16	3	17

Second Semester

ENG 112	College Composition II	3	0	3
HIS 121	U.S. History I	3	0	3
or				
HIS 122	U.S. History II			
MTH 157 ¹	Elementary Statistics	3	0	3
Elective ²	Lab Science	3	3	4
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16

Third Semester

EDU 200	Social Science Elective	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
HLT/PED ⁴	Elective	2	0	2
Elective ⁵	Literature	3	0	3
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	0	14

Fourth Semester

Elective ⁶	Humanities	3	0	0
Elective ⁵	Literature	3	0	3
Elective ³	Social Science	3	0	3
Elective ³	Social Science	3	0	3
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Total Minimum Credits Required for this Curriculum 62

¹Students may substitute a higher-level math. Recommended sequences include *MTH 151, 157; MTH 163, 241.*

²Courses may be chosen from the following: *BIO 101,102; CHM 111, 112, 241, 242; GOL 105, 106.*

³Courses may be chosen from the following: *ECO 201, 202; GEO 210, 220; PLS 211, 212; PSY 200 or above; SOC 200 or above.*

⁴*HLT 110 or 160.*

⁵Six credits of transfer Literature electives are required and can be chosen from *ENG 241, 242, 243, 244.*

⁶Transfer Humanities electives may be chosen from the following: *ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.*

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

General Studies

Human Services Specialization

Degree: Associate of Arts and Sciences with a major in General Studies and a specialization in Human Services

Length: Four-semester (two-year) program

Purpose: Human Services course work prepares students for entry-level positions in the helping fields or transfer to a bachelor degree program. Through courses and a field placement in agencies, students develop skills and knowledge in working with people with physical and psychiatric disabilities, adolescents, the aged, the substance abuser, and the child or adult in crisis. Faculty will arrange individual consultations with students to help them in career planning.

Admission Requirements: In addition to the admission requirements established for the college, entry into the General Studies Human Services Specialization program requires competency in English and [Math Essentials](#) MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Articulation Options: The ancillary benefit of this AAS degree in Human Services at WCC are the articulation agreements the college has with senior institutions that award baccalaureate degrees in the Human Services field. One has a unique requirements as expressed below.

Old Dominion University Bachelor Degree Program: Because of an articulation agreement with Old Dominion University, students receiving an Associate of Applied Science (AAS) degree in Human Services may earn a baccalaureate degree in Human Services on the WCC main campus in Wytheville.

Occupational Objectives: Employment opportunities for graduates in Human Services include staff positions in hospitals, mental health clinics, group homes, training centers and community service agencies. Graduates may transfer to a four-year college or university for bachelor degrees in fields such as social work, psychology, special education, gerontology, and human resources.



Admission to Internship: Admission to HMS 290 (Coordinated Internship) is selective and must be approved by the internship coordinator. Eligibility is based on the following criteria: minimum GPA of 2.0, completion of course prerequisites (HMS 100, HMS 121, HMS 122), faculty recommendation, expected graduation date, and any relevant internship site requirements. Arrangements for the internship placement are made the semester prior to the one in which the student actually takes the class. Students wishing to take the classes in the fall semester must request an application from the internship coordinator during the first week of March. Those wishing to take it during the spring semester must request an application during the first week of October.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
HMS 100	Intro to Human Services	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ¹	Humanities	3	0	3
Elective ²	Lab Science	3	3	4
Elective ³	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		16	3	17
Second Semester				
ENG 112	College Composition II	3	0	3
HMS 228	Productive Problem Solving	3	0	3
MTH 157 ⁴	Elementary Statistics	3	0	3
Elective ²	Lab Science	3	3	4
Elective ³	Social Science/History	3	0	3
Suggested Credits & Hours for Semester		15	3	16

Third Semester

CST 110	Introduction to Speech Communication	3	0	3
HMS 121	Basic Counseling Skills I	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective ³	Social Science	3	0	3
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Fourth Semester

HLT/PED ⁵	HLT 110 or 160	2	0	2
HMS 122	Basic Counseling Skills II	3	0	3
HMS 290	Coordinated Internship	3	0	3
Elective ¹	Humanities	3	0	3
Elective ³	Social Science	3	0	3
Suggested Credits & Hours for Semester		14	0	14

Total Minimum Credits Required for this Curriculum62

¹Transfer Humanities electives may be chosen from the following: *ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102* .

²Courses may be chosen from the following: *BIO 101,102; CHM 101, 102, CHM 111, 112, 241, 242; GOL 105, 106.*

³Courses may be chosen from the following: *ECO 201, 202; GEO 210, 220; HIS 101,102 , HIS 121, 122; HIS 101 or 102 (ODU), PLS 211, 212; PSY 120 or ECO 120 (RU); PSY 200, 231, 232; SOC 20, 215.*

⁴Students may substitute *MTH 152*. Check with your advisor.

⁵*HLT 143* does not meet HLT/PED degree requirement.

Liberal Arts

Degree: Associate of Arts and Sciences with a major in Liberal Arts

Length: Four-semester (two-year) program

Purpose: The Associate of Arts and Sciences Degree program in Liberal Arts is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually Bachelor of Arts degree, in the liberal arts or social sciences. Students in this program may wish to major in the following fields:

Economics

Education

English

Foreign Language

Government (Political Science)

History

Humanities

Journalism

Library Science

Literature

Philosophy

Pre-Law

Psychology

Sociology

Admission Requirements: In addition to the admission requirements established for the college, entry into the Liberal Arts program requires competency in English and [Math Essentials](#) MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the [guaranteed admission and articulation agreements](#) referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MTH 151 ¹	Liberal Arts Math I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ²	Foreign Language I	4	0	4
Elective ³	History	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	0	17

Second Semester

CST 110	Introduction to Speech Communication	3	0	3
ENG 112	College Composition II	3	0	3
MTH 152	Liberal Arts Math II	3	0	3
Elective ²	Foreign Language II	4	0	4
Elective ³	History	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		16	0	16

Third Semester

Elective ⁴	Literature	3	0	3
HLT/PED ⁵	Health or Physical Education	2	0	2
Elective ²	Intermediate Foreign Language I	3	0	3
Elective ⁶	Lab Science	3	3	4
Elective ⁷	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	3	15

Fourth Semester

Elective ⁴	Literature	3	0	3
Elective ²	Intermediate Foreign Language II	3	0	3
Elective ⁶	Lab Science	3	3	4
Elective ⁷	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	3	13

Total Minimum Credits Required for this Curriculum 61

¹Students may substitute a higher level math.

²Students with two years of high school foreign language may petition for advanced placement in that language.

³Six credits of transfer History electives are required and can be chosen from [HIS 101, 102, 121, 122](#).

⁴Six credits of transfer Literature electives are required and can be chosen from [ENG 241, 242, 243, 244](#).

⁵HLT 143 does not meet HLT/PED degree requirement.

⁶Courses may be chosen from the following: [BIO 101,102; CHM 101, 102, 111, 112; GOL 105, 106; PHY 201, 202, 241, 242](#).

⁷Courses may be chosen from the following: [ECO 201, 202; GEO 210, 220; PLS 211, 212; PSY 200 or above; SOC 200 or above](#).

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

Liberal Arts

Pre-Teacher Education Specialization

Purpose: Pre-Teacher Education Specialization is designed for persons who plan to transfer to a four-year college or university in a teacher education major that requires a background in the requires a background in foreign language or humanities. The specialization provides for course work that will orient students to a career in teacher education. Students are urged to become acquainted with the requirements of the teacher education program at the college or university to which transfer it contemplated and to regularly consult with his/her community college advisor in planning their program and selecting electives. Students should successfully complete all community college courses meeting the grade requirement of “C.”

Admission Requirements: In addition to the admission requirements established for the college, entry into the Liberal Arts Pre-Teacher Education Specialization program requires competency in English and **Math Essentials** MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
HIS 121	U.S. History I	3	0	3
or				
HIS 122	U.S. History II			
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MTH 151 ¹	Liberal Arts Math I	3	0	3
SDV 110	Orientation to Education	1	0	1
Elective	Foreign Language I	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		16	3	17

Second Semester				
CST 110	Intro. to Speech Communication	3	0	3
ENG 112	College Composition II	3	0	3
HIS	History Elective (HIS 121, 122 or HIS 101 or 102)	3	0	3
MTH 157 ¹	Elementary Statistics	3	0	3
Elective	Foreign Language II	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		15	3	16

Third Semester

EDU 200	Social Science Elective	3	0	3
HLT/PED ²	Elective	2	0	2
Elective	Intermediate Foreign Language I	3	0	3
Elective ³	Lab Science	3	2	4
Elective ⁴	Literature	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	2	15

Fourth Semester

Elective	Intermediate Foreign Language II	3	0	3
Elective ⁴	Literature	3	0	3
Elective ³	Lab Science	3	2	4
Elective ⁵	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	2	13

Total Minimum Credits Required for this Curriculum 61

¹Students may substitute a higher-level math. Recommended sequences include *MTH 151, 157; MTH 163, 241.*

²*HLT 110 or 160.*

³Courses may be chosen from the following: *BIO 101,102; CHM 111, 112, 241, 242; GOL 105, 106.*

⁴Six credits of transfer Literature electives are required and can be chosen from *ENG 241, 242, 243, 244.*

⁵Courses may be chosen from the following: *ECO 201, 202; GEO 210, 220; PLS 211, 212; PSY 200 or above; SOC 200 or above.*

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

Science

Degree: Associate of Arts and Sciences with a major in Science

Length: Four-semester (two-year) program

Purpose: With the emphasis on scientific discoveries and technological developments in today's society, there is a demand for scientists and scientifically-oriented persons in business, government, industry and the professions. The Associate of Arts and Sciences Degree Program in Science is designed for persons who are interested in the pre-professional or scientific program and who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in one of the following fields:

Agriculture
Biology
Chemistry
Pre-Dentistry
Education
Forestry
Geology
Mathematics
Pre-Medical
Nursing
Pharmacy
Physical Therapy
Physics

Admission Requirements: In addition to the admission requirements established for the college, entry into the Science program requires competency in English and **Math Essentials** MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: Students are urged to become acquainted with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Student Services Office of the community college in planning their program and selecting electives. Note the **guaranteed admission and articulation agreements** referenced on page 15 apply only to students who complete the Associate Degree.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
MTH 163 ¹	Pre-Calculus I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ²	Lab Science	3	3	4
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		13	3	14
Second Semester				
ENG 112	College Composition II	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MTH 271 ¹	Applied Calculus I	3	0	3
Elective ²	Lab Science	3	3	4
Elective ³	Social Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16
Third Semester				
CST 110	Intro. to Speech Communication	3	0	3
Elective ⁴	Literature	3	0	3
Elective ²	Lab Science	3	3	4
Elective ⁵	History	3	0	3
Elective	Transferable Elective	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16
Fourth Semester				
Elective ⁴	Literature	3	0	3
HLT/PED ⁶	Health or Physical Education	2	0	2
Elective ²	Lab Science	3	3	4
Elective ⁴	History	3	0	3
Elective ⁷	Humanities	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	3	15

Total Minimum Credits Required for this Curriculum 61

¹Students may substitute a higher level math. Recommended sequences include MTH 163, 164; 163, 271; 173, 174; 271, 272.

²Courses may be chosen from the following: BIO 101, 102; BIO 141, 142; CHM 111, 112, 241, 242; GOL 105, 106.

³Courses may be chosen from the following: ECO 201, 202; GEO 210, 220; PLS 211, 212; PSY 200 or above; SOC 200 or above.

⁴Six credits of transfer Literature electives are required and can be chosen from ENG 241, 242, 243, 244.

⁵Six credits of transfer History electives are required and can be chosen from HIS 101, 102, 121, 122.

⁶HLT 110 or 160.

⁷Transfer Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

Science

Pre-Teacher Education Specialization

Purpose: Pre-Teacher Education Specialization is designed for persons who plan to transfer to a four-year college or university in a teacher education major that requires a background in the sciences. The specialization provides for course work that will orient students to a career in teacher education. Students are urged to become acquainted with the requirements of the teacher education program at the college or university to which transfer it contemplated and to regularly consult with his/her community college advisor in planning their program and selecting electives. Students should successfully complete all community college courses meeting the grade requirement of “C.”

Admission Requirements: In addition to the admission requirements established for the college, entry into the Science Pre-Teacher Education Specialization program requires competency in English and **Math Essentials** MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENG 111	College Composition I	3	0	3
MTH 163 ¹	Pre-Calculus I	3	0	3
SDV 101	Orientation to Education	1	0	1
Elective ²	History	3	0	3
Elective ³	Lab Science	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		13	3	14

Second Semester				
ENG 112	College Composition II	3	0	3
Elective ²	History	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MTH 241 ¹	Statistics	3	0	3
Elective ³	Lab Science	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		15	3	16

Third Semester

CST 110	Intro. to Speech Communication	3	0	3
EDU 200	Social Science Elective	3	0	3
HLT/PED ⁴	Health or Physical Education	2	0	2
Elective ⁵	Literature	3	0	3
Elective ³	Lab Science	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		14	3	15

Fourth Semester

Elective ⁶	Humanities	3	0	3
Elective ³	Lab Science	3	3	4
Elective ⁵	Literature	3	0	3
Elective ⁷	Social Science	3	0	3
Elective	Transfer	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16

Total Minimum Credits Required for this Curriculum 61

¹Students may substitute a higher level math. Recommended sequences include *MTH 163*, or *241*.

²Six credits of transfer History electives are required and can be chosen from *HIS 101, 102, or 121, 122*.

³Courses may be chosen from the following: *BIO 101,102; CHM 111, 112, 241, 242; GOL 105, 106*.

⁴*HLT 110 or 160*.

⁵Six credits of transfer Literature electives are required and can be chosen from *ENG 241, 242, 243, 244*.

⁶Transfer Humanities electives may be chosen from the following: *ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102*.

⁷Courses may be chosen from the following: *ECO 201, 202; GEO 210, 220; PLS 211, 212; PSY 200 or above; SOC 200 or above*.

***Requirements of four-year institutions may vary. Students should consult a counselor or their academic advisor to select electives that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.**

Science

Specialization in Engineering

Length: Four-semester (two-year) program

Purpose: This program is designed to provide the first two years of a degree in engineering science with particular emphasis on the University of Virginia School of Engineering and Applied Science PRODUCED in Virginia initiative. Students who are planning to transfer into other engineering programs at the University of Virginia or other four-year institutions are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and to consult with their counselor or advisor at Wytheville Community College in planning their program.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Science Specialization in Engineering program requires competency in English and **Math Essentials** MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
CHM 111	College Chemistry I	3	3	4
ENG 111	College Composition I	3	0	3
HIS 101	History of Western Civilization I	3	0	3
or				
HIS 121	U.S. History I			
MTH 173	Calculus with Analytic Geometry I	5	0	5
MTH 177	Introductory Linear Algebra	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	3	18

Second Semester

CST 110	Intro. to Speech Communication	3	0	3
EGR 120	Introduction to Engineering	1	0	1
EGR 140	Engineering Mathematics -Statics	3	0	3
ENG 112	College Composition II	3	0	3
HIS 102	History of Western Civilization II	3	0	0
or				
HIS 122	U.S. History II			

MTH 174	Calculus with Analytic Geometry II	5	0	5
Suggested Credits & Hours for Semester		18	0	18

Third Semester

EGR 245	Engineering Mechanics - Dynamics	3	0	3
HUM ¹	Humanities Elective	3	0	3
MTH 277	Vector Calculus	4	0	4
PED ²	Physical Education Elective	0	2-3	1
PHY 241	University Physics I	3	3	4
Elective ³	Social Science Elective	3	0	3
Suggested Credits & Hours for Semester		16	5-6	18

Fourth Semester

EGR 246	Mechanics of Materials	3	0	3
ENG ¹	Literature/Humanities Elective	3	0	3
ITP	Computer Programming Course	4	0	4
MTH 279	Ordinary Differential Equations	4	0	4
PHY 242 ⁴	University Physics II	3	3	4
Suggested Credits & Hours for Semester		17	3	18

Total Minimum Credits Required for this Curriculum 72

¹Must be chosen from *ENG 241, 242, 243, 244* or the following humanities courses: *ART 101, 102; CST 151, 152; foreign language; MUS 121, 122; PHI 101; REL 200, 210, 230*. Transfer students are advised to consider four-year college and university requirements in making their choices.

²Students may substitute a *HLT (Health)* course for physical education requirement. *HLT 143* does not meet *HLT/PED* degree requirements.

³Recommended social sciences: *ECO 201; GEO 210, 220; PLS 211, 220; PSY 200; SOC 200*.

⁴Students should enroll in *ITP 120, ITP 134*, or a computer programming course as approved by the division.

Career and Technical Studies

Accounting

Degree: Associate of Applied Science in Business Management with a major in Accounting

Length: Four-semester (two-year) program

Purpose: The Associate of Applied Science in Business Management with a major in Accounting is designed primarily for persons seeking full-time employment in the accounting field. Persons seeking their first employment in an accounting position and those seeking to upgrade their current position may benefit from this program.

Occupational Objectives:

- Accounting Trainee
- Accounting Technician
- Junior Accountant
- Accountant
- Bookkeeper

Admission Requirements: In addition to the admission requirements established for the college, entry into the Accounting program requires competency in English and **Math Essentials** MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ACC 211	Principles of Accounting I	4	0	4
BUS 100	Introduction to Business	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
BUS 226	Computer Business Applications	2	2	3
ENG 111	English Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	2	17

Second Semester

ACC 212	Principles of Accounting II	4	0	4
AST 236	Specialized Software (Excel)	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
ECO 120	Survey of Economics	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Third Semester

ACC 215	Computerized Accounting	3	0	3
ACC 221	Intermediate Accounting I	3	0	3
ACC 231	Cost Accounting I	3	0	3
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law I	3	0	3
Elective ¹	Humanities/Fine Arts Elective	3	0	3
Suggested Credits & Hours for Semester		18	0	18

Fourth Semester

ACC 222	Intermediate Accounting II	3	0	3
ACC 261	Principles of Federal Taxation	3	0	3
BUS 242	Business Law II	3	0	3
FIN 215	Financial Management	3	0	3
Elective ²	Core Elective	3	0	3
HLT/PED ³	Health or Phys. Ed. Elective	2	0	2
Suggested Credits & Hours for Semester		17	0	17

Total Minimum Credits Required for this Curriculum 68

¹Humanities electives must be chosen from the following: *ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.*

²Core Elective

³HLT 143 does not meet HLT/PED degree requirement.



Administrative Support Technology

Degree: Associate of Applied Science in Business and Office with a major in Administrative Support Technology

Length: Four-semester (two-year) program

Purpose: The Associate of Applied Science Degree in Administrative Support Technology is designed to prepare persons for full-time employment immediately upon completion of the community college program. Both persons who are seeking their first employment in an office position and those who are seeking promotion may benefit from this curriculum.

Occupational Objectives:

- Administrative Assistant
- Administrative Support Specialist
- Executive Secretary
- Legal Secretary
- Medical Secretary
- Office Manager
- Word Processing Specialist

Admission Requirements: In addition to the admission requirements established for the college, entry into the Administrative Support Technology program requires competency in English and **Math Essentials** MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 101 ¹	Keyboarding I	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 140	Introduction to Windows	1	0	1
AST 160	Learning the Internet for Business	1	0	1
AST 260	Presentation Software (PowerPoint)	2	0	2
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
HLT/PED ²	Health/Phys. Ed. Elective	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		15	0	15



Second Semester

AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
HLT/PED ²	Health/Phys. Ed. Elective	1	0	1
Elective ³	Humanities/Fine Arts Elective	3	0	3
Elective	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		16	0	16

Third Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 234	Records and Database Managemen (Access)	3	0	3
AST 243	Office Administration I	3	0	3
Elective ⁴	Math or Natural Science	3	0	3
Elective ⁵	Business	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18

Fourth Semester

AST 142	Word Processing II (Word)	3	0	3
AST 240	Machine Transcription	3	0	3
AST 244	Office Administration II	3	0	3
AST 257	WP Desktop Publishing	3	0	3
AST 298	Seminar and Project	3	0	3
BUS 125	Applied Business Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18

Total Minimum Credits Required for this Curriculum67

¹Students who possess Keyboarding skills may petition for advanced placement with Credit by Examination.

²HLT 143 does not meet HLT/PED degree requirement.

³Humanities electives must be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

⁴Recommend MTH 120.

⁵Students may choose BUS 100, BUS 200, or BUS 205.

Administrative Support Technology: Health Information Management Specialization

Degree: Associate of Applied Science in Business and Office with a major in Administrative Support Technology and a Specialization in Health Information Management.

Length: Four-semester (two-year) program

Purpose: The Health Information Management Specialization is designed to train health information specialists to work with health care professionals and administration to organize, analyze and preserve medical information used to evaluate patient care, diagnose and treat illnesses and substantiate reimbursement. It provides students with a unique blend of courses in information technology, business management and clinical knowledge. Students who possess an interest in studying disease and therapies but who prefer not to work in a direct patient care setting find this career very rewarding. An interest in using computers to manage data is very important.

Occupational Objectives:

- Medical Insurance Coders
- Medical Office Supervisor
- Office Manager
- Transcriptionists
- Administrative Assistant
- Administrative Support specialist
- Medical Secretary

Admission Requirements: In addition to the admission requirements established for the college, entry into the Administrative Support Technology: Health Information Management Specialization program requires competency in English and [Math Essentials MTE 1-2](#) as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First semester				
AST 101 ¹	Keyboarding I	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 140	Introduction to Windows	1	0	1
AST 260	Presentation Software (PowerPoint)	2	0	2
ENG 111	College Composition	3	0	3
HIM 113	Medical Terminology and Disease Processes I	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		16	0	16
Second Semester				
AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
Elective ²	Humanities Elective	3	0	3
Elective ³	MTH/Science Elective	3	0	3
Elective	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18
Third Semester				
AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 243	Office Administration I	3	0	3
HIM 253	Health Records Coding	3	2	4
HLT/PED ⁴	Health/Physical Education	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		16	2	17
Fourth Semester				
AST 245	Medical Machine Transcription	3	0	3
AST 298	Seminar and Project	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
HIM 151	Reimbursement Issues in Medical Practice Management	2	0	2
HIM 254	Advanced Coding and Reimbursement	2	2	3
HLT/PED ⁴	Health/Physical Education	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		14	2	15
Total Minimum Credits Required for this Curriculum 66				

¹Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

²Humanities electives must be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

³Recommend NAS 150.

⁴HLT 143 does not meet HLT/PED degree requirement.

Administrative Support Technology: Legal Assistant Specialization

Degree: Associate of Applied Science in Business and Office with a major in Administrative Support Technology and a Specialization in Legal Assistant.

Length: Four-semester (two-year) program

Purpose: The Legal Assistant Specialization is designed to teach the technical skills and critical thinking skills required of the legal assistant. Legal assistants perform independent legal work under the supervision of an attorney. Some of the legal assistant's most important tasks include helping lawyers prepare for closings, hearings, trials, and corporate meetings. Legal assistants may help prepare legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and draft contracts, mortgages, and separation agreements.

Occupational Objectives:

- Paralegal/Legal Assistant
- Corporate Paralegal
- Paralegal Supervisor

Admission Requirements: In addition to the admission requirements established for the college, entry into the Administrative Support Technology: Legal Assistant Specialization program requires competency in English and **Math Essentials** MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First semester				
AST 101 ¹	Keyboarding I	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 140	Introduction to Windows	1	0	1
ENG 111	College Composition	3	0	3
LGL 110	Intro to Law and the Legal Assistant	3	0	3
Elective	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Second Semester

AST 102	Keyboarding II	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
LGL 126	Legal Writing	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	0	16

Third Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I (Word)	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 243	Office Administration I	3	0	3
Elective ²	Legal Elective	3	0	3
Elective	Math/Natural Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

Fourth Semester

AST 142	Word Processing II (Word)	3	0	3
AST 247	Legal Machine Transcription	3	0	3
Elective ³	Humanities/Fine Arts Elective	3	0	3
Elective ²	Legal Elective	3	0	3
Elective ²	Legal Elective	3	0	3
HLT/PED ⁴	Health/Physical Education	2	0	2
Suggested Credits & Hours for Semester		17	0	17

Total Minimum Credits Required for this Curriculum 67

¹Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

²The legal assisting student may select from the following electives to fulfill the Legal Assistant degree program: LGL 115 - Real Estate Law for Legal Assistants; LGL 116 - Domestic Relations and Consumer Law; LGL 117 - Family Law; LGL 218 - Criminal Law or ADJ 211; LGL 225 Estate Planning & Probate.

³Humanities electives must be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

⁴HLT 143 does not meet HLT/PED degree requirement.



Clerical Studies

Certificate: Business and Office with a major in Clerical Studies

Length: Two-semester (one-year) program

Purpose: The program in Clerical Studies is a one-year course of study and practice to provide training in the art and skills of clerical practice.

Occupational Objective:

- Bank Teller
- Bookkeepers and Accounting Clerks
- Clerk Typist
- Data Entry Keyer
- Receptionist and Information Clerk
- Reservation and Transportation Ticket Agent
- Shipping and Receiving Clerks
- Travel Clerk

Admission Requirements: Proficiency in English. (COMPASS or ASSET tests will be administered to determine English course placements).

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The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 101 ¹	Keyboarding I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 132	Word Processing I	1	0	1
AST 133	Word Processing II	1	0	1
AST 134	Word Processing III	1	0	1
AST 136	Office Record Keeping	3	0	3
AST 140	Introduction to Windows	1	0	1
AST 234	Records and Database Management	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		17	0	17
Second Semester				
AST 102	Keyboarding II	3	0	3
AST 142	Word Processing II (Word)	3	0	3
AST 236	Specialized Software Applications	3	0	3



AST 240	Machine Transcription	3	0	3
ENG 137 ²	Communication Processes I	3	0	3
Elective ³	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

Total Minimum Credits Required for this Curriculum35

¹Students who possess Keyboarding skills may petition for advanced placement with Credit by Examination.

²Students who desire transferable credits must take ENG 111 and CST 110 in place of ENG 137.

³Recommend PSY 120 or ECO 120.

Construction Technology: Alternative Energy Systems Specialization

Diploma: Construction Technology Diploma, Alternative Energy Systems Specialization

Length: Five semesters

Purpose: Consumer and commercial demand for green energy systems (driven by tax credits and other energy incentives) continues to grow, as will the need for tradesman and contractors versed in green technology applications, including solar, wind, geothermal, and energy conservation (weatherization). The Alternative Energy Diploma specialization (to include the Solar Installer Career Studies Certificate) will provide a pathway to individual Tradesman License with the Commonwealth of Virginia’s Board for Contractors with an AES (Alternative Energy Systems) classification, OSHA 10/30 Construction Industry Training completion, and the North American Board of Certified Energy Practitioners (NABCEP) entry level Solar Installer certification. These courses are offered primarily at night.

Occupational Objectives:

- Alternative Energy Installer Helper
- Alternative Energy Technician Helper

Admission Requirements: In addition to the admission requirements established for the college, entry into the Construction Technology: Alternative Energy Systems Specialization program requires competency in English and **Math Essentials** MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<i>First Semester</i>				
BLD 110	Introduction to Construction	3	0	3
ELE 115	Basic Electricity	3	0	3
ENE 100	Conventional and Alternate Energy Applications	3	3	4
ENE 105	Solar Thermal Active/Passive	3	3	4

SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	06	15

Second Semester

BLD 105	Shop Practices and Procedures	2	3	3
BLD 231	Construction Estimating I	3	0	3
ENE 120	Photovoltaic and Thermal	3	3	4
EEE*	Core Elective	3	0	3
Suggested Credits & Hours for Semester		11	6	13

Summer Semester

BLD 190	Coordinated Internship	0	3	3
ENE 110	Solar Power Installation	3	3	4
ITE 115	Intro to Computer Applications	3	0	3
SAF 127	Industrial Safety	2	0	2
Suggested Credits & Hours for Semester		8	6	12

Third Semester

BLD 101	Construction Management I	3	0	3
DRF 231	Computer Aided Drafting 1	2	3	3
EEE*	Core Elective	3	0	3
ENG 100 ¹	Basic Occupational Communication	3	0	3
Suggested Credits & Hours for Semester		11	3	12

Fourth Semester

BLD 111	Blueprint Reading and Building Code	2	2	3
BLD 135	Building Construction - Carpentry	2	2	3
BLD 290	Coordinated Internship	0	3	3
MTH 103	Applied Technical Mathematics I	3	0	3
Suggested Credits & Hours for Semester		7	7	12

Total Minimum Credits Required for this Curriculum 64

*** Consult your faculty advisor to select core electives**

¹ENG 137 may be substituted for ENG 100.

Construction Technology: Carpentry Specialization

Diploma: Construction Technology–Carpentry Specialization

Length: Five semesters

Purpose: A shortage of qualified workers in carpentry has created the need for trained personnel in the construction industry. The Diploma program is designed for those individuals seeking employment in carpentry or the construction industry. The program is offered primarily in the evening.

Occupational Objectives: Carpenter’s Helper and Carpenter

Admission Requirements: In addition to the admission requirements established for the college, entry into the Construction Technology: Carpentry program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

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The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BLD 110	Introduction to Construction	3	0	3
BLD 111	Blueprint Reading and Building Code	2	2	3
BLD 135	Building Construction Carpentry	2	2	3
MTH 103	Applied Technical Mathematics I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		11	4	13

Second Semester

BLD 105	Shop Practices and Procedures	2	3	3
BLD 231	Construction Estimating I	3	0	3
DRF 231	Computer Aided Drafting	2	3	3
EEE*	Core Elective	3	0	3



ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Suggested Credits & Hours for Semester		13	6	15

Summer Semester

BLD 190	Cooperative Education	0	3	3
or				
BUS 197				

Third Semester

BLD 103	Principles of Residential Building Inspection	2	2	3
BLD 101	Construction Management I	3	0	3
BLD 131	Carpentry Framing I	3	4	5
EEE*	Core Elective	3	0	3
ENG 100 ¹	Basic Occupational Communication	3	0	3
Suggested Credits & Hours for Semester		14	6	17

Fourth Semester

BLD 132	Carpentry Framing II	3	4	5
BLD 133	Carpentry Framing III	3	4	5
BLD 290	Internship/Seminar and Project	0	3	3
Suggested Credits & Hours for Semester		6	11	13

Total Minimum Credits Required for this Curriculum 61

*** Consult your faculty advisor to select core electives**

¹ENG 137 may be substituted for ENG 100.

Construction Technology: Electrical Specialization

Diploma: Construction Technology Diploma, Electrical Specialization

Length: Five semesters

Purpose: A shortage of qualified workers in the electrical field has created the need for trained personnel as helpers, repair technicians and electricians in residential and industrial fields. The Diploma program is designed for individuals currently working in electrical trades, and for those seeking entry level positions. The program is offered primarily in the evening.

Occupational Objectives: Electrical Helper, Maintenance Helper, Electrical Repair, Electrician

Admission Requirements: In addition to the admission requirements established for the college, entry into the Construction Technology: Electrical program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

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The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ELE 149	Wiring Methods in Industry	2	2	3
BLD 110	Introduction to Construction	3	0	3
BLD 111	Blueprint Reading and Building Code	2	2	3
ELE 115	Basic Electricity	3	0	3
BLD 135	Building Construction Carpentry	2	2	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	6	16
Second Semester				
BLD 105	Shop Practices and Procedures	2	3	3
ELE 127	Residential Wiring Methods	2	3	3
BLD 231	Construction Estimating I	3	0	3
EEE*	Core Elective	3	0	3

ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Suggested Credits & Hours for Semester		13	6	15

Summer Semester

BLD 190	Cooperative Education	0	3	3
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Third Semester

BLD 101	Construction Management I	3	0	3
DRF 231	Computer Aided Drafting	2	3	3
ELE 173	Commercial Wiring Methods	2	2	3
EEE*	Core Elective	3	0	3
ENG 100 ¹	Basic Occupational Communication	3	0	3
Suggested Credits & Hours for Semester		13	5	15

Fourth Semester

ELE 245	Industrial Wiring	2	2	3
ELE 131	National Electrical Code I	3	0	3
MTH 103	Applied Technical Mathematics I	3	0	3
BLD 290	Internship/Seminar and Project	0	3	3
Suggested Credits & Hours for Semester		8	5	12

Total Minimum Credits Required for this Curriculum 61

*** Consult your faculty advisor to select core electives**

¹ENG 137 may be substituted for ENG 100.



Construction Technology: Heating, Ventilation and Air Conditioning (HVAC) Specialization

Diploma: Construction Technology Diploma, HVAC Specialization

Length: Five semesters

Purpose: A shortage of qualified workers in heating, ventilation and air conditioning (HVAC) has created the need for trained personnel. The Diploma program is designed for those individuals currently in the trade seeking licensure and those seeking entry-level positions. The program is offered primarily in the evening.

Occupational Objectives: HVAC Technician and HVAC Helper

Admission Requirements: In addition to the admission requirements established for the college, entry into the Construction Technology: Heating, Ventilation and Air Conditioning (HVAC) program requires competency in English and **Math Essentials** MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AIR 121	Air Conditioning and Refrigeration I	2	3	3
BLD 110	Introduction to Construction	3	0	3
BLD 111	Blueprint Reading and Building Code	2	2	3
ELE 115	Basic Electricity	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		11	5	13

Second Semester

AIR 122	Air Conditioning and Refrigeration II	2	3	3
AIR 165	Air Conditioning Systems I	2	3	4
BLD 105	Shop Practices and Procedures	2	3	3

BLD 231	Construction Estimating	3	0	3
MTH 103	Applied Technical Math	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Summer

BLD 190	Internship/Project and Seminar	0	3	3
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Third Semester

BLD 101	Construction Management I	3	0	3
DRF 231	Computer Aided Drafting I	2	3	3
ENG 100 ¹	Basic Occupational Communication	3	0	3
ITE 115	Intro to Computer Applications	3	0	3
Elective	Core Elective	3	0	3
Suggested Credits & Hours for Semester		14	3	15

Fourth Semester

AIR 126	Electrical and Control Systems	1	3	2
AIR 158	Mechanical Codes	2	0	2
AIR 159	Heating and Cooling Safety	1	0	1
BLD 135	Building Construction Carpentry	2	2	3
BLD 290	Internship/Seminar and Project	0	3	3
Elective	Core Elective	3	0	3
Suggested Credits & Hours for Semester		9	8	14

Total Minimum Credits Required for this Curriculum 61

¹ENG 137 may be substituted for ENG 100.

Corrections

Certificate: Protective Services Technology with a major in Corrections

Length: Two-semester (one-year) program

Purpose: There is a growing community interest in developing adequate corrections facilities staffed with properly trained personnel. The certificate program is designed for people who are preparing themselves to enter the field of corrections and to upgrade the professional ability of practitioners in corrections.

Occupational Objectives: Local, State, and Federal Corrections Officers and advancement within the profession.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Corrections program requires a personal interview with a member of the faculty of the Administration of Justice major and competency in English and **Math Essentials** MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: For those persons wishing to improve their skills in the corrections field, the corrections curriculum provides the needed concentration of courses. Students will be advised as to which courses are most applicable to their field of interest and upon successful completion of the two-semester curriculum will be awarded a Certificate in Protective Services Technology with a major in Corrections.

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The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 146	Adult Correctional Institutions	3	0	3
ADJ 228	Narcotics & Dangerous Drugs	3	0	3
ENG 137 ¹	Communication Processes I	3	0	3



SOC 200	Principles of Sociology	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		16	0	16

Second Semester

ADJ 107	Survey of Criminology	3	0	3
ADJ 145	Corrections & the Community	3	0	3
ADJ 241	Correctional Law I	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
Elective ²	Soc./Behavioral Science	3	0	3
Elective ²	Soc./Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		18	0	18

Total Minimum Credits Required for this Curriculum 34

¹Students may take *ENG 111*.

²Recommend *PSY 120* and *PLS 211*.

Corrections Science

Degree: Associate of Applied Science in Protective Services Technology with a major in Corrections Science

Length: Four-semester (two-year) program

Purpose: The associate degree program will produce correctional staff personnel who possess both a knowledge of the operational aspects of the corrections field and an understanding of the methods used to manage, treat, and counsel inmates.

Occupational Objectives: Local, State and Federal Corrections Officers, Community Corrections

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Corrections Science program requires the following:

1. A personal interview with a member of the Administration of Justice Faculty.
2. Competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. Other factors to consider are physical condition, hearing, color vision, sight, weight, and moral character.

Program Requirements: Approximately one-half of the curriculum will include courses in Administration of Justice with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and the practical applications needed for future success in corrections or related activities. Students are urged to consult with their faculty advisor and the Student Services Office in planning their program and selecting electives. Upon satisfactory completion of the four-semester program, the graduate will be awarded the Associate of Applied Science Degree with a major in Corrections Science.

A coordinated internship is required of all students working toward the Associate Degree in Corrections Science unless waived by the college in lieu of approved course work, provided student is or has been employed by a criminal justice agency. The program is designed to broaden the classroom experience through assignment in public governmental criminal justice agencies for 180 hours during one semester. Students should gain first-hand knowledge and greater understanding of the

network of criminal justice agencies and of how they serve the community. Students should also integrate and apply knowledge, theory, and understanding derived from foundation courses to the practical solutions to problems encountered during their internship.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 146	Adult Correctional Institutions	3	0	3
ADJ 228	Narcotics & Dangerous Drugs	3	0	3
ENG 137 ¹	Communication Processes I	3	0	3
HLT/PED ²	Health or Physical Education	2	0	2
SOC 200	Principles of Sociology	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		18	0	18
Second Semester				
ADJ 107	Survey of Criminology	3	0	3
ADJ 145	Corrections & The Community	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
CST 110	Introduction to Speech Communication	3	0	3
Elective ³	Humanities/Fine Arts Elective	3	0	3
Elective ⁴	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18
Third Semester				
ADJ 105	The Juvenile Justice System	3	0	3
ADJ 211	Criminal Law, Evidence, Procedures I	3	0	3
ADJ 245	Management of Correctional Facilities	3	0	3
PSY 250	Law Enforcement Psychology	3	0	3
Elective		<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15
Fourth Semester				
ADJ 212	Criminal Law, Evidence, Procedures II	3	0	3
ADJ 241	Correctional Law I	3	0	3
ADJ 290	Coordinated Internship	0	12	4
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective ⁴	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	12	16

Total Minimum Credits Required for this Curriculum 67

¹Students who desire transferable credits must take [ENG 111](#) and [CST 110](#) in place of [ENG 137](#).

²[HLT 143](#) does not meet [HLT/PED](#) degree requirement.

³Humanities electives must be chosen from the following: [ART 101](#); [CST 151](#); [ENG](#) (literature courses only); [HUM 100](#); [MUS 121](#); [PHI 101](#); [REL 200, 210, 230](#); [SPA 101, 102](#).

⁴Recommend [PSY 120](#), [PLS 211](#), or [PSY 165](#).

Dental Hygiene

Degree: Associate of Applied Science in Dental Hygiene with a major in Dental Hygiene

Length: Five-semester (two-year program)

Purpose: The two-year program is designed to prepare the student as a skilled, educated health care provider with the knowledge and skills necessary to become part of the dental health team. At the successful completion of the two-year program, graduates will be eligible to sit for national and regional examinations in dental hygiene leading to licensure as a registered dental hygienist. (Individuals who have a felony or misdemeanor conviction may not be allowed to take the licensing examination. This decision is made by the Virginia Board of Dentistry. Any questions regarding this issue may directed to the board at (804) 662-9906.)

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Occupational Objectives: A licensed dental hygienist, working under the general supervision of a dentist, may work in general or specialized dental offices, clinics, public health agencies, or teaching institutions.

Minimum Admission Requirements: *(Please see the information below concerning selective admission.)*

Applicants must be high school graduates or the equivalent. In order to meet the admission requirements, the applicant must have completed:

1. A WCC application (including all high school and college transcripts or copy of GED by **February 15**).
2. Competency in English and **Math Essentials** MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. High school biology or equivalent (one unit) with at least "C".
4. High school chemistry or equivalent (one unit) with at least "C".
5. A 2.0 average for high school courses or a 2.0



cumulative average for all college coursework.**

6. Shadowing hours; 16 observation hours to be completed by Feb. 15.
7. Take the Health Occupations Basic Entrance Test (HOBET) by Feb. 15.

**If the student has completed a minimum of 12 college credits that are included in calculating the college GPA (non-developmental courses), the 2.0 high school GPA requirement will be waived.

In the event there are more applicants who apply in a given year than there are slots available the college will employ selective admission. Please consult the Health Professions Admission Packet for a detailed description of the selective criteria. The packet is available in the Admissions Office.

Program Requirements: Upon admission, the student must have a complete medical examination which must include a 2-step tuberculin skin test, a profile of medical condition, designated immunizations, and documentation of HBB and Varicella status. A chest

x-ray is required only if the tuberculin test is positive. Costs for the medical examination and all necessary testing will be the responsibility of the student. Students must show evidence of current CPR certification (Health Care Provider level) prior to the beginning of the fall term of each year. During the course of the program, the dental hygiene faculty will carefully observe and evaluate the student's suitability for Dental Hygiene.

Background checks for criminal history and sex offender crimes and urine drug screens are required for admission to treat patients. Students with convictions and/or positive tests may be prohibited from clinical practice and may not complete the program. Any student with unfavorable findings on the background check will be referred to the WCC Threat Assessment Team to determine if the conviction prohibits the student from being admitted to the program. Costs for criminal background checks and urine drug screens will be the responsibility of the student.

Students enrolled in the program are responsible for transportation to and from agencies utilized for clinical experiences; securing of professional liability insurance, which is available through the college at a very reasonable cost; purchase of student uniforms and accessories; and purchase of required student instrument kits. Information about projected instrument and program cost is available through the program director.

A minimum of "C" must be maintained in each Dental Hygiene program course. A minimum of "C" must be maintained in [BIO 141-142, Human Anatomy & Physiology](#) and [BIO 150, Microbiology](#). The student must demonstrate a desire and capability of providing quality dental health care to patients.

Program Readmission: A student receiving a final grade lower than "C" in any of the dental hygiene (DNH series) [BIO 141, 142 and BIO 150](#) courses will be ineligible to continue in the program. Students readmitted to the program are eligible to repeat a course, however, a dental hygiene course must be repeated during the semester in which it is offered. The student **may not** continue with other required dental hygiene courses until the course is repeated. In order to resume the dental hygiene course sequence a student must successfully meet the following criteria:

1. Apply in writing to the Dental Hygiene program director at least one semester before the requested readmission date for permission to repeat in which

a grade below "C" was awarded.

2. Have at least a 2.0 cumulative GPA at the time of application for readmission.
3. Interview with dental hygiene faculty to discuss the following subjects:
 - (a) personal and professional factors which may have an influence on the students successful completion of the program;
 - (b) academic or professional activities in which student may have engaged since interruption of program studies.
 - (c) If student fails to complete a course with a "C" after the second attempt, permission must be granted by the program head and the dean to attempt course for a third time.

Readmission to the Dental Hygiene program is contingent upon the availability of a clinical slot in the desired class. Students readmitted to the program are responsible for any and all program requirements revisions made during their absence. Notification of readmissions to the program will be made three to four weeks prior to the readmissions date.

Students desiring to transfer from another Dental Hygiene program must submit official transcripts to the Admissions office for credit evaluation. Students may be required to repeat courses or to complete evaluative testing for credits earned more than 10 years ago.

Cooperative Program: Students from service regions of other colleges may elect to take support courses from those colleges. All dental hygiene (DNH) courses must be taken at Wytheville Community College.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<i>First Semester</i>				
BIO 141	Human Anatomy & Physiology I	3	3	4
DNH 111	Oral Anatomy	2	0	2
DNH 115	Histology/Head and Neck Anatomy	3	0	3
DNH 120	Management of Emergencies	1	0	1
DNH 141	Dental Hygiene I	3	6	5
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		13	9	16

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Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
DNH 130	Oral Radiography for the Dental Hygienist	2	3	3
DNH 142	Dental Hygiene II	2	9	5
DNH 145	General and Oral Pathology	2	0	2
DNH 146	Periodontics for the Dental Hygienist	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		11	15	16

Third Semester

BIO 150	Introduction to Microbiology	3	3	4
DNH 143	Dental Hygiene III	2	6	4
DNH 216	Pharmacology	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		7	9	10

Fourth Semester

DNH 150	Nutrition	2	0	2
DNH 214	Practical Dental Materials	1	2	2
DNH 226	Public Health Dental Hygiene I	2	0	2
DNH 235	Management of Dental Pain & Anxiety in Dental Office	1	2	2
DNH 244	Dental Hygiene IV	1	12	5
PSY 230	Psychology	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		10	16	16

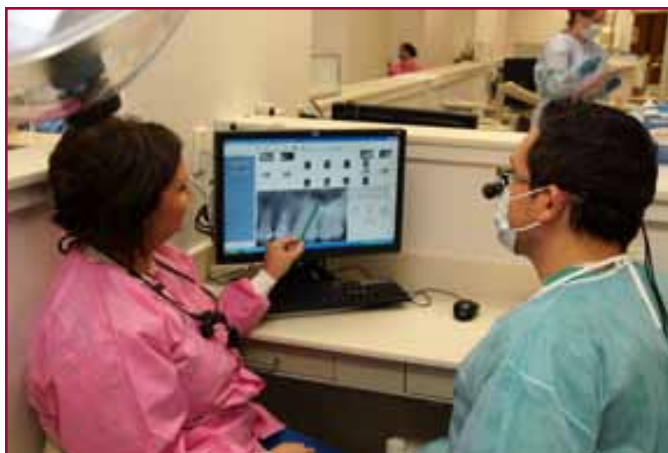
Fifth Semester

DNH 227	Public Health Dental Hygiene II	0	3	1
DNH 230	Office Practice and Ethics	1	0	1
DNH 245	Dental Hygiene V	1	12	5
ENG 111	English Composition	3	0	3
HUM ELE ¹	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		8	15	13

Total Minimum Credits Required for this Curriculum 71

Recommended Courses: The following courses are recommended by the program faculty to strengthen academic preparation: Medical Terminology, ENG 112 and CST 110.

¹*Humanities electives must be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.*



Early Childhood Development

Degree: Associate of Applied Science with a major in Early Childhood Development.

Length: Four Semesters

Purpose: The Early Childhood Development program is designed for students who plan to work with children from birth through age eight using developmentally appropriate practices. While primarily designed to benefit persons interested in immediate employment in the child development field after completion, this degree can also be adjusted to enable students to transfer to a baccalaureate degree program in related fields.

Occupational Objectives:

Director of a Child Care Center	Substitute Teacher
Child Care Teacher	Recreation Aide
Teacher Aide	Nutrition Aide

Admission Requirements: In addition to the admission requirements established for the college, entry into the Early Childhood Development program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent and a high school diploma or equivalent. Entry into the Associate of Applied Science in Early Childhood Development also requires the following:

- 1) A personal interview with a representative of the Child Development Department.
- 2) An understanding that employment in an early childhood care and education setting requires excellent moral character. Background investigations must be conducted by employing agencies to confirm that potential employees have not been convicted of a crime involving moral turpitude or any felony.
- 3) All students must present a clear TB screening from a health professional.
- 4) Completion of a minimum of 68 credits with a grade point average of a 2.0 or better

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
CHD 120	Intro to Early Childhood Education	3	0	3
CHD 145	Art, Music and Movement for Young Children	2	2	3
CHD 165	Observation and Participation in Early Childhood/Primary Settings	1	4	3
CST 110	Introduction to Speech Communication	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits and Hours for Semester		15	6	16
Second Semester				
CHD 118	Language Arts for Young Children	2	2	3
CHD 166	Infant and Toddler Programs	3	0	3
EDU 235	Health, Safety, and Nutrition for Children	3	0	3
ENG 112	College Composition II	3	0	3
ENG 150	Children's Literature (HUM elective)	3	0	3
PSY 235	Child Psychology	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	2	18
Third Semester				
CHD 119	Intro to Reading Methods	3	0	3
CHD 146	Teaching Math, Science and Social Studies for Young Children	2	2	3
CHD 205	Guiding Behavior of Young Children	3	0	3
CHD 210	Introduction to Exceptional Children	3	0	3
CHD 216	Early Childhood Programs, Schools and Social Change	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	2	18
Fourth Semester				
CHD 215	Models of Early Childhood Programs	3	0	3
CHD 270	Administration of Early Childhood Programs	3	0	3
CHD 265	Advanced Observation and Participation in Early Childhood/Primary Settings	1	4	3
CHD 298	Portfolio Development	1	0	1
HLT 105	Infant/Child CPR	1	0	1
HLT 106	First Aid	2	0	2
MTH 120 ¹	Introduction to Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	4	16

Total Minimum Credits Required for this Curriculum 68

¹MTH 151- Mathematics for the Liberal Arts I is recommended for students planning to transfer to four-year institutions.

EMT-Paramedics

(Cooperative Program with Southwest Virginia Community College)

Degree: Associate of Applied Science with a major in Emergency Medical Technician-Paramedics.

Length: Five semesters

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

Program Goals: At the completion of the program the graduate will be able to demonstrate:

- the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry-level paramedic;
- technical proficiency in all skills necessary to fulfill the role of an entry-level paramedic;
- personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

Admission Requirements: Students must apply to this program through Southwest Virginia Community College. Prior to the starting program courses, the applicant must: (1) meet eligibility requirements as stipulated by the Virginia Office of EMS; and (2) meet the college's general admission requirements. For specific program entrance requirements contact Bill Akers at (276) 964-7729 or bill.akers@sw.edu or visit <http://www.sw.edu>.

Accreditation: This program is accredited nationally by the [Commission on Accreditation of Allied Health Educational Programs \(CAAHEP\)](#).

Selection Process: To be eligible for selection to the program, interested persons should complete the following process by May 10:

1. Submit a college admission application;



2. Submit an application to the program (separate document) with required attachments;
3. Take the COMPASS or ASSET placement test (or submit SAT or ACT scores);
4. Have transcripts of previous college courses sent to the college.

At this time the first round of students will be selected. Selection will be based on previous college coursework, interview, entrance exam and college placement reading scores. A score of 61 on the COMPASS or comparable score on the ASSET, SAT, or ACT is required for first round selection. Should openings still be available, persons who apply or meet requirements after May 10, or score lower than cut score on the reading exam will be considered.

Physical Requirements:

An EMS provider is faced with many physical and psychological challenges. Please refer to the Office of Emergency Medical Services website for a more detailed functional job description: <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Appendix/ALS%20Part%20II.pdf>, Pages 14-16.

Academic Requirements:

Students must make a "C" or better in all program core courses. Any student receiving a grade less than "C" will be placed on programmatic academic probation. That course shall be remediated. Remediated courses must be completed with a final grade of "C" or better.

Clinical and Behavioral Requirements:

Selected and supervised student experience is required by the program and will be accomplished at selected

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

Other Requirements:

Applicants accepted to the program are required to submit a health certificate signed by a licensed physician, physician's assistant or RNP and should include documentation of measles, mumps, Rubella (MMR) and chicken pox exposure or inoculations; documentation of Hepatitis B inoculation; Tuberculosis testing; and overall general health of the applicant. A criminal background check and drug screening is also done to confirm compliance with state regulations. See <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Forms/Training%20Programs%20Summary.pdf>, Pages 7-8.

The purchase of items such as uniforms, liability insurance and other accessories is the financial responsibility of the individual student. Students who elect to take support courses recommended by the Program Director prior to formal acceptance into the program will find this activity to be advantageous in subsequent course scheduling.

Program Contact: Bill Akers Jr., MS, NREMTP, Program Director, (276) 964-7729, bill.akers@sw.edu.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester (Summer)				
EMS 111	Emergency Medical Technician - Basic	5	4	7
EMS 120	EMT-Basic Clinical	0	2	1
SCI*	Anatomy & Physiology (BIO 145)	3	3	4
SDV	Student Development/Orientation	1	0	1
Suggested Credits & Hours for Semester		9	9	13

Second Semester (Fall)

EMS 151	Intro. to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS-Trauma Care	2	2	3
ENG 111	English Composition I	3	0	3
Suggested Credits & Hours for Semester		10	7	13

Third Semester (Spring)

EMS 155	ALS-Medical Care	3	2	4
EMS 159	EMS Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship I	0	3	1
ITE	Computer Elective	3	0	3
SOC	Social Science Elective	3	0	3
Suggested Credits & Hours for Semester		11	10	15

Fourth Semester (Fall)

EMS 205	Advanced Pathophysiology	4	0	4
EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship II	0	3	1
EMS 201	EMS Professional Development	3	0	3
EMS/FIR/				
HLT	Fire Programs or HLT Elective	3	0	3
Suggested Credits & Hours for Semester		9	8	12

Fifth Semester (Spring)

EMS 209	Advanced Pharmacology	3	2	4
SOC**	Social Science Elective	3	0	3
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship III	0	3	1
HUM***	Humanities Elective	3	0	3
Suggested Credits & Hours for Semester		10	10	14

Total Minimum Credits Required for this Curriculum67

*A 4-credit Anatomy & Physiology course. *BIO 141-142* or *145* are recommended if the student is planning to transfer to another medically-related program

* Social science subject areas: *PSY/PLS/ECO/HIS/SOC*. Recommend *PSY 230*.

** Humanities/Fine Arts subject areas: *MUS/ART/PHI/SPA/REL/ENG 241-242/CST 130*.

Information Systems Technology

Degree: Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology.

Length: Four-semester (two-year program)

Purpose: The Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology is designed to train students to be skilled information technology specialists. With this curriculum students may complete a specialization in Networking Systems Technology, or can pursue transfer possibilities to earn a bachelor's degree at a four-year institution.

This two-year Associate of Applied Science degree program prepares students in computer programming languages (Java and C#), computer hardware, operating systems, networking, computer applications (MS-Office), and web page design and application (Dreamweaver, Flash, and Fireworks). This degree program will also prepare students for several computer certifications.

Occupational Objectives:

Computer Support Specialist
Information Technology Specialist
Computer Programmer
Network Support Specialist
Database Support Specialist
Internet Support Specialist
Web-based Programmer

Admission Requirements: In addition to the admission requirements established for the college, entry into the Information Systems Technology program requires competency in English and [Math Essentials](#) MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
CST 110	Introduction to Speech Communication	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Applications and Concepts	3	0	3
ITE 131	Survey of Internet Services	1	0	1
SDV 100	College Success Skills	1	0	1
Elective ¹	Humanities/Fine Arts	3	0	3
Elective ²	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	0	17
Second Semester				
ITD 110	Web Page Design I	4	0	4
ITE 221	PC Hardware and OS Architecture	3	0	3
ITE 221L	PC Hardware and OS Architecture Lab	0	2	1
ITP 120	Java Programming	4	0	4
Elective ¹	Humanities/Fine Arts	3	0	3
Elective ²	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	2	18
Third Semester				
ITD 210	Web Page Design II	3	0	3
ITN 154	Networking Fundamentals-Cisco	3	2	4
ITN 154L	Networking Fundamentals-Cisco Lab	0	2	1
ITP 136	C# Programming I	3	0	3
Elective ³	Lab Science	3	3	4
Elective ²	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		16	7	18
Fourth Semester				
HLT/PED ⁴	Health or Physical Education	1	0	1
ITD 132	Structured Query Language	3	0	3
ITE 215	Advanced Computer Applications and Integration	3	0	3
ITE 290	Internship or Co-op	2	0	2
Elective ³	Lab Science	3	3	4
Elective ⁵	Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	3	16

Total Minimum Credits Required for this Curriculum 69

¹Humanities/Fine Arts electives may be chosen from the following: *ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.*

²Courses may be chosen from the following: *ECO 201, 202; GEO 210, 220; HIS 101, 102, 121, 122; PLS 211, 212; PSY 200 or above; SOC 200 or above.*

³Courses may be chosen from the following: *BIO 101,102; CHM 101, 102, 111, 112; GOL 105, 106; PHY 241, 242.*

⁴HLT 143 does not meet HLT/PED degree requirement.

⁵Students may choose *MTH 151* or any higher numbered mathematics course. These include: *MTH 152, MTH 157, MTH 158, MTH 163, MTH 164, MTH 173, MTH 174, MTH 241, MTH 242.*

Information Systems Technology: Database and Technical Support Specialization

NOTE: This degree program must be started at Carroll County High School.

Degree: Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Database and Technical Support

Length: Four-semester (two-year) program

Purpose: This specialization combines the fundamental concepts of database management, networking, and computer programming with various applications. It provides the skills, knowledge, and practical experience required for employment in one or more of the following occupational objective areas:

Occupational Objectives:

- Database Support Specialist
- PC Support Specialist
- Internet/Intranet System Specialist
- LAN Support Specialist
- Web-based Programmer

Admission Requirements: In addition to the admission requirements established for the college, entry into the Information Systems Technology: Database and Technical Support Specialization program requires competency in English and [Math Essentials](#) MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. **This degree program must be started at Carroll County High School.**

Program Requirements: The curriculum includes technical courses in networking as well as related courses in Information Technology and general education. Instruction includes both the theoretical concepts and practical applications required for success in the field of Database and Technical Support. The student is urged to consult with the Student Services Office and his or her faculty advisor in planning his program. Upon successful completion of the four-semester program, the graduate will be awarded the Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Database and Technical Support.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<i>High School Dual Credit at Carroll County High School</i>				
ENG 111	College Composition	3	0	3
ITD 110	Web Page Design I	4	0	4
ITD 250	Database Structure and Administration	3	0	3
ITD 256	Advanced Database Management	3	0	3
ITE 221	PC Hardware and OS Architecture	3	0	3
ITE 221L	PC Hardware and OS Architecture Lab	0	2	1
ITN 103	Administration of Networked Services	3	2	4
ITN 154	Networking Fundamentals-Cisco	3	2	4
ITN 154	Networking Fundamentals-Cisco Lab	0	2	1
ITP 120	Java Programming I	4	0	4
Elective ¹	Lab Science	3	3	4
Elective ¹	Lab Science	3	3	4
Suggested Credits & Hours at CCHS		32	14	38

First Semester at WCC

CST 110	Intro to Speech Communication	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITP 136	C# Programming I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ²	Humanities/Fine Arts	3	0	3
Elective ³	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Second Semester at WCC

ITE 290	Internship or Co-op	2	0	2
Elective ⁴	Health or Physical Education	1	0	1
Elective ²	Humanities/Fine Arts	3	0	3
Elective ⁵	Mathematics	3	0	3
Elective ²	Social/Behavioral Science	3	0	3
Elective ²	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Semester		15	0	15

Total Minimum Credits Required for this Curriculum 69

¹Courses may be chosen from the following: [BIO 101,102](#); [CHM 101, 102, 111, 112](#); [GOL 105, 106](#); [PHY 241, 242](#).

²Humanities/Fine Arts electives may be chosen from the following: [ART 101](#); [CST 151](#); [ENG](#) (literature courses only); [HUM 100](#); [MUS 121](#); [PHI 101](#); [REL 200, 210, 230](#); [SPA 101, 102](#).

³Courses may be chosen from the following: [ECO 201, 202](#); [GEO 210, 220](#); [HIS 101, 102, 121, 122](#); [PLS 211, 212](#); [PSY 200](#) or above; [SOC 200](#) or above.

⁴[HLT 143](#) does not meet HLT/PED degree requirement.

⁵Students may choose [MTH 151](#) or any higher numbered mathematics course. These include: [MTH 152, MTH 157, MTH 158, MTH 163, MTH 164, MTH 173, MTH 174, MTH 241, MTH 242](#).

Information Systems Technology: Networking Specialization

Degree: Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Networking Systems Technology

Length: Four-semester (two-year) program

Purpose: Fundamental changes are occurring in data communications and networking that will impact society for decades to come. Currently, most computer systems are networked in some way; however, in the near future it is estimated that *all* computers will be networked. This specialization combines the fundamental concepts of data communications and networking with various applications. It provides the skills, knowledge, and practical experience required for employment in one or more of the following occupational objective areas.

This curriculum prepares students for the Cisco CCNA certification and other computer certificates. These skills prepare students to compete in the largest growing area in computer careers.

Occupational Objectives:

Data Communication Specialist
Network Specialist
Internet/Intranet System Specialist
Database Support Specialist
Web-based Programmer

Admission Requirements: In addition to the admission requirements established for the college, entry into the Information Systems Technology: Networking Specialization program requires competency in English and [Math Essentials](#) MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: The curriculum includes technical courses in networking as well as related courses in Information Technology and general education. Instruction includes both the theoretical concepts and practical applications required for success in the field of Networking Technology. The student is urged to consult with the Student Services Office and his or her faculty advisor in planning his program. Upon successful completion of the four-semester program, the graduate will be awarded the Associate of Applied Science in Information Systems Technology with a major in Information Systems Technology and a specialization in Networking Systems Technology.

The following list is a suggested sequence in which students may plan their class schedules to ensure

graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
CST 110	Intro to Speech Communication	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITE 131	Survey of Internet Services	1	0	1
SDV 100	College Success Skills	1	0	1
Elective ¹	Humanities/Fine Arts	3	0	3
Elective ²	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		17	0	17
Second Semester				
ITD 110	Web Page Design I	4	0	4
ITE 221	PC Hardware and OS Architecture	3	0	3
ITE 221L	PC Hardware and OS Architecture Lab	0	2	1
ITP 120	Java Programming	4	0	4
Elective ³	Health/Physical Education	1	0	1
Elective ²	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	2	16
Third Semester				
ITN 154	Networking Fundamentals-Cisco	3	2	4
ITN 154	Networking Fundamentals-Cisco Lab	0	2	1
ITP 136	C# Programming I	3	0	3
Elective ¹	Humanities/Fine Arts	3	0	3
Elective ⁴	Lab Science	3	3	4
Elective ²	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	7	18
Fourth Semester				
ITD 136	Database Management Software	4	0	4
ITN 155	Switching, Wireless & WAN Technologies	3	2	4
ITN 155L	Switching, Wireless & WAN Technologies Lab	0	2	1
ITE 290	Internship or Co-op	2	0	
Elective ⁴	Lab Science	3	3	4
Elective ⁵	Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	7	16

Total Minimum Credits Required for this Curriculum 69

¹Humanities/Fine Arts electives may be chosen from the following: *ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.*

²Courses may be chosen from the following: *ECO 201, 202; GEO 210, 220; HIS 101, 102, 121, 122; PLS 211, 212; PSY 200 or above; SOC 200 or above.*

³HLT 143 does not meet HLT/PED degree requirement.

⁴Courses may be chosen from the following: *BIO 101,102; CHM 101, 102, 111, 112; GOL 105, 106; PHY 241, 242.*

⁵Students may choose *MTH 151* or any higher numbered mathematics course. These include: *MTH 152, MTH 157, MTH 158, MTH 163, MTH 164, MTH 173, MTH 174, MTH 241, MTH 242.*

Law Enforcement

Certificate: Protective Services Technology with a major in Law Enforcement

Length: Two-semester (one-year) program

Purpose: The program is designed for practitioners in law enforcement and associated fields who desire to take courses within their occupational specialty. Graduates will be qualified for employment in law enforcement upon completion of the program.

Occupational Objectives:

- Commercial and Industrial Security Officer
- Police Officer
- Advancement within the Profession

Admission Requirements: In addition to the admission requirements established for the college, entry into the Law Enforcement program requires a personal interview with a member of the faculty of the Administration of Justice major and competency in English and **Math Essentials** MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Curriculum Requirements: The Certificate in Law Enforcement includes basic courses in humanities and social sciences as well as specialized courses in Administration of Justice. The program of studies is designed to assist the student in meeting both the skill requirements of the job and obligations as a citizen in our democratic society.

Upon successful completion of the program, the student will be awarded a Certificate in Protective Services Technology with a major in Law Enforcement.

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The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<i>First semester</i>				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 105	The Juvenile Justice System	3	0	3



ADJ 211	Criminal Law, Evidence and Procedures I	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
ENG 137 ¹	Communication Processes I	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		16	0	16

Second Semester

ADJ 107	Survey of Criminology	3	0	3
ADJ 111	Law Enforcement Police Organization/Administration	3	0	3
ADJ 212	Criminal Law, Evidence and Procedures II	3	0	3
CST 110	Intro. to Speech Communication	3	0	3
Elective ²	Soc./Behavioral Science	3	0	3
Elective ²	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18

Total Minimum Credits Required for this Curriculum34

¹Students may take *ENG 111*.
²Recommend *PSY 120, PLS 211, or PSY 165*.

Machine Technology

Degree: Associate of Applied Science in Mechanical Technology with a major in Machine Technology

Length: Four and two-thirds semester (two-year) program

Purpose: There is a great demand in Southwest Virginia and other locations for persons trained in advanced machine concepts and techniques. The Associate of Applied Science Degree in Machine Technology is designed for persons who seek full-time employment in the metal working industry immediately upon graduation. Graduates of this program also may elect to continue their education in a technology program at a four-year institution which offers related industrial programs.

Occupational Objectives:

Machinist
Machine Tool Operator (CNC & Conventional)
Maintenance Mechanic
Machine Set-Up Technician
Tool and Die Maker Apprentice
CNC Programmer
Inspector (Quality Control)
Machine Shop Supervisor

Admission Requirements: In addition to the admission requirements established for the college, entry into the Machine Technology program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: Approximately one-half of the curriculum will include courses in Machine Technology with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for further success in machine technology. Students are advised to consult with their faculty advisor and the Student Services Office in planning their program and selecting electives. Upon completion of the program, the graduate will be awarded the Associate of Applied Science Degree in Mechanical Technology with a major in Machine Technology.

The following list is a suggested sequence in which

students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
DRF 111	Technical Drafting I	1	3	2
ENG 137	Communication Processes I	3	0	3
MAC 101	Machine Shop Operations	5	9	8
MTH 103	Basic Technical Mathematics I	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		13	12	17
Second Semester				
DRF 162	Blueprint Reading II	1	3	2
MAC 102	Machine Shop Practices	5	9	8
MAC 121	Computer Numerical Control I	1	2	2
MTH 104	Basic Technical Mathematics II	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		10	14	15
Summer Term				
HLT/PED	Health/Physical Ed. Elective	1	0	1
MAC 206	Production Machining Techniques	4	6	6
Elective ¹	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		8	6	10
Third Semester				
IND 114	Materials & Processes in Manufacturing II	2	0	2
MAC 122	Computer Numerical Control II	1	2	3
MAC 150	Intro. to Computer Aided Manufacturing	1	3	3
MAC 205	Advanced Machining Techniques	1	6	3
MAC 209	Std./Meas./Calc.	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		8	11	14
Fourth Semester				
MAC 123	Computer Numerical Control III	2	3	3
MAC 146	Metals/Heat Treatment	3	4	2
MAC 151	Machine Tool Maintenance I	1	3	2
MAC 241	Advanced Machinery Procedures	2	3	3
Elective ²	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	13	13
Total Minimum Credits Required for this Curriculum 69				

¹Recommend *PSY 120* and *ECO 120*.

²Humanities Elective: Select from *HUM, ART, PHI, SPA*, or certain *CST* courses. Check with your advisor to be sure course selected meets the requirement.

Machine Tool Operations

Certificate: Mechanical Technology with a major in Machine Tool Operations

Length: Three-semester (one-year) program or optional five-semester (two-year) night program

Purpose: The rapid growth of industry in southwest Virginia has created demand for skilled metal-working machine tool operators to set up and operate conventional and numerically controlled lathes, milling machines, grinders, drills, heat-treating equipment and related precision measuring tools. There is a need for trained personnel to meet these requirements. The curriculum is designed to prepare persons for full-time employment immediately upon completion of the program, and/or to continue in the A.A.S. Degree in Machine Technology.

Occupational Objectives:

Metal Working Machine Tool Operator

Machinist Apprentice

Tool and Die Maker Apprentice

Machine Set-Up Person

Admission Requirements: In addition to the admission requirements established for the college, entry into the Machine Tool Operations program requires competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

Program Requirements: The Machine Tool Operations program is designed to provide about one-third of its requirements in general education with the remainder in Machine Shop and technical support courses. Upon satisfactory completion of the curriculum, the graduate will receive a Certificate in Mechanical Technology with a major in Machine Tool Operations.

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The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
DRF 111	Technical Drafting I	1	3	2
ENG 137	Communication Processes I	3	0	3
MAC 101	Machine Shop Operations	5	9	8
MTH 103	Basic Technical Mathematics I	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		13	12	17
Second Semester				
DRF 162	Blueprint Reading II	1	3	2
MAC 102	Machine Shop Practices	5	9	8
MAC 121	Computer Numerical Control I	1	2	2
MTH 104	Basic Technical Mathematics II	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		10	14	15
Summer Term				
HLT/PED	Health/Physical Ed. Elective	1	0	1
MAC 206	Production Machining Techniques	4	6	6
Elective ¹	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		8	6	10

Total Minimum Credits Required for this Curriculum42

¹Recommend [PSY 120](#) and [ECO 120](#).

Management

Degree: Associate of Applied Science in Business Management with a major in Management

Length: Four-semester (two-year) program

Purpose: The Associate of Applied Science Degree curriculum in Management is designed primarily for persons who seek full-time employment in management immediately upon completion of the community college curriculum. Both persons who are seeking their first employment in a managerial position or those presently in management who are seeking promotion may benefit from this curriculum.

Occupational Objectives:

- Administrative Assistant
- Branch Manager
- Department Head
- Insurance Agent
- Management Trainee
- Manager, Customer Service
- Manager of Small Business or Retail Store
- Night Auditor
- Office Manager
- Sales Agent
- Wholesale or Retail Sales Worker

Admission Requirements: In addition to the admission requirements established for the college, entry into the Management program requires competency in English and **Math Essentials** MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BUS 100	Introduction to Business	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
BUS 200	Principles of Management	3	0	3
BUS 226	Computer Business Applications	2	2	3
ENG 111	English Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		15	2	16

Second Semester

BUS 201	Organizational Behavior	3	0	3
BUS 208	Quality & Productivity Management	3	0	3
CST 110	Introduction to Speech Communications	3	0	3
ECO 120	Survey of Economics	3	0	3
MKT 100	Principles of Marketing	3	0	3
MTH 120	Introduction of Mathematics	3	0	3
Suggested Credits & Hours for Semester		18	0	18

Third Semester

ACC 211	Principles of Accounting I	4	0	4
BUS 205	Human Resource Management	3	0	3
BUS 241	Business Law I	3	0	3
BUS 265	Ethical Issues in Management	3	0	3
HLT/PED ¹	Health/Physical Education	1	0	1
Elective ²	Humanities/Fine Arts Elective	3	0	3
Suggested Credits & Hours for Semester		17	0	17

Fourth Semester

ACC 212	Principles of Accounting II	4	0	4
BUS 116	Entrepreneurship	3	0	3
BUS 242	Business Law II	3	0	3
FIN 215	Financial Management	3	0	3
HLT/PED ¹	Health/Physical Education	1	0	1
Elective ³	BUS Elective/Coop/ Internship	3	0	3
Suggested Credits & Hours for Semester		17	0	17

Total Minimum Credits Required for this Curriculum 68

¹HLT 143 does not meet HLT/PED degree requirement.

²Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

³BUS Elective, BUS 290, BUS 297.



Medical Laboratory Technology

Degree: Associate of Applied Science in Medical Laboratory Technology with a major in Medical Laboratory

Length: Five-semester (two-year program)

Offered: Students are admitted every other year with the next class starting Fall semester of 2012. Deadline for applications will be February 15, 2012.

Purpose: The Medical Laboratory Technology curriculum is a concentrated course of study and coordinated practice designed to prepare students with the knowledge and skills necessary to join the medical field as a contributing health professional. The Associate Degree program prepares students for employment as Medical Laboratory Technicians. Upon satisfactory completion of program requirements, the student is eligible to take a national registry examination for certification as a Medical Laboratory Technician and is eligible for employment in a variety of medical and scientific laboratory settings. The program is fully approved by the State Council of Higher Education and the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS).

Minimum Admission Requirements: *(Please see the information below concerning selective admission.)*

Applicants must be high school graduates or the equivalent. In order to meet the admission requirements, the applicant must have completed:

1. A WCC application (including all high school and college transcripts or copy of GED by **February 15**).
2. Competency in English and **Math Essentials** MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.. All developmental courses must be completed the spring semester before entering the program in the fall of the next academic year.
3. High school biology or equivalent (one unit) with at least "C".
4. High school chemistry or equivalent (one unit) with at least "C".
5. A 2.0 average for high school courses or a 2.0

cumulative average for all college coursework.**

6. Shadowing hours in selected program to be determined by program head
7. Take the Health Occupations Basic Entrance Test (HOBET).
8. An interview/information session with the program head or designee.

**If the student has completed a minimum of 12 college credits that are included in calculating the college GPA (non-developmental courses), the 2.0 high school GPA requirement will be waived.

In the event there are more applicants who apply in a given year than there are slots available the college will employ selective admission. Please consult the Health Professions Admission Packet for a detailed description of the selective criteria. The packet is available in the Admissions Office.

Program Requirements: Upon admission to the Medical Laboratory program, the following are necessary:

1. The student must have a complete medical examination, which must include a 2-step tuberculin skin test, a profile of medical condition, designated immunizations, and documentation of HBV and varicella status. A chest x-ray is required only if the tuberculin test is positive. Cost for the medical examination and all necessary testing will be the responsibility of the student.
2. A minimum of "C" must be maintained in each Medical Laboratory course. The student must demonstrate the desire and capability to become a contributor of quality patient health care.
3. Clinical experience will be provided in affiliated hospitals or laboratories. Each student will be responsible for transportation to and from the hospital and must also secure the required apparel.

Criminal Background Check/Drug Screening:

Background checks for criminal history and sex offender crimes and urine drug screens are required for admission to clinical sites. Students with convictions and/or positive tests may be prohibited from clinical practice and may not complete the program. Costs for criminal background checks and urine drug screens will be the

responsibility of the student.

Readmission Requirements: A student receiving a final grade lower than “C” in any course in the medical laboratory sequence will be ineligible to continue in the program. Contact the program head for readmission requirements.

Special Accreditation Status: The program is fully approved by the State Council of Higher Education and the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880.

Cooperative Program: Through June 1 of a given year, preference will be given to applicants from the service areas of the six southwest Virginia community colleges that participate in a cooperative program and to in-state applicants from service areas of other Virginia community colleges that do not provide access to a Medical Laboratory Technology program.

Occupational Objectives: Positions for Medical Laboratory Technicians are available in:

- Hospital Laboratories
- Service Agencies
- Physicians Offices
- Clinics
- Public Health
- Industrial Laboratories
- Pharmaceutical Firms
- Research Institutions
- Veterans Affairs
- Independent Clinical Laboratories
- Armed Forces
- Reference Laboratories

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BIO 141	Human Anatomy & Physiology I	3	3	4
CHM 111	College Chemistry I	3	3	4
ENG 111	English Composition I	3	0	3
MDL 101	Intro. to Medical Laboratory Techniques	2	3	3
MDL 127	Hematology	1	6	3
Suggested Credits & Hours for Semester		12	15	17



Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
MDL 126	Blood Bank/Serology	2	6	4
MDL 261	Clinical Chemistry	3	3	4
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		12	15	17

Third Semester

Elective ¹	Humanities/Fine Arts	3	0	3
Elective	Social/Behavioral Science	3	0	3
MDL 130	Clinical Microbiology	2	3	3
MDL 199	Supervised Study in Phlebotomy and Laboratory Math	0	6	2
Suggested Credits & Hours for Semester		8	9	11

Fourth Semester

MDL 190	Coordinated Internship (M, P, H)	0	6	2
MDL 225	Clinical Hematology II	2	3	3
MDL 240	Clinical Microscopy	1	3	2
MDL 252	Clinical Microbiology	2	3	3
MDL 262	Clinical Chemistry and Instrumentation II	2	6	4
Suggested Credits & Hours for Semester		7	21	14

Fifth Semester

MDL 227	Blood Bank/Serology II	1	6	3
MDL 263	Clinical Chemistry and Instrumentation III	1	6	3
MDL 275	Clinical Hematology III	1	6	3
MDL 279	Clinical Microbiology III	1	3	2
MDL 290	Coordinated Internship (CC, BB, I, U, BF)	0	6	2
Suggested Credits & Hours for Semester		3	27	13

Total Minimum Credits Required for this Curriculum 72

Summer Semester

Elective	Registry Review (MDL 299)	2		
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²Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

Medical Office Clerk

Certificate: Business and Office with a major in Medical Office Clerk

Length: Three-semester (one-year) program

Purpose: The curriculum for Medical Office Clerk is a one-year program of instruction in clerical activities related to the health field.

Occupational Objectives: Position in health-related facilities; namely, hospitals, clinics, nursing homes, certain government agencies, and other health care institutions, such as:

- Admissions Clerk
- File Clerk
- Financial Clerk
- Insurance Clerk
- Medical Transcriptionist
- Receptionist
- Typist

Admission Requirements: In addition to the admission requirements established for the college, entry into the Medical Office Clerk program requires competency in English and **Math Essentials** MTE 1-2 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.

[Click Here for Gainful Employment Disclosure](#)

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in one year.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
Summer Term				
AST 101 ¹	Keyboarding I	3	0	3
ENG 137 ²	Communication Processes I	3	0	3
HIM 113	Medical Terminology and Disease Processes I	3	0	3
SDV 100	College Success Skills	1	0	1
Elective ³	Social/Behavioral Science	3	0	3
Suggested Credits & Hours for Term		13	0	13

First Semester

AST 102	Keyboarding II	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3

AST 136	Office Record Keeping	3	0	3
AST 140	Introduction to Windows	1	0	1
AST 234	Records and Database Management	3	0	3
AST 243	Office Administration I	3	0	3
Suggested Credits & Hours for Semester		16	0	16

Second Semester

AST 141	Word Processing I	3	0	3
AST 236	Specialized Software Applications	3	0	3
AST 244	Office Administration II	3	0	3
AST 245	Medical Machine Transcription	3	0	3
AST 290	Coordinated Internship	3	0	3
Elective ⁴	Business	3	0	3
Suggested Credits & Hours for Semester		18	0	18

Total Minimum Credits Required for this Curriculum 46

¹Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

²Students may take **ENG 111** and **CST 110** in place of **ENG 137**.

³Courses may be chosen from the following: **ECO 120** or above; **PSY 120** or above; **SOC 200** or above.

⁴Students may choose **BUS 100**, **BUS 200**, or **BUS 205**.



Nursing

Degree: Associate of Applied Science in Nursing with a major in Nursing

Length: Four-semester (two-year) program

Purpose: The two-year Associate Degree program is designed to prepare students educationally as contributing members of the health team, rendering direct patient care as beginning practitioners of nursing in a variety of health services facilities. At the successful completion of the program, students will be eligible to take the National Council Licensure Examination (NCLEX) leading to licensure as a registered nurse (R.N.). The program is fully approved by the State Council of Higher Education for Virginia and the Virginia State Board of Nursing. It has received accreditation from the National League for Nursing Accrediting Commission [61 Broadway, New York, NY (212-363-5555) <http://www.nlnac.org/home.htm>]. This may be used as a resource for program information.

Five-Year NCLEX-RN Pass Rate for First-Time Test Takers:

2007	78.4%
2008	94%
2009	91.23%
2010	89.21 (generic) 86.6 (LPN to RN)
2011	84% (generic) 80% (LPN to RN)

Occupational Objectives: Employment opportunities for the Registered Nurse include positions in the following:

Hospitals
Nursing Homes
Health Departments
Physicians' Offices
School Systems
Clinics
Industries
Civil Service
Hospice agencies
Day care centers
Home health care agencies
Entrepreneurial opportunities

Minimum Requirements: (Must be met by February 15--if the class does not fill in February, there may be a second round of admissions in June)



- High school diploma or equivalent;
- In addition to the admission requirements established for the college, entry into the Nursing program requires competency in English and **Math Essentials** MTE 1-4 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.;
- One unit each of high school chemistry and high school biology with a “C” grade or better. If you do not meet the high school prerequisites, you may gain proficiency through the college’s developmental courses. The high school requirements may be waived if Biology 141 and 142 (Anatomy and Physiology I and II) are completed with a grade of “C” or better;
- Score at or above the 45th percentile rank on the **ATI/TEAS**, as mandated by the VCCS. Equivalent scores for the NET, or NLN nursing preadmission tests will be considered if taken within three years. Students have three opportunities to obtain a satisfactory score and must wait 90 days before retesting;
- A 2.5 average for high school courses or a 2.5 cumulative average for all college coursework.
**Curricular GPA may be considered if the cumulative GPA is less than 2.5
**If the student has completed a minimum of 12 college credits that are included in calculating the college GPA (non-developmental courses), the 2.5 high school GPA requirement will be waived.

In the event there are more applicants who apply in a given year than there are slots available the college will employ selective admission. Please consult the Health Professions Admission Packet for a detailed description of the selective criteria, readmission, and LPN transition information. The packet is available through the Admissions Office.

Advanced Placement:

The licensed practical nurse (LPN) may receive credit for the first-year nursing courses and enter into the second year of the program providing the following requirements are met:

- High school diploma or equivalent
- Satisfactory scores in English and math placement tests or completion of MTE units 1-4 and developmental English at WCC or equivalent college course work
- One unit each of high school chemistry and high school biology with a “C” grade or better. If you do not meet the high school prerequisites, you may gain proficiency through the college’s developmental courses.
- A cumulative or curricular GPA of 2.5.
- Score at or above the national 45th percentile rank on the ATI LPN STEP Test Scores are good for three years. Students are allowed three attempts at least 90 days apart.
- Submission of transcripts of the School of Practical Nursing.
- Submission of copy of current unencumbered valid LPN license. Students who have probationary status, a suspended or revoked LPN license are not eligible to enter the nursing program.
- Successful completion of [BIO 141 and 142](#)(Anatomy & Physiology I & II), and 80% of the general education classes to be considered for admission to [NUR 115](#) LPN Transition.
- If more students who meet the above admission requirements apply for admission than there are positions available, students who have completed all co-requisite course work and [NUR 226](#) (Health Assessment) will be considered first. Students who have completed all co-requisite course work will be considered second and then students will be ranked using criteria such as GPA, ATI LPN STEP Test score, clinical experience, and number of college courses completed.
- Upon successful completion of [NUR 115](#) LPN Transition the student may enter the second year of the nursing program – [NUR 221](#) Second Level Principles and Concepts.
- The licensed practical nurse who chooses to enter as a freshman nursing student and who is not successful in [NUR 106](#) Nursing Principles

and Health Assessment or [NUR 218](#) Integrated Concepts may not apply to be admitted to [NUR 115](#) LPN Transition.

- The LPN will be afforded one opportunity to complete [NUR 115](#) LPN Transition. If unsuccessful, the student may request admission to [NUR 106](#) Nursing Principles and Health Assessment.
- If the LPN does not have an unencumbered, valid LPN license by the beginning of fall semester, he/she may not continue in the sequence. The student, however, may request admission into the generic tract of the nursing program. Students who have probationary status, a suspended or revoked LPN license are not eligible to enter the nursing program.
- The LPN student must enter the second level nursing classes within three months of successful completion of [NUR 115](#) LPN Transition.

The following is a list of technical abilities and skills applicants for admission should possess:

- **Critical Thinking:** Critical thinking ability sufficient
- **Interpersonal:** Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
- **Communication:** Communication abilities sufficient for interaction with others in verbal and written form
- **Mobility:** Sufficient to move from room to room and maneuver in small spaces
- **Motor Skills:** Gross and fine motor abilities sufficient to provide safe care
- **Hearing Acuity:** Ability sufficient to monitor and assess health needs
- **Visual:** Visual ability sufficient for observation and assessment necessary in nursing care
- **Tactile:** Tactile ability sufficient for physical assessment

All applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

Regarding refusal, revocation, or suspension, censure or probation. The Board may refuse to admit a candidate to any examination, refuse to issue a license or certificate to any applicant and may suspend any license or certificate for a stated period or indefinitely, or

revoke any license or censure or reprimand any licensee or certificate holder or place him on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction or any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public; Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
6. The denial, revocation, suspension or restriction of a license or certificate to practice in another state, the District of Columbia or a United States possession or territory; or
7. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

Any student receiving a final grade lower than a "C" in any course in the NUR prefix, **BIO 141-142** will be ineligible to continue in the program and will need to contact the program head for readmission requirements.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BIO 141	Human Anatomy & Physiology I	3	3	4
PSY 231	Life Span Human Development I	3	0	3
NUR 106	Nursing Principles & Health Assessment	4	6	6
NUR 161	Nursing Perspectives	1	0	1
NUR 135	Drug Dosage Calculations	1	0	1
NUR 190	Coord. Internship (Nursing I)	0	3	1
SDV 101 ¹	Orientation to Nursing	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		14	9	17
Second Semester				
BIO 142	Human Anatomy & Physiology II	3	3	4
NUR 218	Integrated Concepts IV	6	6	8
NUR 190	Coord. Internship (Nursing II)	0	3	1
PSY 232	Life Span Human Development II	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	12	16

Spring or Summer

NUR 115	LPN Transition	4	3	5
(Bridge Course Students Only) <u>Subject to Change</u>				

Third Semester

ENG 111	College Composition I	3	0	3
NUR 221	Second Level Nursing Principles & Concepts I	5	12	9
NUR 226	Health Assessment	1	6	3
Elective ²	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	18	18

Fourth Semester

BIO 150	Intro to Microbiology	3	3	4
CST 110	Introduction to Speech Communications	3	0	3
NUR 222	Second Level Nursing Principles & Concepts II	5	15	10
NUR 236	Principles of Pharmacology	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		12	18	18

Total Minimum Credits Required for this Curriculum 69

¹May substitute SDV 100 or 104.

²Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

The Nursing Program curriculum is subject to change due to state and accreditation requirements. See program head for current requirements.

Progression Through the Program:

- 1) Selected learning experiences will be provided in various health agencies. These include hospitals, extended care facilities, clinics, community health agencies, and health departments. Students are responsible for transportation to and from the college and the agencies utilized for clinical experiences.
- 2) A grade of "C" in all Nursing courses, as well as **BIO 141-142**, is necessary to progress through the program.
- 3) A "Satisfactory" on all critical clinical objectives is required prior to progression to the next course. See Clinical Incompetence policy.
- 4) A current clinical eligibility form must be submitted prior to the dead established for the next semester.
- 5) Clinical facilities may necessitate additional requirements.

Readmission Requirements:

As stated above, a student receiving a final grade lower than "C" or a "W" in any course in the Nursing sequence or in **BIO 141-142** will be ineligible to continue in the Nursing program. Contact the program head for readmission requirements.

Occupational Therapist Assistant

Diploma: Occupational Therapist Assistant

Program Coordinator: Annette Looney, Southwest Virginia Community College, 276-935-7748

Length: Twenty-two month, (five semesters)

Offered in cooperation with Southwest Virginia Community College and Virginia Highlands Community College. Students will apply for admission through Southwest Virginia Community College and take their laboratory classes on the campus of Virginia Highlands Community College. Degree awarded by Southwest Virginia Community College. Southwest Virginia Community College will have the final authority on program requirements.

Purpose: To prepare selected students to qualify as contributing members of the health care team who will care for patients under the supervision of a Registered Occupational Therapist. The goals of the occupational therapy team are to develop, restore, or maintain adaptive skills in individuals whose abilities to cope with daily living are threatened or impaired by disease, injury, developmental disability, or social disadvantage. Accreditation: The Occupational Therapy Assistant Program is accredited by the [Accreditation Council for Occupational Therapy Education \(ACOTE\)](#) of the [American Occupational Therapy Association \(AOTA\)](#), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-2582. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Occupational Objectives: Employment opportunities include positions in hospitals, rehabilitation centers, clinics, day care centers, long-term care facilities, schools, sheltered workshops, homebound programs



and community agencies.

Program Format: The OTA program educational experiences consists of on-site lecture, distance lecture to remote campus sites via the compressed video network, hands-on laboratory, computer web-based instruction through BlackBoard, and a variety of clinical experiences. Students are required to complete a computer course and need to have skills necessary to navigate the internet for researching projects and assignments and utilizing the BlackBoard components for classes (i.e., online testing, online resources, grades, and discussions).

Admission Requirements: Students must apply to this program through Southwest Virginia Community College.

For specific program entrance requirements contact Annette Looney at (276) 964-7643 or annette.looney@sw.edu or visit <http://www.sw.edu>. All pre-requisite courses, including any prescribed developmental studies

courses, must be successfully completed before the February 15 application deadline. Students planning to transfer to senior institutions should inform their advisors and should consider coursework that can be used for transfer.

Because entry into this program is competitive, students must complete the application process with the Admissions Office by February 15. Classes begin the Fall semester of each academic year. Out-of-service region applicants will be considered for any openings available after April 1 and out-of-state applicants will be considered for any openings available after May 1. When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college (Wythe County, Bland County, Grayson County, Carroll County, the City of Galax, and the eastern portion of Smyth County) and to Virginia residents not having access to a given program at their local community college, provide such students apply for admission to the program prior to registration or by a deadline established by the College. In addition, residents of localities with which the College has a clinical site or other agreements may receive equal consideration for admission.

Students accepted into the program are required to submit a certificate reflecting a successful physical examination, signed by a licensed physician. The physical examination must be completed after receiving notification of acceptance to the program and prior to beginning classes. Immunizations must be current and include Hepatitis B and MMR. Proof of Tuberculin skin test (PPD) and CPR certification must be shown on admission to the program and kept current throughout the program. MTH 126 may substitute for the second math unit.

Program Requirements:

Academic Requirements: The student is required to complete a sequence of courses and learning experiences. Students must achieve a grade of “C” or better in all program courses. Any student receiving a grade of “D” in any of the program courses will be placed on Program Probation. That course shall be remediated once, with a written contract containing the requirements of the remediation. Please note: Students may be required to wait at least one academic year before they will have an opportunity to remediate the

course. Students on program probation status will only be allowed to remediate the course if there is an open position in the class. Dismissal from the program shall result if: 1) the student does not meet the requirements of the probationary contract; 2) the student receives a final grade of less than “C” in any program courses either during or after the period of the Program Probation; or 3) a final grade of “F” in any coursework after admittance to the program will result in dismissal from the program. Remediated courses must be completed with a final grade of “C” or better.

Clinical and Behavioral Requirements: Selected and supervised learning experiences are required by this program and will be accomplished at selected health care facilities. Because there are limited clinical sites within the area, students may be required to travel to other areas to complete clinical training. Students are responsible for providing their own transportation, uniforms, and living expenses during fieldwork experiences. In the fifth semester, there will be 40 hours per week of clinical time (Level II fieldwork) in two eight week segments, so students must plan their schedules accordingly. Program faculty will observe and evaluate the student’s suitability for the profession. If in the judgment of the Program Faculty the student does not exhibit those behaviors required of the occupational therapy assistant, the student may be asked to withdraw from the program.

NOTE: All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

NOTE: A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: Criminal Background Checks/Drug Testing:

Background checks for criminal history and sex offender crimes against minors are required for entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program. Cost for criminal background checks and drug testing will be the responsibility of the student.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BIO 141	Human Anatomy & Physiology I	3	3	4
*ENG 111	College Composition I	3	0	3
**HLT 141	Intro. to Medical Terminology	2	0	2
***ITE 102	Computers and Info. Systems	2	0	2
OCT 100	Intro. to Occupational Therapy	3	0	3
PSY 231	Human Life Span Dev. I	3	0	3
SDV 104	Study Skills			
or				
SDV 108	College Survival Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		17	3	18
Second Semester				
BIO 142	Human Anatomy & Physiology II	3	3	4
NAS 195	Topics in Upper Extremity Anatomy & Kinesiology	1	0	1
OCT 195	Topics in OT for Physical Dysfunction	2	0	2
OCT 201	Occupational Therapy with Psychosocial Dysfunction	3	0	3
OCT 205	Therapeutic Media	1	3	2
PSY 232	Human Life Span Dev. II	3	0	3
Elective****	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		16	6	18

Summer Session				
OCT 190	Coord. Practice in OT I (Level I)	0	5	1
OCT 207	Therapeutic Skills	2	3	3
OCT 220	Occupational Therapy for the Adult	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		4	8	6

Third Semester				
OCT 190	Coord. Pract. in OT II-Level I Fieldwork	0	5	1
OCT 202	Occupational Therapy with Physical Disabilities	3	3	4
OCT 203	Occupational Therapy with Developmental Disabilities	3	3	4
OCT 208	OT Service Mgmt. & Delivery	3	0	3
OCT 210	Assistive Tech. in OT	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		11	11	14

Fourth Semester				
OCT 290	Coord. Pract. In OT III-Level II Fieldwork	0	40	6
OCT 290	Coord. Pract. in OT IV-Level II Fieldwork	<u>0</u>	<u>40</u>	<u>6</u>
Suggested Credits & Hours for Semester		0	80	12

Total Minimum Credits Required for this Curriculum 68

* Students who wish to pursue a Baccalaureate degree are advised to take both *ENG 111-112*, *ENG 101* may be substituted for *ENG 111*, but is not a transferable course.

** *HLT 143* or *HLT 144* may substitute for *HLT 141*.

*** *AST 232* or *ITE 100* may substitute for *ITE 102*.

**** Humanities electives may be chosen from the following: *ART 101*; *CST 151*; *ENG* (literature courses only); *HUM 100*; *MUS 121*; *PHI 101*; *REL 200, 210, 230*; *SPA 101, 102*.

Physical Therapist Assistant

Degree: Associate of Applied Science in Physical Therapist Assistant with a major in Physical Therapist Assistant

Length: Five-Semester (Two-Year) Program

Purpose: The two- year program is designed to prepare the student with the philosophical, theoretical, and clinical knowledge to become a trained technical health care worker who can assist the physical therapist in meeting the physical therapy needs of the public. These needs include, but are not limited to, improving patient mobility, relieving pain, lessening the functional limitations that occur as a result of physical disability. The profession of physical therapy also includes health and wellness promotion, public education, and injury and disability prevention.

Graduates work under the direction and supervision of a physical therapist to provide such interventions as exercises, massage, electrical stimulation, paraffin baths, hot and cold packs, traction, or ultrasound. They also record the patient's response to treatment and report this to the supervising physical therapist.

Employment settings include: outpatient clinics, acute care hospitals, long-term care and skilled care facilities, rehabilitation centers, home health care agencies, contracting agencies and corporations, and school systems. Patients range in age from newborn to the elderly, with age- and developmental stage-specific concerns.

For more in-depth information including job outlooks and prospects as well as average salaries, please consult the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition at <http://www.bls.gov/oco/ocos167.htm>.

Instructional Model: The Wytheville Community College Physical Therapist Assistant Program was founded in 1986 to provide the students of western and southwestern Virginia a new career opportunity in the field of physical therapy. It accepts students from a region extending from Roanoke westward requiring that students travel to the main campus in Wytheville



for lectures and labs.

Clinical education sites are situated in physical therapy practices throughout southwestern and western Virginia, northeastern Tennessee, northwestern North Carolina, and southern West Virginia.

All general education co-requisites for the PTA program and any developmental coursework may be taken at the student's local community college. All physical therapist assistant classes are taken through enrollment at WCC and the AAS degree in Physical Therapist Assistant is offered through WCC.

Transfer Information: This five-semester program is designed as a terminal degree program. Program-specific courses taken as requirements for the AAS degree in Physical Therapist Assistant will not transfer toward a degree in physical therapy. Students interested in becoming a physical therapist should contact a counselor or advisor to pursue a four-year bachelor's

degree in a related field in preparation for entering a physical therapist education program as a graduate student. Program specific courses taken toward the AAS in Physical Therapist Assistant are likely to not transfer toward a bachelor's degree in any other field and would need to be considered by the transferring institution.

Program Quick Facts: In the interest of public disclosure, the Wytheville Community College Physical Therapist Assistant Program provides data regarding the combined performance of its graduates from the most recent three years. This data for the classes graduating in 2009, 2010, and 2011 are as follows:

- **Graduation rate:** (Number of students completing the program within 3 years of beginning PTA program courses):
 - **Class of 2009:** 79%
 - **Class of 2010:** 88%
 - **Class of 2011:** 74%
- **Licensure Examination Ultimate Pass Rate for Classes of 2009-2011:** 79.25%
- **Employment rate of licensed graduates for Classes of 2009-2010:** 100%

Admissions Procedures:

THE PHYSICAL THERAPIST ASSISTANT PROGRAM PARTICIPATES IN THE WYTHEVILLE COMMUNITY COLLEGE HEALTH PROGRAMS' SELECTIVE ADMISSIONS PROCESS.

In the event that there are more applicants for the PTA program than there are slots, a selective admissions process outlined below will take effect. **DEADLINE FOR SUBMITTING ALL REQUIRED INFORMATION TO BE CONSIDERED FOR ADMISSION IS FEBRUARY 15 OF THE SPRING BEFORE THE DESIRED FALL SEMESTER ADMISSION.**

The following **MINIMAL ADMISSION REQUIREMENTS** must be met by February 15 in the spring prior to the desired fall admission:

- **Student must complete a Wytheville Community College General Student Application.** This application is available online at www.wcc.vccs.edu or in paper format from the WCC Admissions Office at (276) 223-4701. Application must be received by Feb. 15.

- **Student must forward to WCC an official transcript of any and all college work previously attempted and/or completed by February 15. The student must ALSO forward to WCC an official high school transcript or copy of the student's GED by February 15.** Students currently enrolled in high school at the time of application for admission should forward to WCC a copy of their high school transcript through the fall semester of the senior year. Transcripts should be sent as early as possible so that previous course work can be evaluated to determine the need for developmental courses prior to applying for admission to the PTA program.
- Competency in English and **Math Essentials** MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
- **Satisfactory scores in English and Algebra I by taking placement tests at WCC or equivalent college course work.**
- **Student must have completed one high school Biology with a lab with a minimum grade of "C", or the student must have successfully completed BIO 20.**
- **Student must have completed one high school Chemistry with a lab with a minimum grade of a "C", or the student must have successfully completed CHM 01.**
- **All Developmental coursework must be completed prior to the February 15 admission deadline.**
- **The student must have an overall minimum GPA of 2.0 for all college or high school work attempted.** If the student has completed > 12 semester credit hours of college-level work, the college GPA will be used in calculating the student's admissions score. If the student has completed <12 semester credit hours of college-level work, the high school GPA will

be used in calculating the student's admissions score. Because grades for courses taken during the spring semester of the application process will not be available during the student's application assessment, all GPA calculations will be based on work completed through the fall semester preceding the February 15 deadline.

- **Student must complete twelve (12) shadowing hours with a physical therapist or a licensed physical therapist assistant in a physical therapy practice of the student's choice PRIOR to Feb. 15.** The student may choose to complete the shadowing hours in one facility or in several, and the student may choose to perform more than the minimum number of hours required in order to have a more thorough knowledge of the field of physical therapy. Students should make the arrangements for the shadowing experience at a facility of their choosing at the convenience of the facility. The student should log the hours spent in the shadowing experience and should have their supervising clinician sign the log to verify the experience. Shadowing log forms are available from Sabrina Terry in the WCC Admissions Office at (276) 223-4702 or by e-mail at wcterrs@wcc.vccs.edu or you may use a form of your own choosing. Documentation of the shadowing experience is due in the WCC Admissions Office by Feb. 15.
- **Student must take a pre-admissions screening test through WCC.** The student must contact Kelli Musick in the WCC Testing Center at (276) 223-4825 or by e-mail at wcmusik@wcc.vccs.edu to set up an appointment to take the Health Occupations Basic Entrance Test, Version Five (HOBET V). This is a web-based test that will cost the student a nominal fee payable via credit or debit card directly to the testing company on-line. The HOBET V test will assess the student's competency in high school level reading, high school level grammar, high school level Math up through Algebra I, and high school level general sciences. Tests may be taken at alternate sites, however, the student **MUST** make arrangements and schedule the

test through the WCC testing center. Further information on the testing is available from Sabrina Terry in the WCC Admissions Office at (276) 223-4702 or wcterrs@wcc.vccs.edu.

For the purposes of admission to the WCC PTA program, there is no "passing" or lowest possible score on the HOBET V test. The score is merely added to the selective admissions score. Therefore, the higher the HOBET score, the more points toward the admissions score. The HOBET V test must be completed in time for the scores to be reported to the WCC Admissions Office by February 15.

- **Student must complete a Health Programs Admissions Form by February 15.** This form identifies the student as an applicant for one of WCC's Health Programs and includes a checklist of required criteria for each program. These applications are available in paper format from the WCC Admissions Office at (276) 223-4702. Currently the Health Programs Admissions Form is not available online.
- **All students meeting the above requirements by the February 15 deadline will be scheduled for an admissions interview with the PTA program faculty.**

Following the completion of the interview, each application will be scored on items ranging from overall and science GPAs, HOBET test performance, completion of college-level science classes, and knowledge of the field of physical therapy communicated in the interview. The top scores will be offered admissions slots for the upcoming fall semester.

Students will be notified by approximately May 1st prior to the fall of admission of their admissions status. Students who are accepted for admission must notify the WCC Admissions Office of their intention to accept or decline the offered slot by the deadline listed on their admission letter. Failure to do so will result in the loss of that slot to an alternate.

Students who are not accepted into the program must notify the WCC Admission Office of their intent to remain in the Admission Pool for the following year's admission. If they wish, these students may also

schedule and appointment with PTA faculty to discuss ways to improve their application.

Students who fail to submit any of the required material to the WCC Admissions Office by the February 15 deadline will NOT be considered for admission for the following fall semester. THERE WILL BE NO EXCEPTIONS. The WCC PTA program will establish only ONE admission deadline, as there are frequently many more applicants than available slots. Students submitting materials late may be considered for admission for the following year if they wish. It is **HIGHLY** recommended that students applying to the PTA program begin the admissions process early and check frequently with the WCC Admissions Office to ensure that their application is complete well before the February 15 deadline. **It is not the duty of the WCC Admissions Office to notify applicants of incomplete application packets or missing information. Making sure that the admissions packet is complete is the SOLE responsibility of the applicant.**

Program Requirements:

- Upon admission, the student must schedule a complete medical physical examination and return the completed physical form to the WCC Admissions Office by August 15. Included in this information must be a current record of the student's immunizations including all recommended childhood vaccines, immunization against Hepatitis B or waiver, current tetanus immunity, chicken pox and mumps immunity, and proof of HIV status.
- Students will be required to complete a criminal background check prior to enrollment in the program and a drug screen to be completed in the spring semester of the first year. These screens and checks will be provided to the student through WCC at a nominal fee to the student. *It should be noted that applicants who have been convicted of felonies or misdemeanors of a personal injury nature will have considerable difficulty in obtaining professional licensure in a health care field. Students with a history of illegal substance abuse indicated by criminal conviction or by positive drug screens will also have difficulty obtaining professional*

licensure.

- Students will achieve and maintain certification in Cardiopulmonary Resuscitation (Health Care Provider) throughout the course of the program, beginning in the spring of the first year.
- Students will take all program courses in the order that they are offered and are expected to complete all courses successfully prior to moving forward. Students **MUST** complete BIO 141 with a grade of "C" or better prior to enrolling in the second semester of the program. Students **MUST** complete BIO 142 with a grade of "C" or better prior to enrolling in the summer term between the second and third semesters of the program.
- In order to progress through the program, **all students must receive a final grade of "C" or better in all courses with a PTH prefix and in BIO 141 and BIO 142.** Students who do not receive a final grade of "C" or better in these courses will be ineligible to continue in the program and will be withdrawn. In addition, **for all PTH classes that have a lab component, each student must earn an overall average of 75 points in both the didactic and the laboratory portion of the course to successfully complete the course.** Students who do not earn a 75 in both portions of the course will be considered to have failed the course and will be ineligible to continue in the program, regardless of their average in the other portion of the course.
- If a student must leave the program due to poor academic performance, or because of personal reasons, he or she may apply for **reinstatement according to the following procedure:**
 - The student must apply in writing to the Physical Therapist Assistant Program Head at least ONE semester before the requested readmission date, requesting permission to repeat the course in which they received a grade lower than a "C". For students who left the pro-

gram for reasons other than academics, they should request permission to re-enter the program at the point where they last successfully completed work.

- The student requesting re-entry must have at least a 2.0 cumulative GPA at the time of the request.
- Confer with the PTA Program Head, discussing the following subjects:
 - o Any personal or professional factors which may have an influence on the student's future academic success in the program
 - o Any academic or professional activities that the student may have participated in since leaving the program that may have an influence on the student's future academic success in the program
- There must be an available open slot in the program.

Normally the student will be notified of his or her re-admission to the program approximately 4 weeks prior to the beginning of the re-enrollment date. However, special circumstances may arise requiring shorter notice.

During the time that the student is not enrolled in the PTA program, he or she may elect to complete co-requisite work or other college courses; however, performance in these courses will be part of the student's overall GPA and may influence readmission. Having taken the co-requisites for the program will not influence the decision to readmit the student to the program, other than the influence these courses may make on the student's overall GPA. If a student has been withdrawn from the program due to a grade lower than a "C" in [BIO 141](#) or [BIO 142](#), the student must successfully complete these courses prior to re-admission.

Clinical Education Requirements:

Prior to beginning the clinical education portion of the program, the following criteria must be met:

- The student must purchase professional liability insurance to cover their practice in the clinic. This insurance is available at a nominal

cost from WCC and is attached as a fee to the tuition for the clinical education courses.

- The student must sign a waiver freeing the clinical site, Wytheville Community College, the Virginia Community College System, and the Commonwealth of Virginia from any liability for any injury the student may receive or from any liability claim that the student may incur, while engaged in the clinical portions of the physical therapist assistant program.
- The student must have a current physical examination.
- The student must read and agree to, as is evidenced by their signature, the rules and regulations of the WCC Physical Therapist Assistant Program as outlined in the Student Handbook.
- The student must read and acknowledge capability in all areas of the Physical Therapist Assistant Essential Functions, as indicated by the student's signature.
- The Student must hold a current CPR (Healthcare Provider) Certification.
- The student must provide the college with a current immunization record including evidence of completion of the Hepatitis B immunization series or a waiver, current tetanus immunity, chicken pox and mumps immunity, and proof of HIV status.
- The student will be required to complete a criminal background check prior to enrollment in the program and a drug screen to be completed in the spring semester of the first year. These screens and checks will be provided to the student through WCC at a nominal fee to the student.
- If a student has a positive finding on the Criminal Background Check and/or the Urine Drug Screen, the student may not be accepted for clinical education by any of the clinical education sites. If positive results occur, the program is

not responsible for finding a clinical education placement for the student, and the student may not be able to continue his or her education in the program due to a lack of clinical education sites which are willing to accommodate the student. It then becomes the student's sole responsibility to locate a clinical education site that is willing to accommodate the student, after having been fully informed of the findings of the screen(s). The student is referred to the Student Handbook for specific policies and procedures that apply to positive results on the Criminal Background Check and/or the Urine Drug Screen.

Accreditation: The Physical Therapist Assistant program is fully accredited by the [Commission on Accreditation in Physical Therapy Education](#) of the [American Physical Therapy Association](#).

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BIO 141	Human Anatomy & Physiology	3	3	4
ENG 111	College Composition	3	0	3
PSY 230 ¹	Developmental Psychology	3	0	3
PTH 105	Intro. to Physical Therapy	1	4	3
PTH 110	Medical Reporting	2	0	2
SDV 100	College Success Skills	1	0	1
Suggested Credits & Hours for Semester		13	7	16
Second Semester				
BIO 142	Human Anatomy & Physiology	3	3	4
PTH 115	Kinesiology for the Phys. Ther. Assist.	2	4	4
PTH 121	Therapeutic Procedures I	3	4	5
PTH 151	Musculoskeletal Structure and Function	3	4	5
Suggested Credits & Hours for Semester		11	15	18

Summer Term

PTH 131	Clinical Education I	0	10	2
PTH 210	Psychological Aspects of Therapy	2	0	2
PTH 227	Pathological Conditions	3	0	3
Suggested Credits & Hours for Term		5	10	7

Third Semester

PTH 122	Therapeutic Procedures II	3	4	5
PTH 225	Rehabilitation Procedures	3	4	5
PTH 226	Therapeutic Exercise	3	2	4
Suggested Credits & Hours for Semester		9	10	14

Fourth Semester

PTH 245	Professional Issues	3	0	3
PTH 251	Clinical Practicum I	0	15	3
PTH 252	Clinical Practicum II	0	20	4
Elective ²	Humanities/Fine Arts	3	0	3
Suggested Credits & Hours for Semester		6	35	13

Total Minimum Credits Required for this Curriculum 68

¹PSY 231-232, *Lifespan Human Growth and Development 1 & 11* (both necessary) may be substituted for PSY 230.

²Humanities electives may be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

Police Science

Degree: Associate of Applied Science in Protective Services Technology with a major in Police Science

Length: Four-semester (two-year) program

Purpose: The curriculum in Police Science has been designed to expand the knowledge of students so they may seek employment in the various fields of law enforcement. This curriculum is applicable to both the preparatory student and the active police officer. If students wish to pursue a four-year degree, many of the courses will transfer to a four-year institution. WCC has articulation agreements with some four-year institutions where the student can enroll as a junior.

Occupational Objectives:

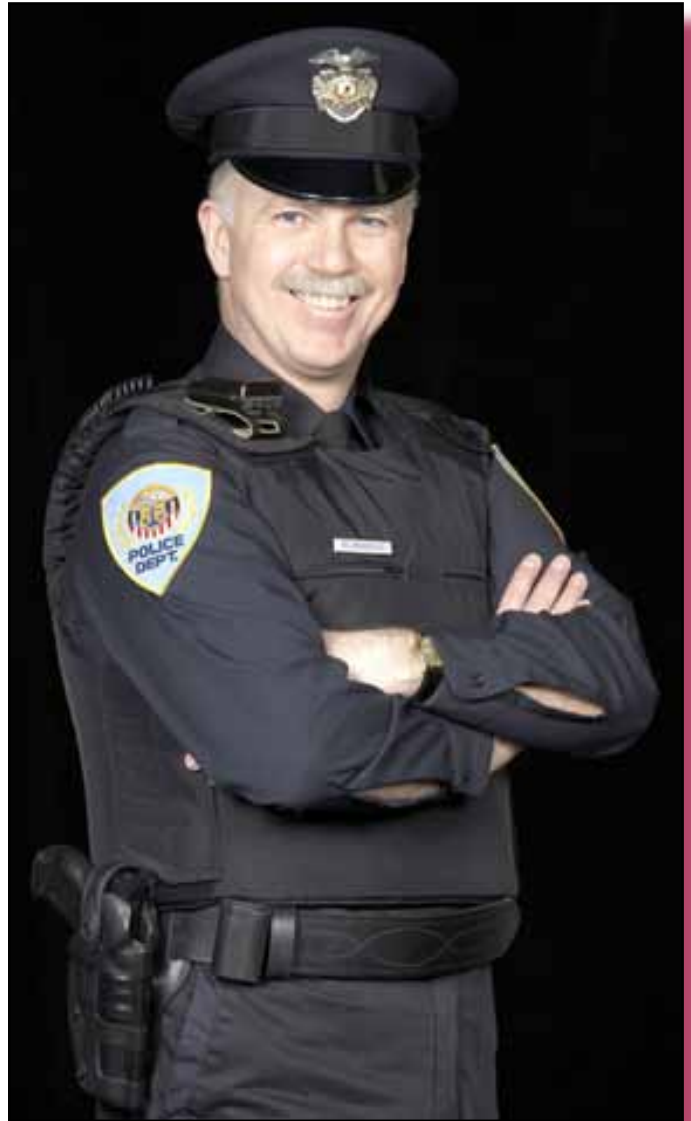
Local, State, and Federal Law Enforcement Officers
Game Warden
Commercial and Industrial Security
Private Security
Transfer to Four Year College

Academy Tract: A student who meets the requirements may select the academy tract which means he/she can complete three semesters at WCC and the last semester at the [New River Criminal Justice Training Academy](#). The student would have to be approved for academy training during the second year of the program (Academy Approval). Training costs would be the responsibility of the student. See Program Head for details.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Police Science program requires the following:

1. A personal interview with a member of the Administration of Justice Faculty.
2. Competency in English and [Math Essentials](#) MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. Other factors to consider are physical condition, hearing, color vision, sight, weight, and moral character.

Program Requirements: Approximately one-half of the curriculum will include courses in Administration of Justice with the remaining courses in related areas, general education, and electives. Instruction will include



both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Students are urged to consult with their faculty advisor and the Student Services Office in planning their program and selecting electives. Upon satisfactory completion of the four semester program, the graduate will be awarded the Associate of Applied Science Degree with a major in Police Science.

A coordinated internship is required of all students working toward the Associate Degree in Police Science unless waived by the college in lieu of approved course work, provided student is or has been employed by a criminal justice agency. The program is designed to broaden the classroom experience through assignment in public governmental criminal justice agencies for 180 hours during one semester. Students should gain first-hand knowledge and greater understanding of the network of criminal justice agencies and how they serve

the community. Students should also integrate and apply knowledge, theory, and understanding derived from foundation courses to the practical solutions to problems encountered during their internship.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 228	Narcotics and Dangerous Drugs	3	0	3
ENG 137 ¹	Communication Processes I	3	0	3
HLT/PED ²	Health or Physical Education	2	0	2
SDV 100	College Success Skills	1	0	1
SOC 200	Principles of Sociology	3	0	3
Elective		<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18
Second Semester				
ADJ 107	Survey of Criminology	3	0	3
ADJ 111	Law Enforcement Organization and Administration I	3	0	3
CST 110	Introduction to Speech Communications	3	0	3
MTH 120	Introduction to Mathematics	3	0	3
Elective ³	Humanities/Fine Arts Elective	3	0	3
Elective ⁴	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		18	0	18

Third Semester

ADJ 105	The Juvenile Justice System	3	0	3
ADJ 211	Criminal Law, Evidence, Procedures I	3	0	3
ADJ 227	Constitutional Law For Justice Personnel	3	0	3
ADJ 236	Principles of Criminal Investigation	3	0	3
PSY 250	Law Enforcement Psychology	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		15	0	15

Fourth Semester

ADJ 171	Forensic Science I	3	3	4
ADJ 212	Criminal Law, Evidence, Procedures II	3	0	3
ADJ 290	Coordinated Internship	0	12	4
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
Elective ⁴	Soc./Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		12	15	17

Total Minimum Credits Required for this Curriculum 68

¹Students who desire transferable credits must take *ENG 111* and *CST 110* in place of *ENG 137*.

²*HLT 143* does not meet *HLT/PED* degree requirement, but *ADJ 138* will.

³Humanities electives may be chosen from the following: *ART 101*; *CST 151*; *ENG* (literature courses only); *HUM 100*; *MUS 121*; *PHI 101*; *REL 200, 210, 230*; *SPA 101, 102*.

⁴Recommend *PSY 120, PLS 211, PSY 165, or PSY 200*.

Practical Nursing

Certificate: Practical Nursing with a major in Practical Nursing

Length: Five-semester sequential program to include a summer semester. The program begins on sequence each fall semester with two preclinical semesters followed by three clinical semesters.

Purpose: The Practical Nursing Program prepares students educationally to qualify as contributing members of the health care team, rendering patient care as practical nurses in a variety of health services facilities. At the successful completion of the program, students will be educationally eligible to sit for the NCLEX-PN exam leading to licensure as a practical nurse.

Occupational Objectives: Positions in health-related facilities such as hospitals, physicians' offices, long-term care facilities, or other health-related agencies.

Admission Requirement: To enter the Certificate Practical Nursing Program, the student must be a rising senior in a dual-credit high school program, a high school graduate, or the equivalent. High school courses must include one unit of biology with a grade of "C" or better and one unit of algebra. Competency in English and [Math Essentials](#) MTE 1-4 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Students enrolled in the first year Practical Nursing class must complete developmental courses before beginning [PNE 162](#).

Applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

Refusal, revocation or suspension, censure or probation: The Commonwealth of Virginia Board of Nursing may refuse to admit a candidate to any examination, refuse to issue a license or certificate to any applicant and may suspend any license or certificate for a stated period or indefinitely, or revoke any license or censure or reprimand any licensee or certificate holder or place him/her on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to



- procure a license;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him/her unsafe to practice, or any mental or physical illness rendering him/her unsafe to practice;
7. The denial, revocation, suspension or restriction of a license or certificate to practice in another state, District of Columbia, or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

Application Requirements: Applications for the Practical Nursing Program will be processed in the following manner:

1. High school applicants will apply through the guidance department of their respective high schools.
2. Adult applicants will submit applications directly to the Office of Admissions and Records at Wytheville Community College. High school transcripts, transcripts from any and all colleges attended, and placement test scores will be required.
3. Preference will be given first to rising high school seniors from area participating high schools and then to adult applicants from the service regions of Wytheville Community College and from service regions of other Virginia community colleges that do not provide access to a Practical Nursing program.

The following is a list of technical abilities and skills applicants for admission should possess:

- **Critical Thinking:** Critical thinking ability sufficient
- **Interpersonal:** Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
- **Communication:** Communication abilities sufficient for interaction with others in verbal and written form
- **Mobility:** Sufficient to move from room to room and maneuver in small spaces
- **Motor Skills:** Gross and fine motor abilities sufficient to provide safe care
- **Hearing Acuity:** Ability sufficient to monitor and assess health needs
- **Visual:** Visual ability sufficient for observation and assessment necessary in nursing care
- **Tactile:** Tactile ability sufficient for physical assessment

Program Requirements: Upon acceptance into the Practical Nursing Program, the following are necessary:

1. Completed health form submitted before admission to [PNE 161](#);

2. Current CPR certification (AHA Health Care Provider Course or Red Cross CPR for Professional Rescuer);
3. A grade of “C” in all Practical Nursing courses is necessary to progress through the program;
4. Criminal background checks and drug screenings.

Program Readmission: All Students who wish to return to the Practical Nursing Program must contact the Program Head in writing.

Students who withdraw or make less than a “C” in a PNE course during the first year must apply for readmission within two years. Students wishing to be readmitted must reapply by the deadline established by the Program Head.

Students must have a GPA of 2.0 or better and must have completed all developmental requirements. Readmission is contingent upon availability of class slots.

Students who withdraw or make a grade less than “C” in PNE courses during the third, fourth, or fifth semester (second year) must reenter the program and retake the affected course or courses the next time the courses are offered. Before readmission to the second year, students must have a WCC GPA of 2.0 or better, complete all developmental courses, update clinical eligibility forms, have current Healthcare Provider CPR card, complete criminal background and drug screens, and complete a drug dosage and calculation review. Faculty may create an individualized developmental plan with additional requirements. Readmission to second year will be contingent on available clinical slots. Student must reapply by February 15 for summer and fall semester and deadlines established by program head for spring semester. Students are not eligible for readmission after two attempts; only extenuating circumstances may be considered by the Practical Nursing faculty committee. Any student who is eligible for readmission and has been out of the program for more than three years must repeat all PNE courses.

Special Accreditation Status: The program is approved by the Virginia Community College System and the Virginia State Board of Nursing.

Wytheville Community College

NCLEX-PN Pass Rates

2010	86.36%
2009	82.6%
2008	91.2%
2007	92.1%
2006	78.0%

[Click Here for Gainful Employment Disclosure](#)

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
Year 1--First Semester				
PNE 141	Nursing Skills I	2	3	3
PNE 155	Body Structure & Function	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		5	3	6
Second Semester				
HLT 105 ¹	Cardiopulmonary Resuscitation	1	0	1
PNE 142	Nursing Skills II	2	3	3
PNE 173	Pharmacology I	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		5	3	6

Year 2--Third Semester

PNE 161	Nursing in Health Changes I	<u>2</u>	<u>12</u>	<u>6</u>
Suggested Credits & Hours for Semester		2	12	6

Fourth Semester

ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
PNE 162	Nursing in Health Changes II	4	21	11
SDV 100 ²	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		11	21	18

Fifth Semester

PNE 130	Maternity Nursing	3	3	4
PNE 157	Pediatrics	4	3	5
PNE 158	Mental Health/Psychiatric	2	0	2
PNE 181	Clinical Experience	<u>0</u>	<u>15</u>	<u>5</u>
Suggested Credits & Hours for Semester		9	21	16

Total Minimum Credits Required for this Curriculum52

¹HLT 105 or any other general education elective approved by the program.

²Students may also take SDV 101 or SDV 104.

Radiologic Technology

(Cooperative Program with Southwest Virginia Community College)

Certificate: Associate of Applied Science in Radiologic Technology with a major in Radiography

Length: Two-year program—six semesters with practical experience in a radiology department to complete requirements for ARRT certification. The educational experience will be comprised of both classroom instruction and clinical rotations for completing required competency objectives. Classroom instruction incorporates interactive video-teleconferencing between classroom locations.

Purpose: The program is designed to prepare students to qualify as contributing members of the allied health team who will care for patients under the supervision of qualified physicians. The program combines adequate didactic instruction with clinical experience to create a sound foundation for a professional career.

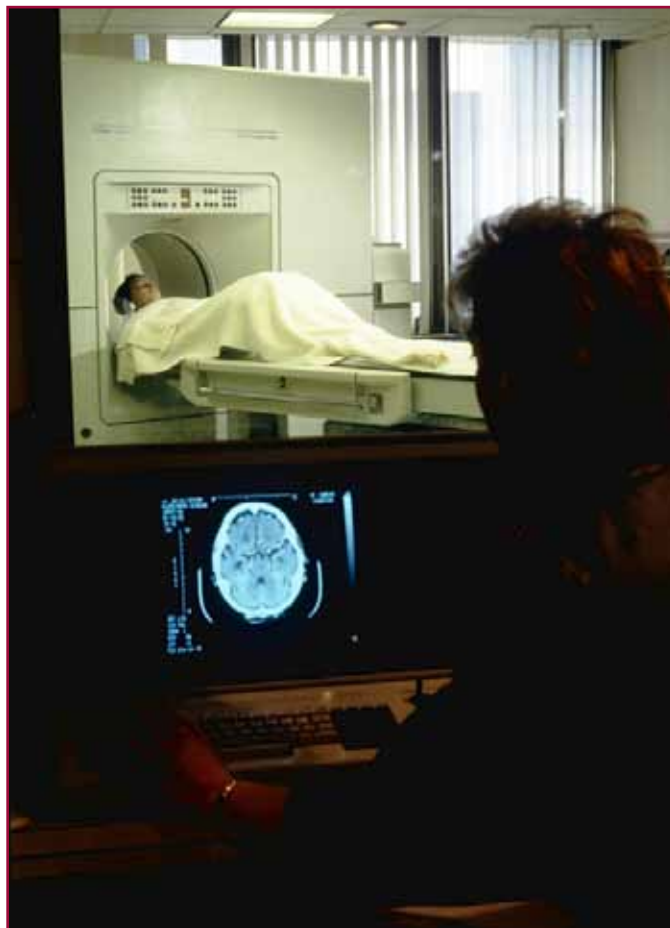
This program is fully accredited by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](#).

***No class will be admitted for Fall of 2012. The next class of students will be admitted in the Fall of 2013.**

Occupational Objectives: Employment opportunities for the well-trained registered radiographers are available in hospitals, clinics, education, industry, government agencies, and private offices.

Admission Requirements: Applicants must be high school graduates or the equivalent. To meet the Radiography Program admission requirements, the applicant must have completed:

1. A WCC application (including all high school and college transcripts or copy of GED) by **February 15**.
2. Competency in English and [Math Essentials](#) MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.
3. High school biology with lab or equivalent (one unit) with a “C” average in each unit.
4. High school chemistry with lab or equivalent (one unit) with a “C” average in each unit.
5. Two units of math (Algebra I, Algebra II, or



Geometry) with a “C” average in each unit.

6. A 2.0 average for high school courses and a 2.0 cumulative average for college coursework.
7. Observation in a radiology department for a minimum of 12 hours. This observation is to be documented by Radiology personnel denoting date(s) and time(s).

For a complete program description in the Southwest Virginia Community College catalog, click [here](#).

For the program handbook, click [here](#).

Program Requirements:

Students who are accepted to the Radiology program are required to submit a health certificate signed by a physician. Since the physical examination is somewhat expensive, applicants should have the physical examination completed after receiving notification of acceptance to the program. This certificate is furnished by the college(s) and must be on file with the program before the student may begin Radiography classes.

Wytheville Community College

The purchase of items such as students uniforms, accessories, and liability insurance is the financial responsibility of the individual student. Travel distance will vary from 1-60 miles one way from your home campus depending on the hospital clinical assignment.

Technical Standards:

Physical Demands:

- A. Duties frequently require squatting, bending, kneeling, reaching, and stair climbing Also includes occasional crawling and climbing.
- B. Duties include lifting/positioning of patients and equipment required to provide care; frequent lifting and carrying up to 50 pounds; frequent pushing and pulling up to 200 pounds with assistance; occasional lifting up to 200 pounds with assistance; and occasional carrying up to 51-74 pounds.
- C. Duties require constant use of acute sense of sight, hearing, and touch; and ability to read orders, test results, instructions, labels differentiate color, consistency. Must be able to hear heard sounds, etc. Must be able to palpate and distinguish heat/cold.

Environmental Conditions:

Environmental conditions include procedures that involve handling blood and body fluids using universal precautions.

Selected learning experiences will be provided at the cooperating hospitals within the geographic areas served by the college. The student is expected to provide transportation to such facilities. Travel, time and expense, must be anticipated because of program design and location.

To be considered as a Virginia resident, an applicant must be domiciled in Virginia for 12 months prior to January 15.

Applicants moving out of state between January 15th and the first day of classes will lose their preferred status and any offer of admission to the program will be withdrawn.

Program Effectiveness Measures:

- Goal 1: The Cooperative Radiography Program will monitor program effectiveness.
- Goal 2: Students will demonstrate clinical competence and entry-level radiographer

skills.

- Goal 3: Student will demonstrate problem solving and critical thinking skills.
- Goal 4: Students will demonstrate effective communication skills and personal accountability.
- Goal 5: Students will develop professionally and demonstrate an understanding of the benefits of life-long learning.

Radiography Program Outcomes

Annual Program Statistics (most recent five years)

Year	Program Completion Rate	ARRT Certification Exam Pass %	ARRT Pass % Comparison, SWCC to National Stats
2005	19 of 25	90%	90 / 89.4
2006	28 of 36	91%	91 / 90.1
2007	27 of 36	94%	94 / 90.8
2008	26 of 36	93%	93 / 91
2009	26 of 36	100%	100 / 91.4

* 2010 data incomplete at this report date and will be posted summer 2011.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
Summer Session				
HLT 143	Medical Terminology	3	0	3
MTH 126	Mathematics for Allied Health	2	0	2
RAD 105	Intro. to Radiology			
	Protection and Patient Care	3	0	3
RAD 195	Ethics, Teamwork & Prof. Dev.	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Suggested Credits & Hours for Semester		12	0	12
First Semester				
BIO 141	Human Anatomy & Physiology I	3	3	4
ENG 111*	College Composition I	3	0	3
PSY 230	Developmental Psychology	3	0	3
RAD 110	Imaging Equip. & Protection	3	0	3
RAD 121	Radiographic Procedures I	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		15	6	17

Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
**	Humanities/Fine Arts Elective	3	0	3
RAD 112	Radiologic Science II	3	3	4
RAD 221	Radiologic Procedures II	<u>3</u>	<u>3</u>	<u>4</u>
Suggested Credits & Hours for Semester		12	9	15

Summer Session

RAD 190	Coordinated Internship (Term II)	0	40	3
RAD 205	Radiation Protection & Radiobiology (Term I)	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		3	40	6

Third Semester

RAD 255	Radiographic Equipment	3	0	3
RAD 290	Coordinated Internship	<u>0</u>	<u>32</u>	<u>6</u>
Suggested Credits & Hours for Semester		3	32	9

Fourth Semester

RAD 240	Radiographic Pathology	3	0	3
RAD 290	Coordinated Internship	<u>0</u>	<u>32</u>	<u>6</u>
Suggested Credits & Hours for Semester		3	32	9

Summer Session

RAD 215	Correlated Radiographic Theory II	2	0	2
RAD 290	Coordinated Internship (Term I)	<u>0</u>	<u>32</u>	<u>2</u>
Suggested Credits & Hours for Semester		2	32	4

Total Minimum Credits Required for this Curriculum 72

Students who wish to pursue a Baccalaureate degree are advised to take both **ENG 111-112.*

***Humanities/Fine Arts: Students may choose from the following courses: Philosophy, Religion, Music Appreciation, Art Appreciation, and Foreign Languages.*

Respiratory Care

Degree: Associate of Applied Science with a major in Respiratory Care

Length: Twenty-month Program beginning in the Fall semester of each year

Purpose: To prepare selected students to qualify as integral members of the health care team, providing diagnostic testing, management, treatment and prevention of cardiopulmonary disease. Upon completion of the program, the new graduate will be eligible to take: 1) the Entry-Level Certification Examination; 2) the Written Registry and Clinical Simulation Examinations for Advanced Respiratory Care Practitioners administered by the National Board for Respiratory Care, Inc. Upon completion of the program, students will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as registered respiratory therapy practitioners.

The Respiratory Care Program is currently applying for reaccreditation through the Commission on Accreditation for Respiratory Care, and, pending reaccreditation, plans to admit a new student cohort fall semester, 2012.

Program Vision: To provide the educational venue for learners to learn how best to serve in most any health environment, to appreciate his or her respective talents and skills and then appropriately apply them in the service of others, and continually be willing to learn about themselves, their patients, and the world into which they were born.

Program Missions: (1) To prepare competent respiratory care practitioners at the Entry-Level of practice, and (2) To prepare competent respiratory care practitioners at the Advanced Level of practice.

Admission Requirements: In addition to the general admission requirements for the College, entry into this program requires a high school diploma or GED. Students must apply to this program through Southwest Virginia Community College. Contact Jim Tolbert at (276) 223-4821 or jtolbert@wcc.vccs.edu or visit <http://www.sw.edu> for specific program entrance requirements..

All high school and/or college work must reflect an

overall average of “C” or better. Placement testing is required and must be completed prior to the January 15th deadline for application.

College equivalents of high school coursework are as follows: Algebra I = **MTH 03**; Algebra II = **MTH 04**; Chemistry = **CHM 05**; Biology = **BIO 20**. Students planning to transfer to senior institutions should inform their advisors early on for proper advisement of courses to take.

Students accepted into the program are required to submit a health certificate signed by a duly licensed physician, physician’s assistant, or registered nurse practitioner and should include: documentation of measles, mumps and rubella (MMR) exposure or inoculations; documentation of Hepatitis B inoculation; chest X-ray; TB skin testing; and overall general health of the applicant. **This physical examination must be completed prior to final admission into the program.**

Program Requirements: *Physical Requirements:* This program requires extensive walking, stooping, bending, pushing, pulling, climbing stairs and lifting. Lifting requirements: up to 50 pounds (22.7 Kg); pushing requirements: up to 250 pounds (113.6 Kg); pulling requirements: up to 250 pounds (113.6 Kg). Further, extensive use of sight, hearing, and speaking is required.

Academic Requirements: Any student receiving a grade less than “C” in any of the required program courses will be placed on Programmatic Academic Probation. *That course shall be remediated once*, with a written contract drafted containing requirements of the remediation. Dismissal from the program shall result IF: 1) the student does not meet the requirements of the probationary contract; or 2) the student receives a final grade of less than “B” in any required program courses during or after the period of the Programmatic Academic Probation. A final grade of “F” in any required program coursework shall result in dismissal from the program. Remediated courses must be completed with a final grade of “C” or better.

Clinical and Behavioral Requirements: Selected and supervised student experience is required by this program and will be accomplished at selected regional health care facilities. The student is responsible for transportation to these facilities, as well as to any scheduled field trips. Program faculty will observe and

evaluate the student's suitability for the profession. If in the judgement of the Program faculty, the student does not exhibit those documented behaviors required of the respiratory care professional, the student may be asked to withdraw from the program.

Other Requirements: The purchase of items such as uniforms, liability insurance and other accessories is the financial responsibility of the individual student. Students who elect to take support courses recommended by the Program Director, and/or Director of Clinical Education prior to formal acceptance into the program will find this activity to be advantageous in subsequent course scheduling.

Criminal Background Checks/Drug Testing: Background checks for criminal history and sex offender crimes against minors are required for entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program. Cost for criminal background checks and drug testing will be the responsibility of the student.

The Respiratory Care program is a multi-campus program, with Southwest Virginia Community College and Wytheville Community College. Southwest Virginia Community College serves as the home campus for this program.

The following list is a suggested sequence in which students may plan their class schedules to ensure graduation in two years.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BIO 141	Human Anatomy & Physiology I	3	3	4
RTH 101	Integrated Sciences for Resp. Care	2	3	3
RTH 111	Anatomy & Physiology of the Cardiopulmonary System	3	0	3
RTH 131	Resp. Care Theory & Procedures I	3	3	4
SDV 108	College Survival Skills	1	0	1
Suggested Credits & Hours for Semester		12	9	15
Second Semester				
BIO 142	Human Anatomy & Physiology II	3	3	4

ENG 111*	College Composition I	3	0	3
RTH 132	Resp. Care Theory & Procedures II	3	3	4
RTH 145	Pharmacology for Resp. Care I	1	0	1
RTH 190	Coordinated Internship	0	16	4
Suggested Credits & Hours for Semester		10	22	16

Third Semester

Humanities/Fine Arts				
	** Elective	3	0	3
RTH 112	Pathology of the Cardiopulmonary System	3	0	3
RTH 135	Diagnostic & Therapeutic Procedures I	1	3	2
RTH 290	Coordinated Internship	0	16	4
Suggested Credits & Hours for Semester		7	19	12

Fourth Semester

HLT 145	Ethics for Health Care Personnel	2	0	2
PSY 231	Life Span Human Development I	3	0	3
RTH 190	Coordinated Internship	0	8	2
RTH 290	Coordinated Internship	0	8	2
SOC 200	Principles to Sociology	3	0	3
Suggested Credits & Hours for Semester		8	16	12

Fifth Semester

RTH 215	Pulmonary Rehabilitation	1	0	1
RTH 223	Cardiopulmonary Science III	2	0	2
RTH 226	Theory of Neonatal & Pediatric Respiratory Care	2	0	2
RTH 245	Pharmacology for Resp. Care II	2	0	2
RTH 254	Advanced Clinical Pro. IV	0	16	4
RTH 265	Current Issues in Resp. Care	2	0	2
RTH 267	12-lead EKG Diagnostics	3	0	3
Suggested Credits & Hours for Semester		12	16	16

Total Minimum Credits Required for this Curriculum 71

*Students who do not wish to pursue a Baccalaureate degree may substitute ENG 101.

**Students wishing to pursue a Baccalaureate Degree, may substitute ENG 112. Humanities/Fine Arts: Students may choose from the following courses: Philosophy, Religion, Music Appreciation, Art Appreciation, and Foreign Languages.

Career Studies Certificates

Award: Certificate in Career Studies*

Purpose: A significant portion of the student population served by Wytheville Community College is comprised of part-time evening students. Many of these individuals need and desire post-secondary continuing education programs of study that are of less than conventional one- or two-year duration. Such students have specific occupational, industrial, and/or professional goals that can best be realized through short-term programs.

The options included within the Career Studies program represent a variety of career and academic pursuits. Each may be viewed as a mini-curriculum which is part of a broader range of educational possibilities within a given career field.

Length: Variable. The options within this program amount to approximately one to two semesters of full-time academic work.

Admission Requirements: Admission to the Career Studies Certificate program is based upon the general requirements for admission to the college.

**Due to the short duration of these programs and the absence of general education requirements from most, successful completion does not entitle one to participate in or to be recognized during graduation exercises.*

Program Options:

- Carpentry
- Child Development
- Clerical Assistant
- Dental Assisting
- Electrical
- EMT-Paramedic
- File Clerk
- Health Studies
- Heating/Ventilation/Air Conditioning (HVAC)
- Legal Assisting
- Machining

- Medical Coding
- Medical Records Clerk
- Medical Transcriptionist
- Networking
- Pharmacy Technician
- Phlebotomy
- Plumbing
- Project Management
- Public Health
- Solar Installer
- Supervision
- Truck Driving
- Web Design and Office Applications

As community needs are identified, the college will develop and implement additional options to the extent that institutional resources permit.

Carpentry

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
BLD 126	Basic Carpentry Principles	3	0	3
BLD 131	Framing I	3	4	5
BLD 132	Framing II	3	4	5
BLD 133	Framing III	3	4	5
BLD 190	Coordinated Internship	0	3	3
*1 Core Elective		<u>3</u>	<u>0</u>	<u>3</u>
Total		15	15	24

**Consult your faculty advisor to select core electives.*

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Child Development

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD145	Art, Music and Movement for Young Children	2	2	3
CHD 165	Observation and Participation in Early Childhood Programs	3	0	3
CHD 166	Infant and Toddler Programs or	3	0	3
CHD Elective to meet workplace demands				
CHD 205	Guiding the Behavior of Young Children	3	0	3
EDU 235	Health, Safety & Nutrition for Young Children	3	0	3
SDV 100	College Success Skills	<u>1</u>	<u>0</u>	<u>1</u>
Total		18	2	19

Clerical Assistant

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
AST 101	Keyboarding I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
AST 240	Machine Transcription	3	0	3
Total		18	0	18

Dental Assisting

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
DNA 100	Introduction to Oral Health Professions	1	0	1
DNA 103	Introduction to Oral Health	1	0	1
DNA 109	Practical Infection Control	2	3	3
DNA 110	Dental Materials	2	3	3
DNA 113	Chairside Assisting I	2	3	3
DNA 135	Radiation Health and Safety	1	3	2
DNA 190	Coordinated Internship	1	4	3
Total		10	16	16

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Electrical

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
ELE 115	Basic Electricity	3	0	3
ELE 127	Residential Wiring Methods	2	3	3
ELE 131	National Electric Code Review	3	0	3
ELE 149	Wiring Methods in Industry	2	2	3
ELE 173	Commercial Wiring Methods	2	2	3
ELE 245	Industrial Wiring	2	2	3
BLD 190	Coordinated Internship	0	3	3
*1 Core Elective		3	0	3
Total		17	12	24

*Consult your faculty advisor to select core electives.

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EMT-Paramedic

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
BIO 145*	Human Anatomy & Physiology	3	1	4
EMS 213	ALS Skills Development	0	4	2
Suggested Credits & Hours for Semester		3	5	6

Second Semester

EMS 201	EMS Professional Development	3	0	3
EMS 205	Advanced Pathophysiology	4	0	4
EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
Suggested Credits & Hours for Semester		9	8	12

Third Semester

EMS 209	Advanced Pharmacology	3	2	4
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 243	ALS Field Internship IV	0	3	1
Suggested Credits & Hours for Semester		4	10	8

Total **16** **23** **26**

*Students should take BIO 141, 142 or BIO 145. It is recommended that students who are planning to transfer to Registered Nursing, Radiography, or Respiratory Therapy complete BIO 141-142.

A criminal background check and drug screening is also done to confirm compliance with state regulations. See <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Forms/Training%20Programs%20Summary.pdf>.

EMT-Paramedic (Intermediate)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
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First Semester

EMS 111	Emergency Medical Technician--Basic	5	4	7
EMS 120	EMT--Basic Clinical	0	2	1
Suggested Credits & Hours for Semester		5	6	8

Second Semester

EMS 151	Intro. to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS--Trauma Care	2	2	3
Suggested Credits & Hours for Semester		7	7	10

Third Semester

EMS 155	ALS--Medical Care	3	2	4
EMS 159	EMS Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship I	0	3	1
Suggested Credits & Hours for Semester		5	10	9

Total **17** **23** **27**

A criminal background check and drug screening is also done to confirm compliance with state regulations. See <http://www.vdh.virginia.gov/OEMS/Training/TPAM/Forms/Training%20Programs%20Summary.pdf>.

File Clerk

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
AST 101	Keyboarding I	3	0	3
AST 141	Word Processing I	3	0	3
AST 234	Records and Database Management (Access)	3	0	3
AST 236	Specialized Software Applications (Excel)	3	0	3
Total		12	0	12

Health Sciences

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BIO 141	Human Anatomy and Physiology I	3	3	4
ENG 111	English Composition	3	0	3
SDV 100*	College Success Skills	1	0	1
Elective**	Social Studies Elective	3	0	3
Elective***	Elective	3	0	3
Suggested Credits & Hours for Semester		13	3	14
Second Semester				
BIO 142	Human Anatomy and Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
Elective****	Humanities Elective	3	0	3
Elective***	Elective	3	0	3
Suggested Credits & Hours for Semester		12	6	14
Total		25	9	28

Second Semester

BIO 142	Human Anatomy and Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
Elective****	Humanities Elective	3	0	3
Elective***	Elective	3	0	3
Suggested Credits & Hours for Semester		12	6	14
Total		25	9	28

*SDV 101, 104, or 108 may be substituted for SDV 100.

**Please consult your advisor before selecting social science electives.

***Please see your advisor for assistance in selecting electives for the health program you are preparing to enter.

****Please see your advisor for a list of acceptable humanities electives for the health program you are preparing to enter.

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Heating, Ventilation and Air Conditioning (HVAC)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
AIR 121	Air Conditioning and Refrigeration I	2	3	3
AIR 122	Air Conditioning and Refrigeration II	2	3	3
AIR 126	Electrical and Control Systems	1	3	2
AIR 158	Mechanical Codes	2	0	2
AIR 159	Heating and Cooling Safety	1	0	1
AIR 165	Air Conditioning Systems I	2	3	4

BLD 190	Cooperative Education	3	0	3
ELE 115	Basic Electricity	3	0	3
Total		16	12	21

Legal Assisting

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 101*	Keyboarding I	3	0	3
AST 107	Editing and Proofreading Skills	3	0	3
LGL 110	Into to Law and the Legal Assistant	3	0	3
Elective**	LGL Elective	3	0	3
Suggested Credits & Hours for Semester		12	0	12

Second Semester

AST 236	Specialized Software	3	0	3
LGL 126	Legal Writing	3	0	3
LGL 200	Ethics for Legal Assistant	1	0	1
Elective**	LGL Elective	3	0	3
Elective**	LGL Elective	3	0	3
Suggested Credits & Hours for Semester		13	0	13

Total 25 0 25

*Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

**The legal assisting student may select from the following electives to fulfill the Legal Assistant degree program: LGL 115 - Real Estate Law for Legal Assistants; LGL 116 - Domestic Relations and Consumer Law; LGL 117 - Family Law; LGL 218 - Criminal Law or ADJ 211; LGL 225 Estate Planning & Probate.

Machining

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
DRF 161	Blueprint Reading I	1	3	2
MAC 106	Machine Shop Operations	5	9	8
MAC 107	Machine Shop Practices	5	9	8
MAC 206	Production Machining Technology	4	6	6
MTH 103	Basic Technical Mathematics I	3	0	3
Total		18	27	27

Medical Coding

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 101*	Keyboarding I	3	0	3
HIM 113	Medical Terminology & Disease Processes I	3	0	3
HIM 253	Health Records Coding	3	2	4
NAS 150	Human Biology	3	0	3
Suggested Credits & Hours for Semester		12	0	13

Second Semester

ENG 137	Communication Processes I	3	0	3
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HIM 114	Medical Terminology & Disease Processes II	3	0	3
HIM 151	Reimbursement Issues in Medical Practices	2	0	2
HIM 254	Advanced Coding & Reimbursement	3	0	3
HLT 145	Ethics for Health Care Personnel	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		13	0	13
Total		25	2	26

*Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

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Medical Records Clerk

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 101*	Keyboarding I	3	0	3
AST 140	Introduction to Windows	1	0	1
ENG 137	Communication Processes I	3	0	3
HIM 101	Health Information Technology	3	2	4
HIM 113	Medical Terminology & Disease Processes I	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		13	2	14
Second Semester				
AST 232	Microcomputer Office Applications	3	0	3
HIM 114	Medical Terminology & Disease Processes II	3	0	3
HIM 130	Healthcare Information Systems	3	0	3
HIM 150	Health Records Management	3	0	3
HLT 145	Ethics for Health Care Personnel	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		14	2	14
Total		27	2	28

*Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

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Medical Transcriptionist

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 101*	Keyboarding I	3	0	3
AST 132	Word Processing I	1	0	1
AST 133	Word Processing II	1	0	1
AST 134	Word Processing III	1	0	1
AST 140	Introduction to Windows	1	0	1

ENG 137	Communication Processes I	3	0	3
HIM 113	Medical Terminology & Disease Processes I	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		13	0	13
Second Semester				
AST 102	Keyboarding II	3	0	3
AST 245	Medical Machine Transcription	3	0	3
HIM 114	Medical Terminology & Disease Processes II	3	0	3
HLT 145	Ethics for Health Care Personnel	2	0	2
NAS 150	Human Biology	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		14	0	14
Total		27	0	27

*Students who possess keyboarding skills may petition for advanced placement with Credit by Examination.

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Networking

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ITN 154	Networking Fundamentals-Cisco	3	2	4
ITN 154L	Networking Fundamentals-Cisco Lab	<u>0</u>	<u>2</u>	<u>1</u>
Suggested Credits & Hours for Semester		3	4	5
Second Semester				
ITN 155	Switching, Wireless & WAN Technologies	3	2	4
ITN 155L	Switching, Wireless & WAN Technologies Lab	<u>0</u>	<u>2</u>	<u>1</u>
Suggested Credits & Hours for Semester		3	4	5
Total		6	8	10

Pharmacy Technician

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
AST 117	Keyboarding for Computer Usage	1	0	1
HIM 113	Medical Terminology & Disease Processes I	3	0	3
HLT 250	General Pharmacology	3	0	3
HLT 261	Basic Pharmacy I	3	0	3
MTH 120	Introduction to Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		13	0	13

Wytheville Community College

Second Semester

HLT 262	Basic Pharmacy II	3	0	3
HLT 290	Coordinated Internship in Pharmacy Technician	1	6	4
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
PSY 120	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		10	6	13
Total		23	6	26

A comprehensive Criminal Background Check for criminal history and sex offender crimes against minors, a drug screen, and a medical examination is required for entrance into clinical agencies. Students with convictions or a positive drug screen may be prohibited from clinical practice and may not be able to complete the clinical portion of the program. Cost for criminal background checks, drug testing, and medical examination will be the responsibility of the student.

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Phlebotomy

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
ENG 137*	Communication Processes I	3	0	3
HLT 145	Ethics for Health Care Personnel	2	0	2
ITE 115	Introduction to Computer Applications & Concepts	3	0	3
MDL 105	Phlebotomy	2	3	3
MDL 106	Clinical Phlebotomy	2	6	4
PSY 120	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
Total		15	9	18

*Students who desire transferable credits must take *ENG 111* and *CST 110* (or *SPD 100*) in place of *ENG 137*.

A comprehensive Criminal Background Check for criminal history and sex offender crimes against minors, a drug screen, and a medical examination is required for entrance into clinical agencies. Students with convictions or a positive drug screen may be prohibited from clinical practice and may not be able to complete the clinical portion of the program. Cost for criminal background checks, drug testing, and medical examination will be the responsibility of the student. Students must pass MDL 105 with a grade of "C" or better in order to progress to MDL 106.

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Project Management

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
BUS 200	Principles of Management	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		3	0	3

Second Semester

BUS 220	Into to Business Statistics	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		3	0	3

Third Semester

BUS 204	Project Management	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		3	0	3

Total		9	0	9
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Public Health

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
PBH 100	Introduction to Public Health	3	0	3
PBH 110	Introduction to Health and Disease	3	0	3
PBH 120	Principles of Epidemiology	3	0	3
PBH 130	Nutrition for Public Health	3	0	3
PBH 140	Environmental and Occupational Health	3	0	3
PBH 150	Global Health	<u>3</u>	<u>0</u>	<u>3</u>
Total		18	0	18

Solar Installer

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
First Semester				
ENE 100	Conventional and Alternative Energy	3	3	4
ENE 105	Solar Thermal Active and Passive Technology	3	3	4
ELE 115	Basic Electricity	3	0	3
SAF 127	Industrial Safety	<u>2</u>	<u>0</u>	<u>2</u>
Suggested Credits & Hours for Semester		11	6	13

Second Semester

ENE 110	Solar Power Installations	3	3	4
ENE 120	Solar Power-PV and Thermal Technology	3	3	4
BLD 190	Coordinated Internship			
or				
BLD 198	Seminar and Project	<u>0</u>	<u>3</u>	<u>3</u>
or				
ENE 197	Cooperative Education			
Suggested Credits & Hours for Semester		6	9	11

Total		17	15	24
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Truck Driving

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
TRK 101	DOT Safety Rules and Regulations	2	0	2
TRK 102	Preventive Maintenance for Truck Drivers	1	0	1
TRK 195	Skill Range	0	14	5
TRK 198	Driving Skills	0	14	5
TRK 190	Highway Driving	<u>0</u>	<u>14</u>	<u>5</u>
Total		3	42	18

Web Design and Office Applications

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Cr.
<i>First Semester</i>				
ITD 110	Web Page Design I	4	0	4
ITE 115	Introduction to Computer Applications and Concepts	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		7	0	7
<i>Second Semester</i>				
ITD 210	Web Page Design II	3	0	3
ITE 215	Advanced Computer Applications and Integration	<u>3</u>	<u>0</u>	<u>3</u>
Suggested Credits & Hours for Semester		6	0	6
Total		13	0	13

Academic Policies

Attendance Policy

Students are responsible for their own learning and are expected to attend class. Missing class compromises learning. If the number of student absences EXCEEDS twice the number of weekly meetings of the class, the student may fail the course.

Regular attendance at classes is required for students to get the greatest value from their educational experiences. When absence from a class is necessary, the student should tell the instructor ahead of time, whenever possible. Within the expressed policy established by the faculty member, a student should make up all work missed during an absence. If the student does not do so, his/her grade in the course will consequently be lower than if satisfactory work had been turned in.

The college also has adopted an optional Instructor-Initiated Withdrawal Policy which permits an instructor to withdraw, without academic penalty, any student with excessive absences as defined by that policy. Faculty choosing this option for their course(s) must inform students enrolled in the course(s) by including information in the course outline/syllabus at the beginning of the semester.

Grading System

A - Excellent	4 grade points per credit
B - Good	3 grade points per credit
C - Satisfactory	2 grade points per credit
D - Poor	1 grade point per credit
F - Failure	0 grade point per credit

I - Incomplete No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based upon the course work which has been completed. In the case of "I" grades earned at the end of the spring semester, students will have through the end of the

subsequent fall semester to complete the requirements. A "W" grade should be awarded only under documented, mitigating circumstances which must be approved by the Vice President of Instruction and Student Development. A copy of the documentation must be placed in the student's academic file.

P - Pass

No grade point credit; applies only to non-Developmental Studies and specialized courses and seminars offered at the discretion of the college.

R - Re-Enroll

No grade point credit. The R grade may be used as a grade option, interim in nature in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows: a) Individualized, self-paced instruction; b) Modularized, group-paced instruction. The R grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described in a) and/or b) above. The courses in which the methodology will be used will be designated by their applicability to the established procedures for the R grade and will be identified by the Academic Dean and approved by the Vice President of Instruction and Student Development.

S - Satisfactory

No grade point credit. Used only for satisfactory completion of a Developmental Studies course (numbered 01-09) and ESL courses numbered 11-29.

U - Unsatisfactory

No grade point credit; applies only to

Developmental Studies, ESL courses 11-29, and specialized courses and seminars at the discretion of the college.

W - Withdrawal

No grade point credit. A student may withdraw from a course without academic penalty within the first nine weeks of a semester. The student will receive a grade of "W." After that time the student will receive a grade of "F," except in rare, documented circumstances. A copy of the documentation must be placed in the student's academic file.

X - Audit

No grade point credit. Permission of the academic dean and instructor is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade X is invalid for students enrolled in the course for credit.

Grade Point Average

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses which do not generate grade points are not included in credits attempted.

Semester Grade Point Average: Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative Grade Point Average: Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA.

Curriculum Grade Point Average: A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Pass/Unsatisfactory Grading Option

Pass/Unsatisfactory grading options are available through "P" and "U" grades. Permission of the academic dean is

required for utilizing Pass/Unsatisfactory options. Pass grades carry academic credit but neither "P" nor "U" grades are used when calculating the grade point average (GPA).

A maximum of seven (7) semester credit hours for courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certificate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Chancellor.

Grade Reports

Students may view their final grades on the WCC website by logging into the SIS system at <https://wcc.my.vccs.edu/jsp/home.jsp>. Grade reports will **not** be mailed. Students must have their username and password in order to access their grades.

Academic Renewal Grading

Currently-enrolled students who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The request must be processed on the Academic Renewal Petition Form and submitted to the Admissions Office.

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

- a. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.
- b. All grades received at the college will be a part of the student's official transcript.
- c. Students can meet graduation requirements only with courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- d. An academic renewal adjustment may be granted only one time and once granted, cannot be revoked.

Course Repeat Policy

A student at Wytheville Community College is normally limited to two (2) enrollments in the same course. Should a student desire to take a course for a third time, he/she must get written approval from the academic dean who oversees the course prior to registering for that course. In any case, no student will be allowed to take a course more than three (3) times. This limitation does not apply to the general use, repeatable courses numbered 090-190-290, 095-195-295, 096-196-296, 097-197-297, 098-198-298, and 099-199-299. These numbers include internship, seminar, and supervised study courses.

When a student does repeat a course, the most recent grade earned will be the grade used in computing the grade point average for graduation. The most recent grade will also be the grade used to determine if the course has been passed. For example, if the most recent grade in a given course is an “F,” that course can not be used to satisfy a graduation requirement, regardless of any grade that may have been earned in that course in a previous enrollment.

While previous grades in repeated courses will not be used in computing grade point average for graduation, the previous grades will be included with the repeated grades in computing the cumulative grade point average (CGPA) if 1) the course is taken for the first time before the summer term of 1994, regardless when the course is repeated, or 2) if the course is taken for the first time during or after the summer of 1994 and is repeated before fall of 1996. If the course is taken for the first time during or after the summer of 1994 and is repeated after the fall of 1996, only the repeat grade will be used in the CGPA.

Academic Records

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which allows students access to their educational records and prohibits the release of information from students educational records by the institution without the written consent of the student, with certain specified exceptions.

Wytheville Community College accords all rights under the law to students who are declared independent. No one outside the institution will have access to, nor will the institution disclose, any information from the student’s educational records without written consent of the student, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing student’s financial aid, to accrediting agencies carrying out their accreditation functions, to persons in any emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

At its discretion, the institution may provide directory information in accordance with the provisions of the act to include:

1. Student’s name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Dates of attendance
7. Degrees and awards received
8. The name of the most recent previous educational

agency or institution attended by the student

9. Electronic mail address
10. Grade level
11. Course Credit load

Directory information will be withheld for students who notify the Admissions and Records Office in writing within two weeks of the first day of class for the fall term.

Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Admissions and Records Office. Copies of the law and WCC’s policy for implementing it are available in the Admissions and Records Office and are on reserve in the WCC library along with a copy of the WCC policy on retention and disposal of records.

Retention and Disposal of Records

The retention and disposal of student records are governed by Virginia Community College System policy. The student’s academic file is retained for three years after the date of separation from the college. The student’s permanent record (transcript) is the only official document of a student’s academic history and is retained permanently.

Graduation

Wytheville Community College has one formal graduation exercise in May for students completing certificate, diploma, and degree programs. All graduating students completing their programs in the spring are expected to attend graduation. Prospective graduates must file an application for graduation by the published deadline with the Student Services Office during the semester of program completion so that requirements for graduation can be verified and diplomas ordered.

Students are permitted to participate in the Spring graduation ceremony if they have completed a program of study or have two courses or fewer that will be completed during the summer term.

Credits Applicable to Second Degree, Diploma, or Certificate

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

Outcomes Assessment Requirement

Students may be required to complete testing, survey, questionnaire or other assessment activities designed to

measure general education achievement and/or achievement in selected major areas prior to graduation, for the purpose of evaluation of academic programs. No minimum score or level of achievement is required for graduation. Assessment results will remain confidential and will be used for the sole purpose of improvement of the college.

Graduation Honors

Students who have completed the requirements in the curriculum are eligible for graduation honors according to their cumulative grade point average. The honors, based on scholastic achievement, are as follows:

CUMULATIVE GRADE POINT AVERAGE	HONORS
3.2	Cum laude (with honor)
3.5	Magna cum laude (with high honor)
3.8	Summa cum laude (with highest honor)

Degrees and Certificates

Wytheville Community College offers the following degrees or certificates for students who successfully complete approved programs:

1. Associate of Arts and Sciences (A.A.&S.) is awarded to students majoring in a specialized curriculum and who may transfer to four-year colleges or universities after completing their community college programs.
2. Associate of Applied Science (A.A.S.) degree is awarded to students majoring in occupational-technical curricula and who may plan to obtain full-time employment immediately after graduation from the college.
3. Certificate is awarded to students who complete one of the approved non-degree curricula which are usually less than two years in length.

Graduation Requirements

Associate Degree/Diploma Requirements

To be awarded an associate degree or diploma from the college, students must:

1. Have fulfilled all course and credit hour requirements of their curricula as outlined in the college catalog/student handbook. At least 25% of the credits must be acquired at the college awarding the associate degree/diploma.

2. Have been certified for graduation by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula.
4. Have filed an application for graduation in the Student Services Office by the publicized deadline.
5. Have resolved all financial obligations to the college and returned all library and other college materials.
6. Have met the college’s computer competency requirement. Beginning with graduates in the year 2000, all graduates of programs containing 45 or more credits must meet the college’s computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or through passing the college’s computer competency test.

Certificate Requirements

To be eligible for graduation with a certificate from the college, a student must:

1. Have fulfilled all of the course and credit hour requirements of the curriculum specified in the college catalog/student handbook with a minimum of 25% of the credits having been acquired at the college awarding the certificate.
2. Have been certified for graduation by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies which are applicable toward graduation in the student’s curriculum.
4. Have filed an application for graduation in the Student Services Office by the publicized deadline.
5. Have resolved all financial obligations to the college and returned all library and other college materials.
6. Have met the college’s computer competency requirement. All graduates of programs containing

45 or more credits must meet the college's computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or through passing the college's computer competency test.

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

Career Studies Certificate Requirements

To be eligible to receive a career studies certificate from the college, a student must:

1. Have fulfilled all of the course and credit hour requirements of the certificate as specified in the college catalog/student handbook with a minimum of 25% of the credits having been acquired at the college awarding the career studies certificate.
2. Have been certified and recommended for completion by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies which are applicable toward completion of the student's career studies certificate.
4. Have filed an application for certificate completion in the Student Services Office.
5. Have resolved all financial, library, and other obligations to the college.

Student Handbook

I. Campus Safety and Security

WCC will make every effort to provide as healthy and as safe an educational environment as possible. Having a strong law enforcement presence that enforces all local, state and federal law is an important part of the college efforts. In addition, providing security and emergency planning, WCC also has many policies in place to make sure there is no discrimination based on race, color, national origin, gender, handicap, or age. By accepting admission to WCC, it implies that as a student you agree to abide by the policies. The following section will provide additional information on security, discrimination, and harassment policies. It will also provide information on the process of how a student should file a grievance based on these policies.

Student Right-to-Know and Campus Security

The Student Right-to-Know and Campus Security Act of 1990, as amended by the Higher Education Technical Amendments of 1991, requires colleges and universities to disclose to current and prospective students certain information.

- Student Right-to-Know – Title I of the Act requires institutions to produce and make readily available to current students and to each prospective student enrolling or entering into any financial obligation information about the school's academic programs, graduation or completion rates, and transfer-out rates on certificate or degree-seeking full-time, undergraduates who enter school on or after July 1, 1996. Graduation, Completion, and Transfer-out rate information will be given to each student upon payment of fees. The information is also available in the Office of the Vice President of Institutional Advancement and Effectiveness, Bland Hall, Room 227.
- Crime Awareness and Campus Security – Title II of the Act requires that institutions provide to their current students and to any applicant for enrollment information on institutional policies regarding security procedures and campus law enforcement, as well as a description of programs designed to inform students about crime prevention. Title II of the Act also calls for institutions to provide statistical data about the occurrence on campus of certain criminal offenses which have been reported

to campus security authorities or local police agencies. Campus crime information is published annually in the Daily Bulletin, which can be accessed via the college's Internet web site. The information is also available in the office of the Dean of Student Services, Bland Hall, Room 115.

Student Conduct

As a member of Wytheville Community College's student body, you are considered to be a responsible adult. Your conduct while in class, on-campus, or participating in any other college-sponsored activity should reflect that adult responsibility. The college considers you the primary person who is responsible for your conduct.

The great majority of students conduct themselves appropriately. In those cases in which a student's behavior may be outside of the bounds of what is expected, the college reserves the right to take disciplinary action as needed to preserve order and/or to maintain an effective educational environment. Generally, the college will initiate disciplinary action when a student engages in any conduct not authorized by the college that disrupts the educational pursuits of other students, the maintenance of order, the educational environment on campus, or the proper functioning of the college. Examples of conduct for which a student may be subject to disciplinary action include but are not necessarily limited to the following:

- Academic cheating or plagiarism.
- Disruptive behavior in classrooms, on campus, or at any other college-sponsored activity.
- Unauthorized use or possession of firearms or fireworks.
- Possession of alcoholic beverages.
- Gambling.
- Intentionally furnishing false information to the college.
- Forgery, unauthorized alteration, or misuse of college documents, records, or identification.
- Assault and battery or threats of bodily harm to stu-

dents, faculty or staff.

- Destruction, damage, defacing or misuse of public or private property.
- Theft, larceny, or embezzlement.
- Writing bad checks to pay bills owed to the college.
- Obscene conduct or public profanity.
- Accessing obscene and pornographic materials on the college's computers.
- Manufacture, sale, possession, distribution, or use of narcotics, marijuana, or other controlled substances.
- Illegal entry and/or occupation of state property.
- Sexual harassment/sexual misconduct.
- Using the college's name for soliciting funds or other activity without authorization from a proper college authority.
- Intentionally violating copyright laws.
- Cell phone usage in class.

Electronic Bullying and Harassment Policy

When a student uses any type of social media for psychological, racial or sexual abuse or as a tool to bully or intimidate another student, faculty or staff member, that student will be in violation of this policy. The college administration and Threat Assessment Team (TAT) will take whatever disciplinary action that might be necessary to protect the rights of those being harassed or abused.

Misuse of Federal Funds Policy

Financial Aid is expected to be used for the student receiving the award for his or her educational expenses only. If the student uses federal funds for someone other than themselves or uses funds in a way that does not support their own educational endeavors, the student is in violation of federal funds policy.

Weapons Policy

Possession or uses of firearms, explosives, or any other dangerous or deadly weapons are not appropriate to the college experience. Therefore students, employees, and patrons are not permitted to possess these items on College property except when carried by bona fide law enforcement officials in their official capacities. This policy applies whether the

weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. Exceptions may be granted when approved in advance in writing by the Dean of Student Services and the President.

Employees agree to this policy and all other policies by accepting continuing employment. Students and patrons agree to this and all other policies by their continuing enrollment and participation in activities and events.

Drug-Free Campus

Use and Abuse of Alcohol and Illicit Drugs

Wytheville Community College seeks to provide a safe and stable environment for its students. As a part of that effort, the college fully complies with all state and federal statutes relating to substance and alcohol use and abuse. The college is designated a drug-free zone and provides educational programs about the use and abuse of drugs and alcohol.

The college's drug prevention program has been established in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

Tobacco and Related Products

Smoking is defined as any product or apparatus (such and an electronic or e-cigarette) that emits smoke or is designed to simulate smoking cigarettes or any other tobacco product. At this time, smoking is allowed in certain designated areas. In situations where there is no designated area, the smoker should be 25 feet from the closest building.

The use of tobacco products is not permitted inside any WCC building including the Crossroads Institute and the Smyth County Education Center, and no tobacco products are allowed in any of the classrooms at regional sites. The college will continue to offer prevention programs for all drugs to promote healthy living.

Sexual Misconduct

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates and nurtures the freedom of each individual to live, think, act, and speak in a manner that contributes to a wholesome and productive academic environment. It is the intent of Wytheville Community College to foster and maintain a campus environment free of sexual misconduct and the fear of such behavior.

Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community. Wytheville Community College does not tolerate sexual misconduct in any form. All reported violations will be in-

vestigated and, if proven, punished through the college disciplinary processes.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile or offensive. It takes two legal shapes:

- Quid pro quo – Harassment occurs when the unwelcome conduct is either explicitly or implicitly made a term or condition of an individual's employment and/or academic performance.
- Hostile environment – Hostile environment harassment differs from 'quid pro quo' harassment in that no discriminatory effect on grades, wages, job assignments or other tangible benefits is required. Instead, such unwelcome sexist or sexual conduct has at least one of these purposes or effects:
 - o It unreasonably interferes with an individual's work and/or academic performance.
 - o It creates an intimidating, hostile, or offensive work and/or academic environment.

Although sexual advances such as touching, patting, hugging or brushing against a person's body are generally viewed as forms of sexual harassment, the acts are in fact legally categorized as assault, which is a misdemeanor offense. The victims of such unwanted sexual advances may take legal action.

Policy

Sexual harassment is contrary to the values of Wytheville Community College and will not be tolerated in any form. Sexual harassment, a form of sex discrimination, is prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act. This policy applies to all members of the college community including students, classified, wage employees and members of the instructional, administrative and professional faculty.

Any employee of or student at Wytheville Community College found guilty of sexual harassment will be subject to appropriate disciplinary action which may include dismissal or expulsion.

Campus Sex Crimes Prevention Act

In conjunction with the Campus Sex Crimes Prevention Act, Section 1601 of Public Law 106-386 (HR 3244), the Commonwealth of Virginia enacted a sex offender registration act authorizing the Virginia State Police to

release sex offender information to the public (Virginia Code 19.2.390.1). A list of registered sex offenders, which is searchable by zip code is provided at the web address: <http://sex-offender.vsp.virginia.gov/sor/>. Click on Search the Public Notification Database and search by zip code.

WCC Policy Related to Legislation Regarding Admissions of Sex Offenders

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Wytheville Community College is listed on the Sex Offender Registry, the State Police will notify WCC. When the college receives such a notification, the following procedures apply:

It is the responsibility of any applicant that has been convicted of any sex crimes to make that information available to the Dean of Student Services.

Based on Policy 6.0.1: (which grants schools the right to deny admission if an individual poses a threat or is a potential danger to the college community) WCC reserves the right to revoke the admission of any student that fails to notify the college that they are a convicted sex offender.

*Failure to do so could lead to automatic expulsion from WCC.

Students convicted of a sex crime that follow proper admission procedures will be evaluated by the college Threat Assessment Team. The threat assessment team will make a recommendation to the college president that may include the following recommendations:

1. Student is admitted to college on a probationary status.
2. Student is admitted but only allowed to take online classes. Student is not allowed to be on campus.
3. Student is denied admission.

The HEOA provides that a student who is subject to an involuntary civil commitment after completing a period of incarceration for a forcible or nonforcible sexual offense is ineligible to receive a Federal Pell Grant.

WCC will develop a web page that will allow students

to have a link to the criminal record of all sex offenders taking classes on any of the college campuses.

Communicable Diseases Policy

Policy:

The college reserves the right to exclude any person with a communicable disease from college facilities, programs and functions if the college makes a determination that the restriction is in the best interests of the college community.

Persons shall not be so excluded solely on the basis that they have a communicable disease. Factors that will also be considered in determining whether to exclude persons with communicable diseases include whether the disease is contagious (easily transmitted) in ordinary public association, the nature of the disease including the typical risks to other persons in good health, the public health situation in the region, the nature of the person's employment or (if applicable) clinical, cooperative or service learning placement, and whether the college is required by law to exclude persons with the disease.

A communicable disease shall be defined as an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal host or vector, or through the inanimate environment. Communicable diseases shall include, but not be limited to:

- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
- Chickenpox
- Conjunctivitis
- Hepatitis A, B, and D
- Infectious Mononucleosis
- Influenza
- Measles
- Meningitis
- Positive HIV antibody status
- Sexually Transmitted Diseases
- Tuberculosis
- Whooping Cough

Consideration of the existence of a disease will not be a part of the initial admission or enrollment decisions for students, enrollment decisions for children in the Child Development Center (CDC), or for the hiring of employees.

Persons who know or have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have communicable diseases, whether symptomatic or not, will be allowed regular

classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and/or work and do not pose a medically proven threat for transmission of the disease or condition.

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

Students and employees who know that they are infected with a communicable disease are urged to share that information with the appropriate college administrator. Students should contact the Dean of Student Services and employees should contact the President, so the college may respond appropriately to their needs. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis.

The college reserves the right to require a written statement from a person's physician indicating that the person is no longer contagious.

Disruptive Students

Management of Psychological Crises and Behavioral Disturbances

Policy

Wytheville Community College reserves the right to dismiss students or remove faculty, staff, or patrons from the college when determined through documented evidence that post traumatic / violent behavior may create a danger to him / herself or other college students, faculty or staff. This policy refers to any college event or activity, athletic event, clinical, apprenticeship/internships, or any event sponsored by the college. When an individual is determined to be a danger to him/herself or others, the Office of the Dean of Student Services will take one or more of the following steps in order to reduce that danger:

1. Notify parents or other responsible person.
2. Notify police.
3. Request a psychological evaluation of the student, faculty, staff or patron.
4. Require that the student, faculty, staff or patron be placed in protective custody of police, parents, or hospital.
5. Require that the student be withdrawn.

6. Dismiss/remove student, faculty, staff or patron from college immediately.

Because of the educational philosophy of the institution and the communities it serves, college officers will act in the best interests of the college and community as well as the individual. Similar action may also become necessary when there is repeated documentation of behavior which indicates that a student, faculty, staff or patron is unable to be responsible for his/her behavior to the extent that the behavior significantly interferes with the ability of other students, faculty and staff to continue or complete their work and to pursue an orderly course of living and study. This action may necessitate that the student, faculty, staff or patron be withdrawn or removed from the college.

Students that are disciplined, suspended, or expelled under any of the campus safety and security policies have the right to appeal by using the college "Grievance Procedure for Students."

Unauthorized or Disorderly Assembly (Demonstrations)

It is a right of students to publicly state their positions on any number of issues by conducting a peaceful demonstration. Individuals and/or organizations wishing to conduct a demonstration or an assembly should file a "college Registration of Demonstration" form with the President's office at least 96 hours in advance of the planned demonstration. This form is also available in the Student Services Office.

No demonstration or assembly will be permitted if it materially interferes with the educational pursuits of others or with the order or proper functioning of the college. The State Board for Community Colleges has issued the following guidelines for unauthorized or disruptive demonstrations or assemblies:

When an assembly on campus of students not authorized by the college has been requested to disband by the President or other designated officer, those refusing to comply will be subject to immediate suspension or dismissal and legal action.

In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to. College officials will not negotiate with such groups under conditions of duress such as unauthorized occupation of college property.

Any unauthorized occupation of buildings or college property constitutes reason for dismissal from the institution. Furthermore, legal action will be brought against any student involved in acts on community college property that are prohibited by law.

Threat Assessment Team

As a requirement of Virginia Code Section 23-9.2:10, each public college or university shall have in place policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community. WCC's Threat Assessment Team will help develop policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community. All members of the Threat Assessment Team are considered to be school officials and will have complete access to student records when necessary to do their job.

GRIEVANCE PROCEDURE FOR STUDENTS

In order to be fair and guarantee due process for students, WCC recognizes the need for an appeal policy. Students are encouraged to maintain open communication with faculty, counselors, and others who work with them in achieving educational goals. Differences which may occur are best resolved by direct, positive communication with the individual(s) concerned. The student must first discuss his or her concern directly with the other party; however, if the student remains dissatisfied with the results of the discussion, the following procedure should be followed:

1. As stated above, the student will first meet with the faculty member or other college person with whom the concern is related and try to resolve the problem at that level. However, if a satisfactory resolution is not achieved, the student will proceed to step two. The student has five (5) working days to proceed to step two.
2. The student will meet with the other party's Dean or supervisor in a personal conference. The Dean or supervisor has five (5) working days, after this meeting, to render his/her decision regarding the matter to the student and the college employee involved. If satisfactory resolution of the concern does not result from the conference, the student may file a written grievance within five (5) working days of the Dean's decision with the Dean of Student Services.
3. The Dean of Student Services will refer the unresolved grievance, together with all supporting statements and the aggrieved student's written request, to the College Judicial Board.
4. The College Judicial Board shall hold a hearing within five (5) working days after the Dean of Stu-

dent Services' referral for hearing. Judicial Board hearings will be conducted as specified in the Judicial Board bylaws.

5. In reaching its decision, the Judicial Board shall consider only the evidence presented at the hearing and such oral and written arguments as the Judicial Board may consider relevant. Within five (5) working days after the hearing the Judicial Board shall make recommendations based upon the hearing and submit such to all parties involved.
6. If the decision of the Judicial Board is not satisfactory to the student, he/she may request in writing within five (5) working days that the President review the findings of the Judicial Board. The President has five (5) working days to render a final decision. The decision of the President is final.

The Student Grievance Procedure is designed to provide students due process when they believe college policy has been compromised. Grievable issues must be related to interpretation or application of college policy. Personal opinions, matters of taste or preference, and circumstances covered by external rules, laws, or guidelines are not typically grievable under the Student Grievance Procedure.

*NOTE: The time limits set forth in this policy are critical and must be followed by all parties. Failure to meet deadlines will result in loss of protection granted by the policy. Any extension of deadlines must be approved by the Dean/Director of Student Services. Also college work days are Monday - Friday except for approved holidays.

**NOTE: This policy is a college policy that guarantees due process to both students and employees. To that end, the only individuals who may participate or observe proceedings/meetings are the individuals directly involved and witnesses who may have observed actions pertinent to the situation. Attorneys, friends, family members and others are not allowed to participate. However, if the student needs an advocate to support his/her interests during the process, he/she can select a college employee (counselor, faculty member, staff member or administrator) who can be present and observe the entire proceeding.

Wytheville Community College reserves the right to record any session held between administrators and students, faculty/staff and students or between administrators and faculty/staff. Anyone wanting to record a session with a college administrator or faculty/staff member will be required to give notification 24 hours before the meeting starts.

The college administration and the Threat Assessment Team reserves the right to supersede any step in the WCC Grievance Policy when doing so is in the best interest of protecting the safety of the college community and the individual involved. All other grievance procedures will be followed to assure that the student

receives due process.

JUDICIAL BOARD

The College Judicial Board is comprised of two (2) students, two (2) faculty members, and one college administrator and provides for due process review of student grievances and appeals of decisions regarding disciplinary matters. Student members will be appointed to the Board by the Dean/Director of Student Services. Faculty members and the administrator will be appointed by the Vice President of Instruction and Student Services.

II. Academic and Computer Integrity Policies

College Expectations of the Student

Honor Code

Wytheville Community College will not tolerate any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration of documents or instruments of identification with intent to defraud. All students are expected to adhere to the Honor Code and may be required to sign a pledge on their work, such as: "Pledge: On my honor, I have neither given nor received aid on this assignment."

Academic Integrity

All students must do their own work; cheating, plagiarism, and other forms of academic dishonesty can result in a failing grade or another penalty, including suspension or dismissal under college judiciary procedures.

Abuse of college computers is considered a breach of academic integrity. Copying an assignment in computer programming, looking at someone else's computer files, using computer accounts for unauthorized purposes, and engaging in annoying and disruptive behavior on the computer is prohibited, and subject to disciplinary procedures. The definition of plagiarism is, but not limited to, the use of material or ideas without crediting the original author, so that it appears to be your work. This can be written material, theories, ideas, art work, photography, recorded material, music, statistics, computer programs, etc. The copying, which is illegal, does not need to be exact to be considered plagiarism. Other words for plagiarism are lifting, copying, stealing, borrowing, and appropriating.

Examples of plagiarism are, but not limited to, copying a friend's old term paper and submitting it as yours, combining several encyclopedia articles into an essay without noting where you got your information, borrowing part of a brother's computer program and handing it in as your own assignment.

The following are not examples of plagiarism: use of information that is considered common knowledge or is generally known to those in the field, or the use of someone else's material when it is properly documented.

In order to avoid plagiarism, use your own ideas, words, programs, etc. When you do use someone else's material, give credit to the author/artist/originator. There are many ways to give proper credit. You may give credit in the text of the paper, or you may do so in a footnote, endnote, or parenthetical citation. Check with your instructors as to the method that they prefer. Remember that, even though you have given credit to the author and avoided plagiarism, this may not be what your instructor wants. He/she may want your own original thinking.

When it is clearly established that academic integrity has been breached, the following protocol will serve as guidelines for disciplinary action:

1. The first offense will result in the student receiving an "F" on the assignment.
2. A second offense will result in an "F" for the course.
3. A third offense will result in Academic Suspension from the college for a minimum of one semester. Readmission will be considered on an individual basis.

Classroom Protocol

In the event a faculty member is late for class, students should wait fifteen minutes, make an attendance list with the signature of all students present, and leave the attendance list in the Office of the Dean of Student Services. Smoking, food, beverages, beepers, cell phones, or any unauthorized electronic device are not permitted in classrooms at any time. For lengthy classes, faculty members usually provide a break.

Although there is no specific dress code, all students are expected to dress appropriately for class. As a safety regulation, shoes must be worn at all times.

Students are expected to observe the attendance and lateness policies, which are published in course outlines, and which are set by individual faculty members.

Children are not allowed in the classroom.

Acceptable Use Policy for All College Computers

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 work of others. Students are expected to 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.

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:

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.

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.

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.

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.

You must not use any computing facility irresponsibly.

bly 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.

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

Faculty, staff and students at the college or VCCNet facility should report violations of information security policies to the local Chief Information Officer (CIO). At WCC, this is the Director of Institutional Computing.

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:

- Temporary restriction of the violator’s computing resource access for a fixed period of time, generally not more than six months.
- 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.
- Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.

In the event that a student is the offender, the accuser should notify the Vice President of Instruction and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:

- Temporary restriction of the violator’s computing resource access for a fixed period of time, generally not more than six months.
- Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such resti-

tion may include the costs associated with determining the case facts.

- Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.

The college President will report any violations of state and federal law to the appropriate authorities. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

Any student disciplined under these academic policies has a right to appeal under the college grievance policy.

III. Academic Processes

Attendance Policy

Students are responsible for their own learning and are expected to attend class. Missing class compromises learning. If the number of student absences EXCEEDS twice the number of weekly meetings of the class, the student may fail the course.

Regular attendance at classes is required for students to get the greatest value from their educational experiences. When absence from a class is necessary, the student should tell the instructor ahead of time, whenever possible. Within the expressed policy established by the faculty member, a student should make up all work missed during an absence. If the student does not do so, his/her grade in the course will consequently be lower than if satisfactory work had been turned in.

The college also has adopted an optional Instructor-Initiated Withdrawal Policy which permits an instructor to withdraw, without academic penalty, any student with excessive absences as defined by that policy. Faculty choosing this option for their course(s) must inform students enrolled in the course(s) by including information in the course outline/syllabus at the beginning of the semester.

Grading System

A - Excellent	4 grade points per credit
B - Good	3 grade points per credit
C - Satisfactory	2 grade points per credit
D - Poor	1 grade point per credit
F - Failure	0 grade point per credit
I - Incomplete	No credit; used for verifiable unavoidable reasons. Since the “in-

complete” extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of “I” (incomplete) has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based upon the course work which has been completed. In the case of “I” grades earned at the end of the spring semester, students will have through the end of the subsequent fall semester to complete the requirements. A “W” grade should be awarded only under documented, mitigating circumstances which must be approved by the Vice President of Instruction and Student Development. A copy of the documentation must be placed in the student’s academic file.

P - Pass

No grade point credit; applies only to non-Developmental Studies and specialized courses and seminars offered at the discretion of the college.

R - Re-Enroll

No grade point credit. The R grade may be used as a grade option, interim in nature in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows: a) Individualized, self-paced instruction; b) Modularized, group paced instruction. The R grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described in a) and/or b) above. The courses in which the methodology will be used will be designated by their applicability to

the established procedures for the R grade and will be identified by the Academic Dean and approved by the Vice President of Instruction and Student Development.

S - Satisfactory

No grade point credit. Used only for satisfactory completion of a Developmental Studies course (numbered 01-09) and ESL courses numbered 11-29.

U - Unsatisfactory

No grade point credit; applies only to Developmental Studies, ESL courses 11-29, and specialized courses and seminars at the discretion of the college.

W - Withdrawal

No grade point credit. A student may withdraw from a course without academic penalty within the first nine weeks of a semester. The student will receive a grade of “W.” After that time the student will receive a grade of “F,” except in rare, documented circumstances. A copy of the documentation must be placed in the student’s academic file.

X - Audit

No grade point credit. Permission of the academic dean and instructor is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade X is invalid for students enrolled in the course for credit.

Grade Point Average

The *Grade Point Average* (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses which do not generate grade points are not included in credits attempted.

Semester Grade Point Average: Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative Grade Point Average: Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student’s academic standing. When students repeat a course, only the last grade earned is counted in the compu-

tation of the cumulative GPA.

Curriculum Grade Point Average: A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Pass/Unsatisfactory Grading Option

Pass/Unsatisfactory grading options are available through "P" and "U" grades. Permission of the academic dean is required for utilizing Pass/Unsatisfactory options. Pass grades carry academic credit but neither "P" nor "U" grades are used when calculating the grade point average (GPA).

A maximum of seven (7) semester credit hours for courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certificate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Chancellor.

Grade Reports

Students may view their final grades on the WCC website by logging into the SIS system at <https://wcc.my.vccs.edu/jsp/home.jsp>. Grade reports will not be mailed. Students must have their username and password in order to access their grades.

Academic Renewal Grading

Currently-enrolled students who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The request must be processed on the Academic Renewal Petition Form and submitted to the Admissions Office.

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

- a. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.
- b. All grades received at the college will be a part of the student's official transcript.
- c. Students can meet graduation requirements only with courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.

- d. An academic renewal adjustment may be granted only one time and once granted, cannot be revoked.

Course Repeat Policy

A student at Wytheville Community College is normally limited to two (2) enrollments in the same course. Should a student desire to take a course for a third time, he/she must get written approval from the academic dean who oversees the course prior to registering for that course. In any case, no student will be allowed to take a course more than three (3) times. This limitation does not apply to the general use, repeatable courses numbered 090-190-290, 095-195-295, 096-196-296, 097-197-297, 098-198-298, and 099-199-299. These numbers include internship, seminar, and supervised study courses.

When a student does repeat a course, the most recent grade earned will be the grade used in computing the grade point average for graduation. The most recent grade will also be the grade used to determine if the course has been passed. For example, if the most recent grade in a given course is an "F," that course can not be used to satisfy a graduation requirement, regardless of any grade that may have been earned in that course in a previous enrollment.

While previous grades in repeated courses will not be used in computing grade point average for graduation, the previous grades will be included with the repeated grades in computing the cumulative grade point average (CGPA) if 1) the course is taken for the first time before the summer term of 1994, regardless when the course is repeated, or 2) if the course is taken for the first time during or after the summer of 1994 and is repeated before fall of 1996. If the course is taken for the first time during or after the summer of 1994 and is repeated after the fall of 1996, only the repeat grade will be used in the CGPA.

Academic Records

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which allows students access to their educational records and prohibits the release of information from students educational records by the institution without the written consent of the student, with certain specified exceptions.

Wytheville Community College accords all rights under the law to students who are declared independent. No one outside the institution will have access to, nor will the institution disclose, any information from the student's educational records without written consent of the student, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing student's financial aid, to accrediting agencies carrying out their accreditation functions, to persons in any emergency in order to protect the health or

safety of students or other persons. All these exceptions are permitted under the act.

At its discretion, the institution may provide directory information in accordance with the provisions of the act to include:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Dates of attendance
7. Degrees and awards received
8. The name of the most recent previous educational agency or institution attended by the student
9. Electronic mail address
10. Grade level
11. Course Credit load

Directory information will be withheld for students who notify the Admissions and Records Office in writing within two weeks of the first day of class for the fall term.

Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Admissions and Records Office. Copies of the law and WCC's policy for implementing it are available in the Admissions and Records Office and are on reserve in the WCC library along with a copy of the WCC policy on retention and disposal of records.

Retention and Disposal of Records

The retention and disposal of student records are governed by Virginia Community College System policy. The student's academic file is retained for three years after the date of separation from the college. The student's permanent record (transcript) is the only official document of a student's academic history and is retained permanently.

Graduation

Wytheville Community College has one formal graduation exercise in May for students completing certificate, diploma, and degree programs. All graduating students completing their programs in the spring are encouraged to attend graduation. Prospective graduates must file an application for graduation by the published deadline with the Admissions Office during the semester of program completion so that requirements for graduation can be verified and diplomas ordered.

Students are permitted to participate in the Spring graduation ceremony if they have completed a program of study or will complete their program during the summer term.

Credits Applicable to Second Degree, Diploma, or Certificate

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

Outcomes Assessment Requirement

Students may be required to complete testing, survey, questionnaire or other assessment activities designed to measure general education achievement and/or achievement in selected major areas prior to graduation, for the purpose of evaluation of academic programs. No minimum score or level of achievement is required for graduation. Assessment results will remain confidential and will be used for the sole purpose of improvement of the college.

Graduation Honors

Students who have completed the requirements in the curriculum are eligible for graduation honors according to their cumulative grade point average. The honors, based on scholastic achievement, are as follows:

CUMULATIVE GRADE POINT AVERAGE	HONORS
3.2	Cum laude (with honor)
3.5	Magna cum laude (with high honor)
3.8	Summa cum laude (with highest honor)

Degrees and Certificates

Wytheville Community College offers the following degrees or certificates for students who successfully complete approved programs:

1. Associate of Arts and Sciences (A.A.&S.) is awarded to students majoring in a specialized curriculum and who may transfer to four-year colleges or universities after completing their community college programs.
2. Associate of Applied Science (A.A.S.) degree is awarded to students majoring in Occupationaltechnical curricula and who may plan to obtain fulltime employment immediately after graduation from the college.
3. Certificate is awarded to students who complete one of the approved non-degree curricula which are usually less than two years in length.

Graduation Requirements

Associate Degree/Diploma Requirements

To be awarded an associate degree or diploma from the college, students must:

1. Have fulfilled all course and credit hour requirements of their curricula as outlined in the college catalog/student handbook. At least 25% of the credits must be acquired at the college awarding the associate degree/diploma.
2. Have been certified for graduation by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula.
4. Have filed an application for graduation in the Admissions Office by the publicized deadline.
5. Have resolved all financial obligations to the college and returned all library and other college materials.
6. Have met the college's computer competency requirement. Beginning with graduates in the year 2000, all graduates of programs containing 45 or more credits must meet the college's computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or through passing the college's computer competency test.

Certificate Requirements

To be eligible for graduation with a certificate from the college, a student must:

1. Have fulfilled all of the course and credit hour requirements of the curriculum specified in the college catalog/student handbook with a minimum of 25% of the credits having been acquired at the college awarding the certificate.
2. Have been certified for graduation by an appropriate college official.

3. Have earned a grade point average of at least 2.0 in all studies which are applicable toward graduation in the student's curriculum.
4. Have filed an application for graduation in the Admissions Office by the publicized deadline.
5. Have resolved all financial obligations to the college and returned all library and other college materials.
6. Have met the college's computer competency requirement. All graduates of programs containing 45 or more credits must meet the college's computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or through passing the college's computer competency test.

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

Career Studies Certificate Requirements

To be eligible to receive a career studies certificate from the college, a student must:

1. Have fulfilled all of the course and credit hour requirements of the certificate as specified in the college catalog/student handbook with a minimum of 25% of the credits having been acquired at the college awarding the career studies certificate.
2. Have been certified and recommended for completion by an appropriate college official.
3. Have earned a grade point average of at least 2.0 in all studies which are applicable toward completion of the student's career studies certificate.
4. Have filed an application for certificate completion

in the Admissions Office.

5. Have resolved all financial, library, and other obligations to the college.

Academic Terminology

Academic Standing

1. **Good Standing** – Students are considered to be “in good academic standing” if they maintain a semester minimum GPA of 2.0, are eligible to enroll again at the college, and are not on academic suspension or dismissal status.
2. **Academic Warning** – Students who fail to attain a minimum grade point average of 2.00 for any semester shall receive an academic warning to be printed on their grade report.
3. **Academic Probation** – A student is placed on academic probation when: the cumulative grade point average is less than 1.5 and cumulative hours attempted are greater than twelve. The statement “Academic Probation” is placed on the student’s permanent record. A person on probation is ineligible for appointed or elected office in any student organization and usually is required to carry less than a normal course load the following semester. A student on academic probation is required to consult with a counselor. A student in a degree program is cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in a curriculum is a prerequisite for receipt of an associate degree or certificate.
4. **Academic Suspension** – A student is placed on academic suspension when: the semester grade point average is less than 1.5; the student’s current status is academic probation; and cumulative hours attempted are greater than twenty-three. Academic suspension normally will be for one semester, excluding summer, unless the student reapplies and is accepted for readmission to another curriculum of the college. The summer semester will not count as a semester out of school for students who are academically suspended. The statement “Academic Suspension” will be placed on the student’s permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the chair of the Admissions and Standards Committee for reconsideration of

their cases. The written appeal must be submitted prior to the beginning of the semester in which the student seeks to re-enroll. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the chair of the Academic and Student Affairs Council.

5. **Academic Dismissal** – Students who do not maintain at least a 2.0 grade point average for the semester of reinstatement to the college when on academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester of their reinstatement must maintain at least a 1.5 cumulative grade point average in each subsequent semester of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of 1.5. Failure to attain a cumulative 1.5 grade point average in each subsequent semester until cumulative GPA reaches a 1.5 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Academic and Student Affairs Council of the college. A written appeal must be submitted prior to the beginning of the semester in which the student seeks to re-enroll. The statement “Academic Dismissal” will be placed on the student’s permanent record.

Normal Academic Load

The normal academic course load for a student is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits, excluding College Success Skills (SDV 100, 101, 104, or 108). Students wishing to carry an academic load of more than 18 credits should have a minimum cumulative grade point average of 3.0 and must have the approval of their deans and faculty advisors. Only under extraordinary circumstances may students petition the Vice President of Instruction and Student Development to enroll for more than 23 credit hours in a semester. Students placed on academic warning or academic probation may be required to take less than the normal course load.

Orientation

An orientation program is provided to acquaint students with the college’s services, programs, and enrollment procedures. Orientation begins before registration, when students meet with counselors to discuss their educational interests and abilities and to plan their programs at the college. In addition, all first-time curricular students must complete a

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one-credit College Success Skills course (SDV 100). The topics and activities for this course include campus tours, introduction to college procedures and regulations, career information, and study skills. Note: Orientation may be waived upon request if student has previously completed a two- or four-year degree.

Developmental Studies

Developmental courses are offered to prepare individuals for admission to occupational-technical and university parallel-college transfer programs in the community college. These courses develop the basic skills and understandings which one needs to succeed in the academic program of the community college.

Developmental Studies provide an opportunity to obtain needed knowledge and skills for an individual who is not fully prepared for entry into a curriculum. This lack of preparation is often caused by incompleteness or low achievement in previous educational endeavors. Developmental Studies also provide the opportunity for mature students to review skills taken in the past. Students are placed in Developmental Studies after analysis of placement test scores, transcripts, and other achievement data.

Through the use of specialized teaching methods and modern equipment, and with extensive concentration upon individualized laboratory experiences, the student may progress at his or her own rate through concentrated effort in the areas of weakness. Frequent testing reveals student progress. A student may be enrolled only in developmental courses or, if qualified, may enroll in a combination of degree and developmental courses.

In the grading system “S” means satisfactory, “R” means re-enroll and “U” means unsatisfactory. A Developmental Studies student receiving a “U” the second time in the same class would be permitted to enroll in the class additional times only with the permission of the Vice President of Instruction and Student Development. A student for whom Developmental Studies courses are required will be expected to enroll in these courses each semester until either the course objectives are met or approved changes are made in curricular goals or requirements. Non-developmental courses may be taken at the same time, provided Developmental Studies classes are not prerequisites. Developmental Studies are designed to foster student success, particularly for the student who needs additional time to complete a course. Frequently, students enter the Developmental program on a part-time basis, continuing in some form of employment until they are ready for admission to their curriculum.

Distance Learning

Wytheville Community College regularly offers college

level courses which do not require students to attend “formal” classes. These courses, termed Distance Learning, are available to students in a convenient online method. Those who enroll in these courses obtain instruction and complete course requirements via the Internet.

After registration for a Distance Learning course, the student is provided with the appropriate materials—outline or syllabus, assignments, and schedule. During the course, references, testing and all updates are posted online. The system is designed to include a high level of security to insure student privacy and course integrity.

WCC faculty design and deliver these courses. The instructors are available for student assistance as needed.

Dean’s List and President’s Honor Roll

Dean’s List – Students enrolled full-time who earn a semester grade point average of 3.2 or better for the semester are placed on the Dean’s List.

President’s Honor Roll – Students who have earned a minimum of 20 hours of credit at the college, are carrying a minimum of 6 semester hours in a given semester, and have a cumulative grade point average of 3.5 or higher are included in the President’s Honor Roll for that semester.

Graduation Exercises

Wytheville Community College has several formal graduation exercises in May for students completing certificate, diploma, and degree programs. These ceremonies include one for general education and occupational-technical program graduates; a second for health care professions program graduates; and a third for students who are graduating from programs offered at the Crossroads Institute. Prospective graduates must file an application for graduation by the published deadline with the Admissions Office during the semester of program completion so that requirements for graduation can be verified and diplomas ordered.

Students are permitted to participate in one of the Spring graduation ceremonies if they have completed a program of study or will complete their program during the summer term.

Policy and Procedures for Awarding Associate Degrees Posthumously

At the request of a parent, guardian, spouse, child of the decedent, or an interested party, Wytheville Community College will award an associate degree posthumously to a student in good academic and financial standing who had entered the second semester of the second year of an associate degree program and completed at least 80 percent of the degree requirements. The Dean of Student Services or Academic Deans may recommend the waiving of the remaining requirements for the appropriate academic degree. The Dean’s recommendation and appropriate documenta-

tion will be submitted to the Vice President of Instruction and Student Development and the college registrar for review. If approved, the recommendation will be forwarded by the Vice President to the President for final approval.

Upon prior approval of the family, the name of the deceased student will be announced at commencement and the diploma will be given to a family member of the deceased or to someone chosen by the family.

ONCE YOU ARE A WCC STUDENT

Syllabi

Students can expect to receive a syllabus in each class within a week of the initial class meeting. The syllabus contains all pertinent information for the class including the instructor's expectations, instructor contact information, grading scales and attendance policies. Students should pay close attention to the syllabus.

Final Exams

Final examinations are required in all courses except for courses which are skill competency-based and some Developmental Studies courses in which the final examination and the completion of the course may occur at any time during the semester.

All students will be expected to take their examinations at the regularly scheduled times. Exceptions shall be made ONLY with the permission of the division dean and the instructor of the course.

Usually four days are scheduled for final exams each semester. The exam schedule is distributed by Student Services. The following minimum times should be allotted for exams:

- 1 credit course - 50 minutes final exam
- 2 credit course - 100 minutes final exam
- 3 credit course - 150 minutes final exam
- 4 credit course - 150 minutes final exam

Academic Progress

Grading system:

- Grades of A, B, C, D, S and P are passing grades.
- Grades of F and U are failing grades.
- Grades of P, R, S and U apply only to Developmental Studies courses.
- Grades of I mean Incomplete; that is, the student was unable to finish the course after having completed nearly all of the work and has been granted a one semester extension. When the student completes the work, the instructor for the class will submit a new grade. After one semester, a grade of I will revert to an F, if the work has not been com-

pleted.

- Grades of W are shown on a transcript when a student has withdrawn from a class after the initial add and drop period in the semester. A W has no effect on the student's grade point average, but may affect Satisfactory Academic Progress for Financial Aid.
- Normally, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The recommended numerical range for each letter grade is as follows:

A:	91 - 100
B:	81 - 90
C:	71 - 80
D:	61 - 70
F:	60 or below

Instructors are not required to follow this recommended scale; however, if an instructor plans to deviate from these figures, the students will be informed in the class syllabus at the beginning of the term.

Grade Reports

Students may view their final grades on the WCC website by logging into the SIS system at <https://wcc.my.vccs.edu/jsp/home.jsp>. Grade reports will NOT be mailed.

Students must have their EMPL ID and password in order to access grades. The default password is set at the student's date of birth in the mmddyy format. For example, August 2, 1981 would be 080281. Students who do not have home computers may use public access computers in the ARC or their local public libraries.

Academic Resources

Library

The WCC Library is located in Smyth Hall, and is open Monday through Thursday, from 8:00 a.m. until 8:00 p.m., and from 8:00 a.m. until 5:00 p.m. on Friday during the regular academic year when classes are in session. Summer hours may vary.

The Library contains books, periodicals, audio-visual materials, and electronic resources to meet the needs of faculty, staff, and students. The library is open to the public. An ID is required to check out materials.

The Library contains more than 29,000 volumes and receives over 250 periodicals and other serial services. Backfile periodicals on microfilm are also available. Electronic resources are available in the Library through VIVA (Virtual Library of Virginia). The book collection is housed in open stacks, and the reading room provides a quiet place to study.

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The Library's collection is accessed through an on-line catalog.

The F. B. Kegley Library, donated to the college in 1968, contains materials on local and Virginia history, including rare books, census records, church records, original maps, and an oral history collection. This collection is available from 8:00 a.m. until 5:00 p.m.

Lost Materials and Fines

Students who damage or lose library materials are expected to pay for such losses. In addition, students are expected to pay fines for overdue library books.

Fines are assessed for late return of library materials according to the following schedule:

- Two-week book loans – 10 cents per day including Saturdays, Sundays, and holidays.
- Two-hour reserve loans – 25 cents per hour.
- One-day, two-day, three-day, and one-week reserve loans – 25 cents per day.
- Periodicals – 25 cents per day.
- Audio-visual materials – 25 cents per day.
- Book fines accumulate to a ceiling of \$5.00 per item.
- Audio-visual fines accumulate to a ceiling of \$10.00 per item.

Patrons are billed at the current replacement value of books and videos/DVDs plus accumulated fines. Out-of-print books are billed at \$50.00 and unavailable audio-visual materials are billed at \$100.00. If materials are found after they have been paid for, the borrower must present the material and the receipt to the library. The Business Office will be notified to request reimbursement from the Virginia State Treasurer. Payments for lost materials are nonrefundable after 30 days.

The Admissions and Records Office is given a list of students at the end of each semester who have not returned materials and who owe money to the Library. Students with obligations at the end of the semester do not receive their grades and are not permitted to register in any succeeding term until they have met all financial obligations to the Library.

Library Standards

Students should maintain proper standards of behavior and observe the Library rules. A quiet atmosphere should be maintained. Tobacco, in any form, and cell phone conversations are not permitted in the Library.

Academic Resource Center (ARC)

The Academic Resource Center (Room 100, Bland Hall) is available to students who need tutoring assistance or

other help with their academic studies. The ARC is staffed by tutors who are available to work with each student on an individual basis or in small groups to help students become more proficient in their academic areas. Computers are available in the ARC for student use.

The ARC offers a variety of materials designed to assist students in making academic and career choices that affect future employment. In addition, students will find a wide range of computerized interest inventories which may be administered and interpreted by a counselor at no cost to students. There is also a testing center in the ARC.

Computer Lab

Computers are available in the Academic Resource Center on a first-come, first-served basis. Computers for research purposes are also available in the library. Other labs may be available for student use outside class upon request.

IV. Student Success Programs

TRIO Programs

TRIO Programs are federally-funded programs sponsored by the U.S. Department of Education. WCC has three TRIO Programs: Student Support Services, Educational Talent Search and Upward Bound.

Student Support Services (Project AIM)

The Student Support Services Program's mission is to assist eligible students with the goal of increasing their retention, graduation, and transfer rates. Services that are provided by Project AIM include:

- Personal and Educational Counseling
- Academic Advisement
- Career Counseling
- Peer Mentoring
- Tutorial Services
- Transfer Assistance
- Financial Aid Advisement
- Book Loans
- Cultural Activities

Offices for the Student Support Services (Project AIM) staff are located in Room 100, Bland Hall.

Educational Talent Search

The Educational Talent Search Program is a federal project administered by the college as a community service. The program staff coordinates counseling, financial aid, and enrollment services for students over the age of 11. The office at Wytheville Community College serves WCC area residents. More information may be obtained in the ETS office in Room 106, Carroll Hall and via the college's Internet

web site (www.wcc.vccs.edu).

Upward Bound

Upward Bound is a federally-funded program which encourages low-income, first-generation college or physically disabled students to attend college. The program serves students from 11 area intermediate and high schools. Upward Bound students participate in a year-round program designed to enhance their academic skills and desire to attend college. Upward Bound staff are located in Rooms 235, 236, and 238, Carroll Hall.

Services for Students with Disabilities

The Americans with Disabilities Act (ADA) states: “No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

“Otherwise qualified” in the ADA means that only those people who are able to meet the technical and academic qualifications for entry into a school, program or activity are protected by the ADA. This means that accommodations which are a “fundamental alteration” of a program or which would impose an undue financial or administrative burden are not required.

The college has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student’s responsibility.

Procedure for Requesting Reasonable Accommodations

To initiate the request for accommodations the student must:

- Meet the admission requirements: application for admission; transcripts; and placement testing. Alternate placement testing format must be arranged in advance.
- Self-identify in Student Services that he or she has a disability 90 days prior to enrollment.
- Arrange an appointment with disability services counselor in Student Services to determine if he or she qualifies for reasonable accommodations.
- Provide appropriate documentation (see the guidelines which follow) of the disability.
- Request specific accommodation(s) 90 days in advance of the first day of class.
- Discuss the disability with his or her academic advisor and instructors and provide them with a copy

of the request for accommodations.

Guidelines for Documentation of Disabilities

Students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973.

All documentation is confidential and is not considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility.

- Documentation must be current (within three years) and comprehensive.
- Reports must contain the names, titles, and license information of the evaluator(s), and the dates of evaluation(s).
- Reports must be submitted on professional letterhead. Prescription pads and copies of letterhead are not acceptable.
- Reports should contain recommendations for reasonable accommodations suitable to a postsecondary academic setting. Specific suggestions to best assist the identified student are also very helpful.

WCC’s Assistive Technology

WCC offers these programs to assist students with disabilities:

- JAWS for Windows- screen reader that works with a PC to provide access to software applications and the Internet
- Zoom Text – magnifies all text and graphics in computer applications
- Dragon Naturally Speaking – allows computer access and use by voice
- Track-ball mouse – Large mouse that is easier to manipulate than standard mouse
- CCTV – magnifies hard copy – Primary users: individuals with low or compromised vision
- Spell Checkers – provides auditory feedback with comprehensive dictionary
- Cassette Tape Recorders – records auditory information mobility issues

Other assistive technology requests will be reviewed on

an individual basis and may be the responsibility of the student.

American with Disabilities Act Complaint Procedure

Wytheville Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA). Americans with Disabilities Act states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits, of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to the Dean of Student Services, who has been designated to coordinate disability services for students.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than 10 calendar days after its filing.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made to the Dean of Student Services within 10 calendar days.
6. The ADA coordinator shall maintain the files and records relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency.

Veteran’s Benefits

Information about veteran’s benefits may be obtained from the Financial Aid Office. Assistance in acquiring, completing, and submitting necessary forms may be obtained from the Financial Aid Office.

Servicemembers Opportunity Colleges (SOC)

Wytheville Community College is a member of Servicemembers Opportunity colleges, a consortium of over 1,300 institutions pledged to be reasonable in working with Servicemembers and veterans trying to earn degrees even while pursuing demanding, transient careers. As a Servicemembers Opportunity colleges member, WCC is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies.

V. Miscellaneous Policies and Activities

Student Clubs and Activities

The student activities program at Wytheville Community College is an important part of the total college experience, providing a variety of educational, cultural and social activities for the entire college community. A number of activities are offered on campus to encourage student participation, including workshops, speakers, Welcome Back Day, Spring Fling Day, Fall Esprit Day, Veteran’s Day, concerts and plays.

The Office of Student Services assists students and faculty in the planning of events and in developing new student organizations. Every student organization is subject to recommendation by the Student Activities and Honors Committee and the approval of the President before it can be chartered and recognized as an official college activity.

All student activities funds are recommended for distribution through this committee. Each organization has membership open to the members of the student body unless otherwise stated.

School Colors and Mascot

In June of 1998, the President of Wytheville Community College officially declared the school’s colors to be maroon and white. The official school mascot is the wildcat. The school colors and mascot are used in a variety of settings, including extramural sports and other activities.

Student Government Association

The Student Government Association consists of a Senate made up of representatives elected by the student body.

Rising sophomore senators are elected in the late spring of their freshman year. Freshman senators are elected in the fall. The Senate serves mainly to provide self government for the student body to support student activities and to provide community services.

Clubs and Organizations

There are a variety of student clubs and organizations at WCC that are available for student participation. Clubs and organizations can either be established or dissolved in writing to the Director of Student Activities. Student organizations are required to operate within a budget and it is the responsibility of the club sponsor to monitor and maintain budget information. For guidelines for club and organization fundraising activities, please contact the Student Activities Director.

Communications

College Bulletin Boards and Display Cases

The college bulletin boards are available to promote college events and to provide information of interest to college students and staff. To ensure that items posted on the bulletin boards are relevant and current, notices should be approved in the Student Services office prior to posting. Persons hanging notices should remove them after announced events are completed or within 30 days to ensure that items on college bulletin boards are timely.

College bulletin boards should not be used to promote commercial enterprises or other activities unrelated to the college, its students or staff.

For safety and cosmetic reasons, posters and announcements should not be hung on walls, doors or windows.

College Web Site and Activity Calendar

Wytheville Community College maintains a web site which may be accessed via the Internet. The web site contains information of interest to prospective and current students, as well business, industry and the general public. Web site visitors will find information about WCC's academic programs, class offerings, how to contact college faculty and staff, and many other topics. The address of WCC's web site is <http://www.wcc.vccs.edu> and it is updated and expanded on a regular basis.

The *Daily Bulletin* is produced each afternoon and posted on the college's web page. Submissions may be made via email using a convenient form available on the WCC web site.

Student E-mail

WCC furnishes e-mail accounts to all registered students (for new students, an account may not be created until close to the start of the semester). Students must use their

e-mail account for class-related communication.

Accommodations

Parking Regulations

WCC provides open, on-campus parking facilities for faculty, administration, staff and students. All are free to park in any space **EXCEPT** those spaces which are specifically reserved. Cars operated by students that are improperly parked are subject to towing at the student's expense. For safety reasons, there will be absolutely NO parking allowed along the roadway leading into the college from East Main Street. Students should park in designated parking areas.

Inclement Weather Announcements

Day Classes

Decisions concerning the closing or late opening of Wytheville Community College due to inclement weather will be made by college officials early each day. The stations listed below will be contacted as soon as the decision to close school is rendered, which in all probability will be prior to 6:30 a.m. Students, faculty, and staff are urged to listen to the radio for information concerning school closing. Do not be influenced by announcements concerning the public school system as the college is not a part of that system. If the college is to be closed for any particular day, the announcement will state this fact.

<u>RADIO STATION</u>	<u>LOCATION</u>	<u>FREQUENCY</u>
WYVE-WXBX	Wytheville	1280 AM; 95.3 FM
WSLQ-WSLC	Roanoke	610 AM; 99 FM; 94.9 FM
WMEV	Marion	1010 AM; 93.9 FM
WWWJ-WBRF	Galax	1360 AM; 98.1 FM
WSYD	Mt., Airy, NC	1300 AM
WKEZ	Bluefield, WV	1240 AM
WHKX	Bluefield, WV	100.9 FM
WHIS	Bluefield, WV	104 FM
WBDY	Bluefield, WV	107.7 FM
WHQX	Bluefield, WV	1140 AM
WHAJ	Bluefield, WV	106.3 FM
WKOY	Bluefield, WV	1190 AM
WFNR	Christiansburg	710 AM
WBXW	New River Valley	100.7 FM
WBZV	Christiansburg	105 FM
WPSK	Pulaski	107 FM
WBRW-WRAD	Radford	101 FM; 1460 AM
WHHV	Hillsville	1400 AM
WOLD	Marion	1330 AM; 102.5 FM

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WFIR-WXLK	Roanoke	960 AM; 92.3 FM
WXBQ-WAEZ	Bristol, VA	99.3 FM; 980 AM; 96.9 FM
WVTF	Roanoke	89.1 FM; 91.9 FM
WZVA	Marion	Z-103.5 FM

TV STATIONS

WDBJ	Roanoke, VA	Channel 7
WSLS	Roanoke, VA	Channel 10
WVVA	Bluefield, WV	Channel 6
WCYB	Bristol, VA	Channel 5

Delayed Class Schedule

Every effort will be made to keep the college open during inclement weather. However, when conditions dictate, this delayed schedule may be put into effect. The delayed schedule will be used as necessary to allow for improvement of road conditions. Each student is expected, in the final analysis, to decide whether it is safe to come to the college. Every attempt will be made to work with students who are forced to be absent because of weather.

This delayed schedule will be in effect upon authorized release to local radio and television stations. Information is also available at the WCC Weather Hotline at 223-4706 or the college website at www.wcc.vccs.edu. Every effort will be made to release this information in time for inclusion in 11:00 p.m. broadcasts and/or early morning newscasts.

Any class that does not start at a regular listed time will utilize a delayed schedule that will overlap with the class.

Monday – Wednesday - Friday

Regular Schedule	Snow Schedule
8:00 – 8:50	10:00 – 10:40
9:00 – 9:50	10:45 – 11:25
10:00 – 10:50	11:30 – 12:10
11:00 – 11:50	12:15 – 12:55
12:00 – 12:50	1:00 – 1:40
1:00 – 1:50	1:45 – 2:25
2:00 – 2:50	2:30 – 3:10
3:00 – 3:50	3:14 – 3:55
4:00 – 4:50	4:00 – 4:40

Tuesday - Thursday

Regular Schedule	Snow Schedule
8:00 – 9:15	10:00 – 11:00
9:30 – 10:45	11:05 – 12:05
11:00 – 12:15	12:10 – 1:10
12:30 – 1:45	1:15 – 2:15
2:00 – 3:15	2:20 – 3:20
3:30 – 4:45	3:30 – 4:45

Saturday – All classes will begin at 10:00 a.m.

Evening Classes

Decisions concerning the cancellations of WCC on campus and regional site evening classes will be made between 3:00 p.m. and 4:30 p.m. and will be announced in the same manner as used for cancellation of day classes. (NOTE: Sometimes day classes are cancelled but night classes are not. When night classes are cancelled, they may not be cancelled at all regional sites.)

Lockers

The college provides rent-free lockers in Fincastle, Carroll, and Grayson Halls. Requests for locker assignment may be made at the Security Office, Carroll Hall. The assignments are normally made during fall semester registration. All lockers are cleaned prior to the fall semester; materials not claimed from lockers will be discarded.

Lost and Found

All personal articles found on campus are placed in the Security Office in Carroll Hall. They may be claimed upon proof of ownership.

Telephone Usage

The telephones in the college are to be used by faculty and staff for official college business. Telephones for calling offices within the college are also located in the halls of each building on campus. Calls are limited to five minutes on hall phones.

Incoming emergency telephone calls are received by the Student Services Office. The student is located as quickly as possible and given the message. Only messages of extreme emergencies will be delivered to students by Student Services personnel.

Emergencies

Students will be called from class only in the event of emergency. All emergency numbers are listed below.

Emergency Phone Numbers:

Crossroads Institute	744-4970
Smyth County Education Center	783-1777
Wytheville Community College	223-4700 or 1-800-468-1195

If a student needs to contact a faculty member, or if a student's family needs to contact him/her while classes are being instructed, he/she should contact the college's main switchboard at (800) 468-1195 or (276) 223-4700. The message will be relayed to the regional site.

Course Descriptions

Course Numbers:

Courses numbered 01-09 are freshman level courses for the Developmental program and for the occupational programs. They are not applicable toward an associate degree.

Courses numbered 10-99 are basic occupational courses for the diploma and certificate programs. They are not applicable toward an associate degree.

Courses numbered 100-199 are freshman level courses applicable toward an associate degree. They may also be used in certificate and diploma programs.

Courses numbered 200-299 are sophomore level courses applicable toward an associate degree.

Course Credits:

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester hour credit.

Course Hours:

The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. The number of lecture and laboratory hours in class each week are also called "contact" hours because it is time spent under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his or her own direction. Usually each credit per course requires an average of three hours of in-class and out-of-class work each week for 15 weeks.

Prerequisites:

If any are required before enrolling in a course, these prerequisites will be identified in the course description. Courses in special sequences (usually identified by the numeral I-II-III) require that prior courses or their equivalent be completed before enrolling for a course; usually the corequisites must be taken at the same time. The prerequisites or their equivalent must be completed before enrolling in a course unless special permission is obtained from the Vice President of Instruction, academic dean, and the instructor of the course.

The college reserves the right to change, to delete, or to substitute courses or programs at any time.

Accounting (ACC)

ACC 211 Principles of Accounting I (4 cr.) - Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Lecture 4 hours per week.

ACC 212 Principles of Accounting II (4 cr.) - Continues Accounting Principles 211 with emphasis on the application of partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. Lecture 4 hours per week.

ACC 215 Computerized Accounting (3 cr.) - Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or co-requisite **ACC 211** or equivalent. Lecture 3 hours per week.

ACC 221 Intermediate Accounting I (3 cr.) - Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Prerequisite **ACC 212** or equivalent. Lecture 3 hours per week.

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

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 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 other related entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

Administration of Justice (ADJ)

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

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

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Lecture 3 hours per week.

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

ADJ 111 Law Enforcement Organization & Administration I (3 cr.) - Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.

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

ADJ 138 Defensive Tactics (2 cr.) - Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restrain and transport of those in custody. Lecture 2 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 146 Adult Correctional Institutions (3 cr.) - Describes the structures, functions, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates. Lecture 3 hours per week.

ADJ 171 Forensic Science I (4 cr.) - Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Prerequisite [ADJ 236](#) or instructor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 cr.) (3 cr.) - Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.

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

ADJ 228 Narcotics and Dangerous Drugs (3 cr.) - Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and procedures utilized in law enforcement efforts against illicit drug usage. 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 241 Correctional Law I (3 cr.) - Studies the legal rights and obligations of the convict-probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correctional law (constitutional, statutory, and regulatory provisions). Lecture 3 hours per week.

ADJ 245 Management of Correctional Facilities (3 cr.) - Describes management options and operational implications for staffing, security, safety, and treatment. Considers impact of changes in public policy on corrections. Lecture 3 hours per week.

ADJ 290 Coordinated Internship in Administration of Justice (4 cr.) - Prerequisite divisional approval. Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Laboratory 12 hours per week.

Air Conditioning and Refrigeration (AIR)

AIR 121 Air Conditioning and Refrigeration I (3 cr.) - Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 122 Air Conditioning and Refrigeration II (3 cr.) - Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 126 Electrical and Control Systems (2 cr.) - Presents trouble-shooting and servicing the electrical components of small refrigeration systems including basic electricity for refrigeration, electrical controls of refrigeration systems, electrical motors, motor control, motor starters, relays, overloads, instruments, and control circuits. Lecture 1 hour per week. Laboratory 3 hours. Total 4 hours per week.

AIR 127 Small Mechanical Refrigeration Systems (2 cr.) - Presents trouble-shooting and servicing mechanical components of small refrigeration systems. Includes the compressor in mechanical refrigeration systems, refrigerants and driers, the evaporator, condensers, metering devices, refrigeration fittings and tools, principles of charging and testing refrigeration systems. Lecture 1 hour per week. Laboratory 3 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 159 Heating and Cooling Safety (1 cr.) - Presents standard safety procedures used in the heating and cooling industry. Discusses proper handling of equipment refrigerants and electricity. Lecture 1 hour per week.

AIR 165 Air Conditioning Systems I (4 cr.) - Introduces comfort survey, house construction, load calculations, types of distribution systems, and equipment selection. Introduces designing, layout, installing and adjusting of duct systems, job costs, and bidding of job. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Arts (ART)

ART 101 History and Appreciation of Art I (3 cr.) - Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week.

ART 121 Drawing I (3 cr.) - Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such a pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture/studio 5 hours per week.

ART 125 Introduction to Painting (3 cr.) - Introduces study of color, composition and painting techniques. Places emphasis on experimentation and enjoyment of oil and/or acrylic paints and the fundamentals of tools and materials. Lecture 2 hours per week. Studio instruction 3 hours. Total of 5 hours per week.

ART 153 - Ceramics I (3-4 cr.) - Presents problems in the design and production of functional and non-functional ceramic works. Includes hand building the potter's wheel and clays and glazes. Part I of II. Lecture 0-2 hours. Studio instruction 4-6 hours. Total 5-8 hours per week.

ART 259 Landscape Painting (3 cr.) - Provides a comprehensive study of the techniques and approaches to the subject of landscape painting from the historic and current perspective. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

American Sign Language (ASL)

ASL 100 Orientation to Acquisition of ASLs an Adult (2 cr.) - Presents a brief introduction to the U.S. Deaf Community, focusing on the differences in language and literature. Introduces many common pitfalls experienced by adults when acquiring ASL as a second language. Provides students with an experience bridging spoken English and ASL via use of visual-gestural, non-verbal communication. Lecture 2 hours per week.

ASL 101 American Sign Language I (3-4 cr.) - Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part I of II. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ASL 102 American Sign Language II (3-4 cr.) - Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part II of II. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ASL 115 Fingerspelling and Number Use in ASL (2 cr.) - Provides intensive practice in comprehension and production of fingerspelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized fingerspelling and numeral incorporation as used by native users of American Sign Language. Prerequisite **ASL 101** or permission of instructor. Lecture 2 hours per week. 2 credits

Administrative Support Technology (AST)

AST 101 Keyboarding I (3 cr.) - Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. Lecture 3 hours per week.

AST 102 Keyboarding II (3 cr.) - Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite **AST 101**. Lecture 3 hours per week.

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

AST 117 Keyboarding for Computer Usage (1 cr.) - Teaches the alphabetic keyboard and 10-key pad. Develops correct keying

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techniques. Lecture 1 hour per week.

AST 132 Word Processing I (Word) (1 cr.) - Introduces students to a word processing program to create, edit, save and print documents. Lecture 1 hour per week.

AST 133 Word Processing II (Word) (1 cr.) - Presents formatting and editing features of a word processing program. Lecture 1 hour per week.

AST 134 Word Processing III (Word) (1 cr.) - Continues work with formatting features and text enhancements of a word processing program. Lecture 1 hour per week.

AST 136 Office Record Keeping (3 cr.) - Introduces types of record keeping duties performed in the office, such as financial, tax, payroll, and inventory. Utilizes specialized software where applicable. Lecture 3 hours per week.

AST 140 Introduction to Windows (1 cr.) - Introduces students to Windows and provides basic concepts and commands necessary in the Windows environment. Lecture 1-2 hours per week.

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

AST 142 Word Processing II (3 cr.) - Teaches advanced software applications. Prerequisite **AST 141** or equivalent. Lecture 3 hours per week.

AST 147 Introduction to Presentation Software (1 cr.) - Introduces presentation options including slides, transparencies, and other forms of presentations. Lecture 1 hour per week.

AST 150 Desktop Publishing (1 cr.) - Presents desktop publishing features including page layout and design, font selection, and use of graphic images. Lecture 1 hour per week.

AST 160 Learning the Internet for Business (1 cr.) - Introduces students to basic Internet terminology and services including e-mail, www browsing, search engines, and other services. Provides an introduction to electronic commerce in an office environment. Lecture 1 hour per week.

AST 201 Keyboarding III (3 cr.) - Develops decision-making skills, speed, and accuracy in production keying. Applies word processing skills in creating specialized business documents. Prerequisite **AST 102**. Lecture 3 hours per week.

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

AST 232 Microcomputer Office Applications (3 cr.) - Teaches production of business documents using word processing,

databases, and spreadsheets. Emphasizes document production to meet business and industry standard. Prerequisite **AST 101** or equivalent. Lecture 2-4 hours per week.

AST 234 Records and Database Management (3 cr.) - Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. Lecture 3 hours per week.

AST 236 Specialized Software Applications (3 cr.) - Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite **AST 101** or equivalent. Lecture 3 hours per week.

AST 240 Machine Transcription (3 cr.) - Develops proficiency in the use of transcribing equipment to produce business documents. Emphasizes listening techniques, business English, and proper formatting. Includes production rate and mailable copy requirements. Prerequisite **AST 101**. Lecture 3 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. 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 role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues, and career development. Prerequisite **AST 243** or equivalent. Lecture 3 hours per week.

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. Prerequisites **AST 102** or equivalent. Lecture 3 hours per week.

AST 247 Legal Machine Transcription (3 cr.) - Develops machine transcription skills, integrating operation of transcribing equipment with understanding of legal terminology. Emphasizes dictation techniques and accurate transcription of legal documents in prescribed formats. Prerequisite **AST 102** or equivalent. Lecture 3 hours per week.

AST 253 Advanced Desktop Publishing I (3 cr.) - Introduces specific desktop publishing software. Teaching document layout and design, fonts, type styles, style sheets, and graphics. Prerequisite **AST 101** or equivalent and experience in using a word processing package. Lecture 3 hours per week.

AST 257 WP Desktop Publishing (Word) (3 cr.) - Uses word processing software to teach advanced document preparation.

Prerequisite **AST 101** or equivalent and experience using the specified word processing software. Lecture 3 hours per week.

AST 260 Presentation Software (PowerPoint 2007) (2 cr.) - Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and hand-outs. Incorporates use of sound and video clips. Lecture 2 hours per week.

AST 290 Coordinated Internship (3 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Prerequisite divisional approval. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 6 hours per week.

AST 298 Seminar and Project in Administrative Support Technology (3 cr.) - Requires successful 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.

Basic Skills (BSK)

BSK 1 Whole Numbers (1 cr.) - Covers whole number principles and computations. Credits not applicable toward graduation. Lecture 1 hour. . Total 1 hour per week.

Biology (BIO)

BIO 20 Introduction to Human Systems (3 cr.) - Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and all human systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

BIO 101-102 General Biology I-II (4 cr.) (4 cr.) - Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 141-142 Human Anatomy and Physiology I-II (4 cr.) (4 cr.) - Prerequisite high school biology or equivalent. Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 150 Introductory Microbiology (4 cr.) - Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 270 General Ecology (3-4 cr.) - Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Prerequisite **BIO 101-102** or divisional approval. Lecture 2-3 hours. Recitation and laboratory 3-6 hours. Total 5-9 hours per week.

BIO 271 Introduction to Ecological Systems (4 cr.) - Examines the

basic biological, meteorological and geological/ geographic factors at play in determining various critical ecosystems. Emphasis on wetlands and wetlands reconstruction, endangered and threatened species habitats, and aquatic systems. Remote sensing technology and use of GIS in ecological management will be examined. Prerequisite: **BIO 101**. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Building (BLD)

BLD 101 Construction Management I (3 cr.) - Presents overviews of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, business methods, including basic computer usage, safety and general project management procedures. Lecture 3 hours per week.

BLD 103 Principles of Residential Building Construction Inspect (3 cr.) - Introduces general principles of residential building inspection including materials, foundations, framing, finishing, and building codes. Use local pre/corequisites. Lecture 3 hours per week

BLD 105 Shop Practices and Procedures (3 cr.) - Introduces basic hand and power tools with emphasis on proper care and safety practices. Introduces materials used in building trades including metals, plastics, and woods with stress placed on the processing techniques of each. Emphasizes fasteners such as screws, rivets, and glues as well as brazed, soldered, and welded joints. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

BLD 110 Introduction to Construction (3 cr.) - Covers basic knowledge and requirements needed in the construction trades. Introduces use of tools and equipment, with emphasis on construction safety, including personal and tool safety. Provides a working introduction to basic blueprint reading and fundamentals of construction mathematics. Lecture 3 hours per week.

BLD 111 Blueprint Reading and the Building Code (3 cr.) - Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state, and national building codes. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

BLD 126 Basic Carpentry Principles (3 cr.) - Introduces students to basic floor and wall construction. Prerequisite: **BLD 125**. Lecture 3 hours per week.

BLD 131-132 Carpentry Framing I-II (5 cr.) (5 cr.) - Presents an introduction to carpentry with emphasis on residential construction. Covers safety on the job, appropriate use of power tools, basic construction techniques, an introduction to working drawings, and the team approach to residential buildings. Presents an introduction to selection and use of ladders and scaffolds, basic form removal and demolition, and use of basic first aid. Includes the concepts of carpentry framing for floors, walls, ceilings, porches, and decks. Includes theoretical and practical application as well as the

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concepts of carpentry framing for roof, truss installation and door and window installation. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

BLD 133-134 Carpentry Framing III-IV (5 cr.) (5 cr.) - Continues the student of carpentry with emphasis on residential construction. Covers safety on the job, appropriate use of power tools, basic construction techniques, an introduction to working drawings, and the team approach to residential buildings. Continues the study of selection and use of ladders and scaffolds, basic form removal and demolition, and use of basic first aid. Includes the concepts of carpentry framing for floors, walls, ceilings, porches and decks. Includes theoretical and practical application as well as the concepts of carpentry framing for roof, truss installation and door and window installation. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

BLD 135 Building Construction Carpentry (2-3 cr.) - Presents woodworking technologies in carpentry. Introduces types of framing and building materials and equipment used in residential and light commercial construction. Emphasizes the development of skills in the safe usage of hand and machine woodworking tools and development of construction terminology. Includes laboratory involvement in wall framing and carpentry practices. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week.

BLD 140 Principles of Plumbing Trade I (3 cr.) - Studies the plumbing trade, the structure of the plumbing trade, apprenticeship standards, job safety, tools of the trade, the approved installation of plumbing materials, types of sanitary drainage pipe and piping layout of sanitary piping. Lecture 3 hours per week.

BLD 141 Principles of Plumbing Trade II (3 cr.) - Studies the sizing of sanitary drainage and vent piping for single family dwelling, two-story, single-family dwellings, duplex residence, apartment building, and multi-story building. Lecture 3 hours per week.

BLD 142 Principles of Plumbing Trade III (3 cr.) - Studies sizing of water piping and control valves, piping materials, piping layout, and the proper installation of water piping. Explains how to identify cross control and the critical levels of contamination, means of protection against back flow, installing back flow preventers, and back flow preventive testing. Lecture 3 hours per week.

BLD 143 Plumbing Blueprint Reading (3 cr.) - Focuses on blueprint reading, plan reviews, schematic drawing, isometric view drawing and architectural blueprint reading on single-, two-family, and multi-story dwelling for drainage, vents and water piping design. Lecture 3 hours per week.

BLD 144 Plumbing Code and Certification Preparation (3 cr.) - Teaches the use of the plumbing code standard book (BOCA), references standards, the reading and use of charts and tables, and preparation for the journeyman's certification and the cross-connection control certification test. Lecture 3 hours per week.

BLD 158 Principles of Mechanical and Plumbing Practices

(2 cr.) - Presents the fundamentals of heating, cooling, sanitary plumbing systems, terminology and symbols as used in layout of various systems. Discusses code requirements for installation and safety in residential and light commercial building construction. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

BLD 190 Coordinated Internship (3 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

BLD 195 - Topics In Plumbing (3 cr.) - Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Lecture 3 hours per week.

BLD 198 Seminar and Project (3 cr.) - Requires completion of a project or research report related to the student's objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

BLD 210 Building Structures (3 cr.) - Introduces analysis and design of steel, wood, and reinforced concrete structural members including loads, reactions, bending moments, stresses, and deflection for selection of beam and column sizes. Considers bolted and welded connections in steel design. Introduces determination of reinforcing steel sizes and arrangements in concrete members. Use local prerequisites. Lecture 3 hours per week.

BLD 231 Construction Estimating I (3 cr.) - Focuses on materials take-off and computing quantities from working drawings and specifications. Includes methods for computing quantities of concrete, steel, masonry, roofing, excavation. Deals with pricing building components, materials and processes, as well as transportation and handling costs, mark-up discount procedures, equipment cost and labor rates. Lecture 3 hours per week.

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

Business Management and Administration (BUS)

BUS 100 Introduction to Business (3 cr.) - Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

BUS 111 Principles of Supervision I (3 cr.) - Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor

relationships. Lecture 3 hours per week.

BUS 116 Entrepreneurship (3 cr.) - Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 117 Leadership Development (3 cr.) - Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. Lecture 3 hours per week.

BUS 125 Applied Business Mathematics (3 cr.) - Applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Lecture 3 hours per week.

BUS 200 Principles of Management (3 cr.) - Teaches management and the management functions of planning, organizing, leading and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 201 Organizational Behavior (3 cr.) - Presents a behaviorally-oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

BUS 204 - Project Management (3 cr.) - Provides students with knowledge of essential skills and techniques necessary to lead or participate in projects assigned to managerial personnel. Covers time and task scheduling, resource management, problem solving strategies and other areas related to managing a project. Lecture 3 hours per week.

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. Lecture 3 hours per week.

BUS 208 Quality and Productivity Management (3 cr.) - Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams and a variety of quality improvement tools, charts,

matrices, and diagrams. Lecture 3 hours per week.

BUS 216 Probability and Statistics for Business and Economics (3 cr.) - Introduces methods of probability assessment and statistical inference. Includes data collection and presentation; descriptive statistics; basic probability concepts; discrete and continuous probability distributions; decision theory; sampling and estimation; and hypothesis testing. Emphasizes business and economic applications. Utilizes computer software as a tool for problem solving. Lecture 3 hours per week.

BUS 220 - Introduction to Business Statistics (3 cr.) - Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis. Lecture 3 hours per week.

BUS 226 Computer Business Applications (3 cr.) - Provides a practical application of software packages, including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application. Prerequisite: keyboarding competence. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

BUS 241 Business Law I (3 cr.) - Develops a basic understanding of the U.S. business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Lecture 3 hours per week.

BUS 242 Business Law II (3 cr.) - Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and emerging fields of e-commerce and Internet law. Lecture 3 hours per week.

BUS 265 Ethical Issues in Management (3 cr.) - Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week.

BUS 290 Coordinated Internship (3 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

BUS 297 Cooperative Education (3 cr.) - Supervises on-the-job training for pay in approved business, industrial and service firms, coordinated by the college. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Chemistry (CHM)

CHM 01 Chemistry I (4 cr.) Co-requisite of Algebra I or equivalent. Presents basic inorganic and organic principles to students with

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little or no chemistry background. Can be taken in subsequent semesters as necessary until course objectives are completed. Variable hours per week.

CHM 101-102 General Chemistry I-II (4 cr.) (4 cr.) - Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 111-112 College Chemistry I-II (4 cr.) (4 cr.) - Prerequisite of Algebra I or equivalent. Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 241-242 Organic Chemistry I-II (3 cr.) (3 cr.) - Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses and typical reactions. Emphasizes reaction mechanisms. Prerequisite of CHM 111 and co-requisite of CHM 112 for CHM 241. Prerequisite of CHM 111 and 112 for CHM 242. Co-requisite CHM 243-244 or CHM 245-246. Lecture 3 hours per week.

CHM 243-244 Organic Chemistry Laboratory I-II (1cr.) (1 cr.) - Is taken concurrently with CHM 241 and CHM 242. Part I of II. Prerequisite of CHM 111 and co-requisite of CHM 112 for CHM 243. Prerequisite of CHM 111 and 112 for CHM 244. Co-requisite CHM 112. Laboratory 3 hours per week.

Communication Studies/Theatre (CST)

Formerly Speech and Drama (SPD)

CST 110 Introduction to Speech Communication (3 cr.) - Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

CST 116 Speech Workshop (1-6 cr.) - Enables work in competitive speech activities such as debate, oratory, impromptu speaking, prose and poetry reading, and rhetorical criticism. May be repeated for credit. Variable hours per week.

CST 130 Introduction to the Theatre (3 cr.) - Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

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

CST 136 Theatre Workshop (1-6 cr.) - Enables students to work in various activities of play production. The student participates in performance, set design, stage carpentry, sound, costuming,

lighting, stage managing, props, promotion, or stage crew. May be repeated for credit. Variable hours per week.

CST 151-152 Film Appreciation I-II (3 cr.) (3 cr.) - Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Lecture 3 hours per week.

Dental Assisting (DNA)

DNA 100 Introduction to Oral Health Professions (1 cr.) - Provides an introduction to the oral health profession and covers basic terminology, historical perspective, the credentialing process, accreditation, professional organizations, and legal and ethical considerations. Lecture 1 hour per week.

DNA 103 Introduction to Oral Health (1 cr.) - Teaches anatomy of the head and neck, the oral cavity, hard and soft tissues, as well as tooth morphology. Includes dental terminology, deciduous and permanent dentition as well as pathology. Lecture 1 hour per week.

DNA 109 Practical Infection Control (3 cr.) - Studies principles of management of disease-producing micro-organisms and associated diseases. Emphasis is placed on sterilization, asepsis, and disinfection techniques applicable in the dental office. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DNA 110 Dental Materials (3 cr.) - Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasis is placed on the characteristics, manipulation, economical control, storage, and delivery of materials. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DNA 113 Chairside Assisting I (3 cr.) - Provides instruction on the principles of clinical chairside dental assisting, dental equipment used and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. An emphasis is placed on patient management during restorative procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DNA 135 Dental Radiation Safety (2 cr.) - Studies techniques and devices used for protection from ionizing radiation. Teaches biological effects, cell sensitivity and genetic effects of ionizing radiation. Includes practice of bisection and parallel techniques on manikins. Prepares employed dental staff to meet the Virginia Board of Dentistry's regulations for certification in dental radiation safety hygiene. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DNA 190 Externship (3 cr.) - Exposes students to the fast pace of a dental practice while they perform support services with an established team. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

Dental Hygiene (DNH)

DNH 111 Oral Anatomy (2 cr.) - Studies the morphology and function of the oral structures with emphasis on the primary and permanent dentition, eruption sequence, occlusion, and intra-arch relationships. Lecture 2 hours per week.

DNH 115 Histology/Head and Neck Anatomy (3 cr.) - Presents a study of the microscopic and macroscopic anatomy and physiology of the head, neck and oral tissues. Includes embryologic development and histologic components of the head, neck, teeth, and periodontium. Lecture 3 hours per week.

DNH 120 Management of Emergencies (1 cr.) - Studies the various medical emergencies and techniques for managing emergencies in the dental setting. Additional practical applications and simulations of emergencies may be conducted to enhance basic knowledge from the one-hour lecture component. Lecture 1 hour per week.

DNH 130 Oral Radiography for the Dental Hygienist (3 cr.) - Studies radiation physics, biology, safety, and exposure techniques for intra- and extra-oral radiographic surveys. Laboratory provides practice in exposure, processing methods, mounting, and interpretation of normal findings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DNH 141 Dental Hygiene I (5 cr.) - Introduces clinical knowledge and skills for the performance of dental hygiene services; basic skill components, lab mannequins, and client practice. Lecture 3 hours Clinic 6 hours. Total 9 hours per week.

DNH 142 Dental Hygiene II (5 cr.) - Exposes students to instrument sharpening, time management, and client education techniques and methods. Provides supervised clinical practice in the dental hygiene clinic with emphasis on developing client treatment and instrument skills. Prerequisite [DNH 141](#). Lecture 2 hours. Clinic 9 hours. Total 11 hours per week.

DNH 143 Dental Hygiene III (4 cr.) - Introduces dental health care for clients with special needs. Includes introduction to computer concepts and applications. Provides supervised clinical practice in the dental hygiene clinic with emphasis on refining patient treatment and instrument skills, including oral radiographs. Prerequisite [DNH 142](#). Lecture 2 hours. Clinic 6 hours. Total 8 hours per week.

DNH 145 General and Oral Pathology (2 cr.) - Introduces general pathology with consideration of the common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures. Prerequisite [DNH 115](#). Lecture 2 hours per week.

DNH 146 Periodontics for the Dental Hygienist (2 cr.) - Introduces the theoretical and practical study of various concepts and methods used in describing, preventing, and controlling periodontal disease. Presents etiology, microbiology, diagnosis, treatment and prognosis of diseases. Corequisite [BIO 141](#). Lecture 2 hours per week.

DNH 150 Nutrition (2 cr.) - Studies nutrition as it relates to dentistry and general health. Emphasizes the principles of nutrition as applied to the clinical practice of dental hygiene. Lecture 2 hours per week.

DNH 214 Dental Materials (2 cr.) - Studies the physical and chemical properties of the materials used in dentistry. Laboratory experiences emphasize proper manipulation of materials. Lecture

1 hours. Laboratory 2 hours. Total 3 hours per week.

DNH 216 Pharmacology (2 cr.) - Studies the chemical and therapeutic agents used in dentistry, including their preparation, effectiveness, and specific application. Lecture 2 hours per week.

DNH 226 Public Health Dental Hygiene I (2 cr.) - Studies and compares concepts of delivery of health care, applying the public health delivery model. Utilizes epidemiologic methods, research and biostatistics as applied oral health program planning, implementation, and evaluation. Incorporates and applies current health issues and trends. Lecture 2 hours per week.

DNH 227 Public Health Dental Hygiene II (1 cr.) - Applies concepts of public health program planning through student directed community projects with an emphasis on preventative oral health education. Includes development of table clinics, bulletin boards, and volunteer service in the community. Prerequisite [DNH 226](#). Laboratory 3 hours per week.

DNH 230 Office Practice and Ethics (1 cr.) - Studies the principles of dental ethics and economics as they relate to the dental hygienist. The course also includes a study of jurisprudence and office procedures. Lecture 1 hour per week.

DNH 235 - Management of Dental Pain and Anxiety in the Dental Office (2 cr.) - Provides a study of anxiety and pain management techniques used in dental care. Students will understand the necessary theory to appropriately treat, plan and successfully administer topical anesthesia, local anesthesia, and nitrous oxide/oxygen analgesia. Includes the components of pain, pain control mechanisms, topical anesthesia, local anesthesia and nitrous oxide/oxygen analgesia. Prerequisites: [DNH 115](#), [DNH 120](#) and [DNH 216](#). Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

DNH 244 Dental Hygiene IV (5 cr.) - Introduces advanced skills and the dental hygienists role in dental specialties. Includes supervised clinical practice in the dental clinic and/or off-campus clinical rotations at various community facilities. Emphasizes treatment of clients demonstrating periodontal involvement, stressing application and correlation of knowledge and skills from previous semesters. Prerequisite [DNH 143](#). Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

DNH 245 Dental Hygiene V (5 cr.) - Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasis is placed on synthesis of knowledge from previous semesters, treatment of clients with moderate to advanced periodontal involvement and improving clinical speed while maintaining quality in preparation for practice. Prerequisite [DNH 244](#). Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

Drafting (DRF)

DRF 111 Technical Drafting I (2 cr.) - Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory

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and applicants of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 161 Blueprint Reading I (2 cr.) - Teaches the application of basic principles, visualization, orthographic projection, detail of drafting shop process and terminology, assembly drawings and exploded views. Considers dimensioning, changes and corrections, classes of fits, tolerances and allowances, sections and convention in blueprint reading. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 162 Blueprint Reading II (2 cr.) - Emphasizes industrial prints, auxiliary views, pictorial drawings, simplified drafting procedures, production drawing, operation sheets, tool drawing, assembly drawings, and detailed prints. Prerequisite DRF 111 or DRF 161. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 231 Computer-Aided Drafting I (3 cr.) - Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. Prerequisite DRF 111 or divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

DRF 232 Computer-Aided Drafting II (3 cr.) - Teaches advanced operation in computer-aided drafting. Prerequisite DRF 231. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

DRF 238 Computer Aided Modeling and Rendering I (3 cr.) - Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part I of II. Lecture 1-2 hours. Laboratory 0-2 hours. Total 2-4 hours per week.

Early Childhood Development (CHD)

CHD 118 Language Arts for Young Children (3 cr.) - Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality story telling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 119 Introduction to Reading Methods (3 cr.) - Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic knowledge, print awareness and concepts, comprehension and early writing. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 120 Introduction to Early Childhood Development (3 cr.) - Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

CHD 145 Teaching Art, Music, and Movement to Children (3 cr.) - Provides experiences in developing the content, methods, and materials for directing children in art, music and movement activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 146 Math, Science, and Social Studies for Children (3 cr.) - Provides experiences in developing the content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 165 Observation and Participation in Early Childhood/Primary Settings (3 cr.) - Focuses on observation as the primary methods of gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 4 hours. Total 5 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 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. Presents current trends and issues in the field of early childhood education including an awareness of local global perspectives. Discusses state licensing and staff requirements in the field. Lecture 3 hours per week.

CHD 216 Early Childhood Programs, School, and Social Change

(3 cr.) - Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources. Lecture 3 hours per week.

CHD 265 Advanced Observation and Participation in Early Childhood/Primary Settings (3 cr.) - Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes demonstration of responsive teaching and assessment of children's development. Reviews legal and ethical implications of working with children. Students will spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 4 hours. Total 6 hours per week.

CHD 270 Administration of Early Childhood Programs (3 cr.) - Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for record-keeping. Lecture 3 hours per week.

CHD 298 Portfolio Development (1 cr.) - In conjunction with CHD 265, serves as the capstone course for the Early Childhood Associate of Applied Science degree. Focuses on the development of a portfolio to demonstrate professional competence in the field of early care and education. The resulting portfolio will be reviewed by early childhood faculty and other designated early childhood professionals. Lecture 1 hour per week.

Economics (ECO)

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 Macroeconomics (3 cr.) - Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week.

ECO 202 Principles of Microeconomics (3 cr.) - Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week.

Education (EDU)

EDU 200 Introduction to Teaching as a Profession (3 cr.) - Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 235 Health, Safety, and Nutrition Education (3 cr.) - Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety. Places emphasis on the development of good habits and concerns in food and nutrition. Describes symptoms and reporting procedures for child abuse. Variable lecture/laboratory hours per week.

EDU 280 Technology Standards for Teachers (3 cr.) - Provides K-12 classroom teachers with the knowledge and skills needed to fulfill the Commonwealth of Virginia's Technology Standards for Instructional Personnel. Certification is dependent on the supervisor's or employer's approval. Prerequisite ITE 115 or instructor approval. Lecture 3 hours per week.

Engineering (EGR)

EGR 120 Introduction to Engineering (1 cr.) - Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. Lecture 1 hour. Laboratory 0 hours. Total 1 hour per week.

EGR 140 Engineering Mechanics—Statics (3 cr.) - Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two-force and multi-force members. Prerequisites: MTH 115, MTH 116, PHY 111 or equivalent courses. Lecture 3 hours per week.

EGR 245 Engineering Mechanics - Dynamics (3 cr.) - Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. Lecture 3 hours per week.

EGR 246 Mechanics of Materials (3 cr.) - Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyses axial loads, torsion, bending, shear and combines loading. Studies stress transformation and principle stresses, column analysis and energy principles. Prerequisite: EGR 140. Lecture 3 hours per week.

Electrical Technology (ELE)

ELE 110 Home Electric Power (3 cr.) - Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, transformers. Includes study of the national electrical code, purpose and interpretation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 113-114 Electricity I-II (3 cr.) (3 cr.) - Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Lecture 3 hours per week.

ELE 113-114 Electricity I-II (3 cr.) (3 cr.) - Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Lecture 3 hours per week.

ELE 115 Basic Electricity (3 cr.) - Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices. Prerequisite: MTH 02 or equivalent. Lecture 3 hours per week.

ELE 127 Residential Wiring Methods (3 cr.) - Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential wiring systems by use of scaled mock-ups. Lecture 1-2 hour. Laboratory 2-3 hours. Total 4-5 hours per week.

ELE 131-132 National Electric Code I-II (3-4 cr.) (3-4 cr.) - Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Lecture 3-4 hours per week.

ELE 135 National Electrical Code - Residential (4 cr.) - Studies purposes and interpretations of the National Electrical Code that deals with single and multi-family dwellings, including state and local regulations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ELE 136 National Electrical Code - Commercial (3 cr.) - Provides comprehensive study of the purposes and interpretations of national electrical wiring methods, including state and local regulations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ELE 137 National Electrical Code - Industrial (3 cr.) - Provides comprehensive study of the purposes and interpretations of the National Electrical Code that deals primarily with industrial wiring methods, including state and local regulations. May include preparation of a report as an out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 138 National Electrical Code (2-3 cr.) - Teaches purpose and interpretation of the National Electrical Code as well as familiarizations with various charts, code rulings and wiring methods. Lecture 2-3 hours per week.

ELE 149 Wiring Methods in Industry (3-4 cr.) - Students the fundamentals of industrial power distribution, circuits, switches, enclosures, panels, fuses, circuit breakers, transformers, and wiring

methods, using various charts and tables of the National Electrical Code. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

ELE 151 Electrical Troubleshooting (3 cr.) - Teaches troubleshooting as applied to residential wiring and/or electrical appliances. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

ELE 156 Electrical Control Systems (3 cr.) - Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. May include preparation of a report as an out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 173 Commercial Wiring Methods (3 cr.) - Covers electrical wiring methods and standards used for commercial buildings and provides a comprehensive study of the National Electrical Code that deals with commercial wiring installations including state and local regulations. Includes building wiring as well as the wiring of electrical equipment and appliances in a commercial environment. Prerequisite ENG 05. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 225 Electrical Control Systems (4 cr.) - Studies components, equipment and circuits that are used to control the operation of electrical machines. Explains the physical and operating characteristics of various electromagnetic, static, and programmable control devices. Investigates control schemes used to accomplish specific control objectives. Prerequisite instructor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ELE 233-234 Programmable Logic Controller Systems I-II (4 cr.) (4 cr.) - Teaches operating and programming of programmable logic controllers. Covers analog and digital interfacing and communication schemes as they apply to system. Prerequisite ETR 156 and ETR 211 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ELE 245 Industrial Wiring (3 cr.) - Teaches the practical applications of industrial and commercial wiring. Includes the principles essential to the understanding of conduit applications and other raceway installations. Includes conduit sizing, cutting, bending, and threading. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Emergency Medical Technician (EMS)

EMS 101 EMS First Responder (3 cr.) - Provides education in the provision of emergency medical care for persons such as Police, non-EMS Fire personnel, industrial personnel and the general public who are likely to be the first medically trained personnel on the scene of an injury or illness. Meets current Virginia Office of Emergency Medical Services curriculum for First Responder. Equivalent to HLT 119. Lecture: 3 hours. Total 3 hours per week.

EMS 102 EMS First Responder Refresher (1 cr.) - Provides 18 clock hours of instruction to meet Virginia Office of EMS

requirements for recertification at the First Responder Level. Lecture: 1 hour. Total 1 hour per week.

EMS 111 Emergency Medical Technician-Basic (6 cr.) - Prepares student for certification as a Virginia and National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Co-requisite: EMS 120. Prerequisite: CPR certification at the Health Care Provider level. Lecture: 4 hours. Lab: 4 hours. Total 8 hours per week.

EMS 112-113 Emergency Medical Technician-Basic I and II (3cr.) (3 cr.) - Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Co-requisite to EMS 120. Prerequisite: CPR certification at the Health Care Provider level. Lecture: 2 hours. Lab: 2 hours. Total 4 hours per week.

EMS 115 Emergency Medical Technician-Basic Refresher (2 cr.) - Provides 36 clock hours of instruction to meet Virginia Office of EMS requirements for recertification at the EMT-Basic level. Lecture 2 hours per week.

EMS 120 Emergency Medical Technician-Basic Clinical (1 cr.) - Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependant upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Lecture 1 hour per week.

EMS 151 Introduction to Advanced Life Support (4 cr.) - Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. Co-requisite: EMS 170. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

EMS 153 Basic ECG Recognition (2 cr.) - Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG .Lecture 2 Hours Per Week. Total 2 hours per week.

EMS 155 ALS – Medical Care (4 cr.) - Continues the Virginia Office of Emergency Medical Services Intermediate and /or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. These include, but are not limited to conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain,

environmental, behavioral, gynecology, and toxicological disease conditions. Prerequisites include current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours per week. Lab: 2 hours per week. Total 5 hours per week.

EMS 157 ALS – Trauma Care (3 cr.) - Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT-B certification and EMS 151. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 159 ALS – Special Populations (2 cr.) - Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric, and geriatrics. Prerequisites include EMS 151 and EMS 153. Pre or corequisites include EMS 155. Lecture: 1 hour per week. Lab: 2 hours per week. Total 3 hours per week.

EMS 161 Basic Trauma Life Support (BTLS) (1 cr.) - Offers instruction for students in current topics of care for trauma patients and offers certification as a Basic Trauma Life Support Provider (BTLS) as defined by the American College of Emergency Physicians. Prerequisites: Current certification/ licensure as an EMS provider or other allied healthcare provider. Lecture: 1 hour per week. Total 16 hours.

EMS 162 Pediatric Basic Trauma Life Support (PBTLs) (1 cr.) - Offers instruction for students in current topics of care for trauma patients and offers certification as a Pediatric Basic Trauma Life Support Provider (PBTLs) as defined by the American College of Emergency Physicians. Prerequisites: Current certification/ licensure as an EMS provider or other allied healthcare provider. Lecture: 1 hour per week. Total 16 hours.

EMS 163 Prehospital Trauma Life Support (PHTLS) (1 cr.) - Prepares for certification as an Prehospital Trauma Life Support provider as defined by the American College of Surgeons. Prerequisites: Current certification/licensure as an EMS provider or other allied healthcare provider. Lecture: 1 hour. Total 1 hour.

EMS 165 Advanced Cardiac Life Support (ACLS) (1 cr.) - Prepares for certification as an Advanced Cardiac Life Support Provider. Follows course as defined by the American Heart Association. Prerequisites: EMS 100, 153 or equivalent. Lecture: 1 hour. Total 1 hour.

EMS 167 Neonatal Resuscitation Program (NRP) (1 cr.) - Provides the student information in current topics in the care of newborn patients to current AAP/American Heart Association-Neonatal Resuscitation Program guidelines. Prerequisite-Current certification/ licensure as an advanced EMS provider or other allied healthcare provider. Lecture: 1 hour. Total 1 hour.

EMS 168 Emergency Pediatric Care (PEPP) (1 cr.) - Prepares the student for certification as a prehospital pediatric care provider as defined by the American Academy of Pediatrics. Covers primary

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assessment and emergency care of infants and children. Lecture: 1 hour per week. Total 1 hour per week.

EMS 170 ALS Internship I (1 cr.) - Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 172 ALS Clinical Internship II (1-2 cr.) - Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. Co-requisite: EMS 151. Laboratory 3-6 hours per week.

EMS 173 ALS Field Internship I (1 cr.) - Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

EMS 201 EMS Professional Development (2 cr.) - Prepares students for Paramedic certification at the National Registry Level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture: 2 hours per week. Total 2 hours per week.

EMS 205 Advanced Pathophysiology (3 cr.) - Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Lecture: 3 hours per week. Total 3 hours per week.

EMS 207 Advanced Patient Assessment (3 cr.) - Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture: 2 hours per week. Lab: 2 hours per week. Total 4 hours per week.

EMS 209 Advanced Pharmacology (4 cr.) - Focuses on the principles of pharmacokinetics, pharmacodynamics and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte and endocrine disorders and includes classification, mechanism of action, indications, contraindications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture: 3 hours per week. Lab: 2 hours per week. Total 5 hours

per week.

EMS 211 Operations (2 cr.) - Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics.) Lecture: 1 hour per week. Lab: 2 hours per week. Total 3 hours per week.

EMS 213 ALS Skills Development (1-2 cr.) - Utilizes reinforcement and remediation of additional advanced life support skills, as needed. Laboratory 2-4 hours per week.

EMS 215 Paramedic Review (1-2 cr.) - Reviews material covered in the intermediate/paramedic program. Prepares the student for National Registry testing. Lecture 1 hour per week.

EMS 240 ALS Internship I (1 cr.) - Continues clinical and/or field experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3 hours per week.

EMS 242 ALS Clinical Internship III (1 cr.) - Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 243 ALS Field Internship II (1 cr.) - Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3-6 hours per week.

EMS 244 ALS Clinical Internship IV (1 cr.) - The fourth in a series of clinical experiences providing direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. May be repeated as necessary. Laboratory 3-6 hours per week.

EMS 245 ALS Field Internship III (1 cr.) - Continues with the fourth in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. May be repeated as necessary. Laboratory 3-6 hours per week.

EMS 251 ALS Required Topics (3 cr.) - Reviews material covered in the ALS programs. Covers all category 1 content required for Advanced Life Support recertification. Lab: 3 hours per week. Total 3 hours per week.

EMS 253 ALS Refresher – 72 hours (4 cr.) - Reviews material covered in the ALS programs. Meets all required criteria for recertification eligibility. Lecture: 3 hours per week. Lab: 2 hours

per week. Total 5 hours per week.

EMS 255 Concepts in Critical Care (5 cr.) - Prepares the paramedic or RN to become a critical care specialist, capable of managing the care of a critical care patient both in a hospital setting or during a high risk inter-facility transfer. Includes advanced concepts that build on the knowledge and skills of the paramedic and/or nursing curricula, as well as topics needed to trouble shoot complex monitoring devices and equipment. Topics include anatomy and physiology based clinical assessment, advanced airway management to include mechanical ventilators, diagnostics data interpretation, bedside hemodynamic monitoring, 12 lead EKG interpretation and hemodialysis care. Lecture: 4 hours. Lab: 2 hours. Total 6 hours per week.

EMS 261 EMS Leadership and Supervision I (3 cr.) - Discusses EMS system design, components, and funding sources. Presents leadership and supervision topics for first level EMS managers including planning, decision making, interpersonal communications, time and stress management, critical incident debriefing. Prerequisites: Placement into ENG 111 or with permission of the instructor. Lecture: 3 hours per week.

EMS 262 EMS Leadership and Supervision II (3 cr.) - Explores EMS leadership and supervision topics including performance evaluation, health and safety regulations, current legal-medical issues, concepts of public education, recruiting and attrition procedures. Also introduces multiple casualty incident management. Prerequisites: Placement into ENG 111 or with permission of the instructor. Lecture: 3 hours per week.

EMS 263 EMS Instructor Training (3 cr.) - Develops skills in instructional design, delivery and evaluation. Includes: principles of adult learning and student learning styles; development of instructional objectives; preparation of lesson plans, preparation and use of instructional aids, class participation techniques, practical skill instruction, providing student feedback and evaluating performance. Lecture: 3 hours per week.

English (ENG)

ENG 01 Preparing for College Writing (4 cr.) - Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising, and editing. Lecture 4 hours per week.

ENG 04 Reading Improvement I (4 cr.) - Helps students improve reading processes to increase understanding of reading materials. Includes word forms and meanings, comprehension techniques, and control of reading pace. Lecture 4 hours per week.

ENG 07 Writing and Reading Improvement I (6 cr.) - Provides an integrated approach to developing students' writing and reading processes. Prepares students to complete assignments successfully by providing them with reading and writing strategies. Total 6 hours per week.

ENG 100 Basic Occupational Communication (3 cr.) - Develops ability to communicate in occupational situations. Involves writing,

reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Lecture 3 hours per week.

ENG 111 College Composition I (3 cr.) - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Introduces students to critical thinking and the fundamentals of academic writing. through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

ENG 112 College Composition II (3 cr.) - Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Prerequisite: Students must successfully complete **ENG 111** or its equivalent, and must be able to use word processing software. Lecture 3 hours per week.

ENG 115 Technical Writing (3 cr.) - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Lecture 3 hours per week.

ENG 121-122 Introduction to Journalism I-II (3 cr.) (3 cr.) - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Introduces students to all news media, especially news gathering and preparation for print. Prerequisites **ENG 111** or **112** or divisional approval. Lecture 3 hours per week.

ENG 137 Communication Processes I (3 cr.) - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Covers content, form, and procedures for research writings, which may include reports, articles, summaries, and correspondence. Stresses editing, proofreading skills, sentence structure, and paragraph development. Offers instruction and practice in oral communication skills. May use reading selections for discussions and writing assignments. Lecture 3 hours per week.

ENG 150 Children's Literature (3 cr.) - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests, and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Lecture 3 hours per week.

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ENG 215-216 Creative Writing Fiction I-II (3 cr.) (3 cr.) - Introduces the fundamentals and techniques of writing short and long fiction. Lecture 3 hours per week.

ENG 217-218 Creative Writing - Poetry I-II (3 cr.) (3 cr.) - Introduces the fundamentals and techniques of writing poetry. Lecture 3 hours per week.

ENG 241-242 Survey of American Literature I-II (3 cr.) (3 cr.) - Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. May be taken out of sequence. Prerequisite: [ENG 112](#) or divisional approval. Lecture 3 hours per week.

ENG 243-244 Survey of English Literature I-II (3 cr.) (3 cr.) - Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. May be taken out of sequence. Prerequisite: [ENG 112](#) or divisional approval. Lecture 3 hours per week.

ENG 251-252 Survey of World Literature I (3 cr.) (3 cr.) - Examines major works of world literature. Involves critical reading and writing. Prerequisite: [ENG 112](#) or divisional approval. Lecture 3 hours per week.

ENG 256 Literature of Science Fiction (3 cr.) - Examines the literary and social aspects of science fiction, emphasizing development of ideas and techniques through the history of the genre. Involves critical reading and writing. Prerequisite: [ENG 112](#) or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 273-274 Women in Literature I-II (3 cr.) (3 cr.) - Examines literature by and about women. Involves critical reading and writing. Covers significant women in American literature from the Puritans to the Moderns. Prerequisite: [ENG 112](#) or divisional approval. Lecture 3 hours per week.

Energy (ENE)

ENE 100 Conventional and Alternate Energy Applications (4 cr.) - Provides an overview of hydroelectric, coal, and nuclear energy production methods and renewable solar, geothermal, wind, and fuel cell technology. A complete system breakdown of conventional power production methods, efficiency, and sustainability when compared with solar, geothermal, wind, and fuel cell applications. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

ENE 105 Solar Thermal Active and Passive Technology (4 cr.) - Provides a comprehensive study of thermal technology as it applies to collector types and ratings, open-loop versus closed-loop and system sizing. The course introduces hydronics, hot water, and pool heating applications. Provides an introduction to fluid dynamics and chemistry as it applies to system installation and maintenance. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ENE 110 Solar Power Installations (4 cr.) - Covers wiring,

control, conversion, and ties to established power systems. The course studies the use of invertors, batteries, and charging systems. Prerequisite: [ELE 157](#) or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ENE 120 Solar Power-Photovoltaic and Thermal Technology (4 cr.) - Studies the production and conversion of electrical energy from modular to grid power systems. Course covers the storage of energy, thermal solar capture, and storage for residential and commercial applications. Covers energy conversion and storage equipment based on size and efficiency. Prerequisite: [ELE 157](#) or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ENE 197 Cooperative Education (3 cr.) - Supervised on-the-job training for pay in approved business, industrial and service firms, coordinated by the college. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Environmental Science (ENV)

ENV 40 Basic Certification Preparation - Wastewater (1 cr.) - Reviews materials which are normally associated with the Wastewater Treatment Plant Operators Class IV and Class III level certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the wastewater operator examinations. Prerequisite divisional approval. Laboratory 2 hours per week.

ENV 47 Basic Certification Preparation - Water (1 cr.) - Reviews materials which are normally associated with the Water Treatment Plant Operator's Class IV or Class III level certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review the required materials and to prepare the trainee to successfully complete the water operator examinations. Prerequisite divisional approval. Laboratory 2 hours per week.

ENV 146 Advanced Certification Preparation Wastewater (1 cr.) - Reviews the materials associated with the Wastewater Treatment Plant Operators Class II or Class I level certification examinations. Consists of lecture, audiovisual, and workshop sessions to review the required material and to prepare the trainee to complete the wastewater operator's examination. Prerequisite divisional approval. Laboratory 2 hours per week.

ENV 147 Advanced Certification Preparation - Water (1 cr.) - The advanced certification examination program is a workshop to review the additional materials associated with Water Treatment Plant Operator Class II or Class I level certification examinations. The program consists of lecture, audio-visual, and workshop sessions to review the required material and to prepare the trainee to complete the water operators examination. Prerequisite divisional approval. Laboratory 2 hours per week.

ENV 148 Water and Wastewater Treatment Computational Operations (3 cr.) - Studies the application of mathematical operations to the solution of treatment plant problems. Lecture 2

hours. Laboratory 2 hours. Total 4 hours per week.

Electronics Servicing (ESR)

ESR 228 Computer Troubleshooting and Repair (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 instructor approval. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

Electronics Technology (ETR)

ETR 113-114 D.C. and A.C. Fundamentals I-II (3 cr.) (3 cr.) - Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Corequisite MTH 115 or ETR 99. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 156 Digital Circuits and Microprocessor Fundamentals (4 cr.) - Introduces characteristics and applications of digital logic elements including gates, counters, registers, displays and pulse generators. Applies microprocessor theory and applications, including internal architecture of the micro-processor, interfacing, input/output, and memory.

ETR 160 Survey of Microprocessors (4 cr.) - Provides an overview of microprocessors architecture, basic machine language programming, and I/O devices. Prerequisite ETR 168. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 211-212 Electronics Diagnostics I-II (3-4 cr.) (3-4 cr.) - Teaches analyzing, testing and repair of fundamental assemblies, subassemblies, circuits and systems as applied to electronic maintenance and manufacturing. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Finance (FIN)

FIN 215 Financial Management (3 cr.) - Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision-making. Lecture 3 hours per week.

Geography (GEO)

GEO 210 People and the Land: Introduction to Cultural Geography (3 cr.) - Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. 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.

Geology (GOL)

GOL 105 Physical Geology (4 cr.) - Introduces the composition and structure of the earth and modifying agents and processes. Investigates erosion, earthquakes, and crustal deformation. Lecture 3 hours per week. Laboratory 3 hours. Total 6 hours per week.

GOL 106 Historical Geology (4 cr.) - Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

History (HIS)

HIS 101-102 History of Western Civilization I-II (3 cr.) (3 cr.) - Examines the development of western civilization from ancient times to the present. The first semester ends with the seventeenth century; the second semester continues through modern times. Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 cr.) (3 cr.) - Surveys United States history from its beginning to the present. Lecture 3 hours per week.

HIS 205 Local History (3 cr.) - Studies the history of the local community and/or region. Lecture 3 hours per week.

Health (HLT)

HLT 100 First Aid and Cardiopulmonary Resuscitation (3 cr.) - Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 3 hours per week.

HLT 105 Cardiopulmonary Resuscitation (1 cr.) - Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week.

HLT 106 First Aid and Safety (2 cr.) - Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 110 Concepts of Personal and Community Health (3 cr.) - Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

HLT 116 Introduction to Personal Wellness Concepts (2-3 cr.) - Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 2-3 hours per week.

HLT 121 - Introduction to Drug Use and Abuse (3 cr.) - Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological ef-

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fects of drugs. Lecture 3 hours per week.

HLT 141 - Introduction to Medical Terminology (2 cr.) - Focuses on medical terminology for students preparing for careers in the health professions. Lecture 2 hours per week.

HLT 143-144 Introduction to Medical Terminology I (3 cr.) (3 cr.) - Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week. Does not meet HLT/PED requirement in associate degree programs.

HLT 145 Ethics for Health Care Personnel (2 cr.) - Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Lecture 2 hours per week.

HLT 160 Personal Health and Fitness (3 cr.) - Studies the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking, and medical care, aerobic and anaerobic conditioning, and the relationship between physical and mental health. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HLT 261-262 Basic Pharmacy I-II (3 cr.) (3 cr.) - Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Lecture 3 hours per week.

HLT 250 General Pharmacology (3 cr.) - Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agents within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 3 hours per week.

HLT 290 Coordinated Internship in Pharmacy Technician (4 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Lecture 1 hour per week. Laboratory 6 hours per week. Total 7 hours per week.

Health Information Management (HIM)

HIM 101 Health Information Technology I (4 cr.) - Introduces values, uses and content of the medical record. Defines numbering, filing and retention policies and practices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

HIM 113-114 Medical Terminology and Disease Processes I-II (3 cr.) (3 cr.) - Includes the study of prefixes, suffixes, stem words, and technical terms; puts emphasis on the causes and treatment of selected disease processes. Lecture 3 hours per week.

HIM 130 Healthcare Information Systems (3 cr.) - Focuses on microcomputer applications, information systems and applications in the healthcare environment. Lecture 3 hours per week.

HIM 150 Health Records Management (3 cr.) - Presents documentation format and content of the medical record relevant to the coding function. Introduces application of standard techniques for filing, maintenance and acquisition of health information. Examines the processes of collecting, computing, analyzing, interpreting, and presenting data related to health care services. Includes legal and regulatory guidelines for the control and use of health information data. Lecture 3 hours per week.

HIM 151 Reimbursement Issues in Medical Practice Management (2 cr.) - Introduces major reimbursement systems in the United States. Focuses on prospective payment systems, managed care, and documentation necessary for appropriate reimbursement. Emphasizes management of practice to avoid fraud. Lecture 2 hours per week.

HIM 253 Health Records Coding (4 cr.) - Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Lecture 3 hours. Laboratory 2 hours per week. Total 4 hours per week.

HIM 254 Advanced Coding and Reimbursement (3 cr.) - Stresses advanced coding skills through practical exercises using actual medical records. Introduces CPT-4 coding system and guidelines for outpatient/ambulatory surgery coding. Introduces prospective payment system and its integration with ICD-9-CM coding. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week.

Human Services (HMS)

HMS 100 Introduction to Human Services (3 cr.) - Introduces human service agencies, roles, and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week.

HMS 121 Basic Counseling Skills I (3 cr.) - Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening and responding. Clarifies personal skill strengths, deficits, and goals for skill improvement. Lecture 3 hours per week.

HMS 122 Basic Counseling Skills II (3 cr.) - Expands the development of counseling skills needed to function effectively in a helping relationship. Emphasizes skills in responding, personalizing, summarizing, and initiating. Clarifies personal skill strengths, deficits, and goals for skill improvement. Develops plans for achieving personal and program goals. Lecture 3 hours per week.

HMS 220 - Addiction and Prevention (3 cr.) - Examines the impact of drugs and addiction on individuals and their families. Explores the myths about various drugs and their benefit or lack of benefit.

Lecture 3 hours per week.

HMS 228 Productive Problem-Solving (3 cr.) - Develops problem-solving and program-development skills needed to function in helping relationships. Emphasizes skills training within the classroom and application of the skills in other settings. Lecture 3 hours per week.

HMS 231 - Gerontology I (3 cr.) - Examines characteristics of the aging process and problems for the elderly. Considers both theoretical and applied perspectives on the following issues: biological, psychological, sociological, economic and political. Part I of II. Lecture 3 hours per week.

HMS 232 - Gerontology II (3 cr.) - Examines characteristics of the aging process and problems for the elderly. Considers both theoretical and applied perspectives on the following issues: biological, psychological, sociological, economic and political. Part II of II. Lecture 3 hours per week.

HMS 290 Coordinated Internship in Human Services (1-5 cr.) - Supervised on-the-job training with or without pay in approved business, industrial and service firms coordinated by discipline faculty at the college. Application to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit variable hours.

Humanities (HUM)

HUM 100 Survey of the Humanities (3 cr.) - Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week.

HUM 195 Topics in Humanities (Honors Program Seminar) (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.

HUM 201 Survey of Western Culture I (3 cr.) - Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, music, and philosophy. Covers the following periods: Ancient and Classical, Early Christian, and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week.

Industrial Engineering Technology (IND)

IND 114 Materials and Processes in Manufacturing II (2 cr.) - Studies materials and processes for the manufacture of products. Investigates the nature of various materials. Examines the manufacturing processes of industry and their effects on materials. Lecture 2 hours per week.

IND 137 Team Concepts & Problem Solving (3 cr.) - Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week

IND 165 Principles of Industrial Technology I (4 cr.) - Introduces principle concepts of technology involving mechanical, fluid, electrical, and thermal power as they relate to force, work, and rate. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

IND 195 - Topics In Project Management (3 cr.) - Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Lecture 3 hours per week.

IND 238 Industrial Tours (3 cr.) - Provides students an opportunity to observe and enhance their knowledge of representative manufacturing industries in the local region. Emphasizes observation and understanding of leading edge manufacturing technology and methodology, quality control practices and programs, and safety practices and programs utilized at the manufacturing sites. Lecture 3 hours per week.

IND 250 Introduction to Basic Computer Integrated Manufacturing (2 cr.) - Presents basic principles used in the design and implementation in computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing system to include the following: Robotics, Conveyor Control, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software. Laboratory 6 hours per week.

Information Technology Database (ITD)

ITD 110 Web Page Design (4 cr.) - Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. Lecture 4 hours per week.

ITD 132 Structured Query Language (3 cr.) - Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. Lecture 3 hours per week

ITD 136 Database Management Software (4 cr.) - Covers an introduction to relational database theory and how to administer and query databases using multiple commercial database systems. Lecture 4 hours per week

ITD 210 Web Page Design II (3 cr.) - Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3 hours per week.

ITD 250 Database Architecture and Administration (3 cr.) - Involves in-depth instruction about the underlying architecture of databases and the handling of database administration. Lecture 3 hours per week.

ITD 256 Advanced Database Management (3 cr.) - Focuses in-depth instruction in the handling of critical tasks of planning and implementing large databases. Includes an introduction to concepts of advanced data warehousing and database configuration. Lecture 3 hours per week.

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Information Technology Essentials (ITE)

ITE 100 Introduction to Information Systems (3 cr.) - Covers the fundamentals of computers and computing and topics which include impact of computers on society, ethical issues, and terminology. Provides discussion about available hardware and software as well as their application. Lecture 3 hours per week.

ITE 115 Introduction to Computer Applications and Concepts (3 cr.) - Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 3 hours per week.

ITE 119 Information Literacy (3 cr.) - Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week.

ITE 131 Survey of Internet Services (1 cr.) - Introduces students to basic Internet terminology and services including e-mail, WWW browsing, search engines, ftp telnet, and other services. Lecture 1 hour per week

ITE 141 Microcomputer Software: Spreadsheets (1 cr.) - Provides first-time users with sufficient information to make practical use of spreadsheet software using the basic of building spreadsheets. Lecture 1 hour per week.

ITE 215 Advanced Computer Applications and Integration (3 cr.) - Incorporates advanced computer concepts including the integration of a software suite. Lecture 3 hours per week.

ITE 221 PC Hardware and OS Architecture (3 cr.) - Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Lecture 3 hours per week.

ITE 221L PC Hardware and OS Architecture Laboratory (1 cr.) - Provides problem solving experience to supplement instruction in PC Hardware and OS Architecture. Co-requisite: ITE 221. Laboratory 2 hours per week.

ITE 290 Coordinated Internship (2 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Information Technology Networking (ITN)

ITN 103 Administration of Networked Servers (4 cr.) - Instruction focuses on the installation, configuration, and management of local area networked servers. Topics covered include support for local area networked devices, system services, and deployment of

networked operating systems. This course can include any version of Windows or Linux Server Platforms. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

ITN 154 Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco (4 cr.) - Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configuration. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

ITN 154L Network Fundamentals, Router Basics, and Configuration (ICND1) – Laboratory (1 cr.) - Provides problem solving experience to supplement instruction in Networking Fundamentals - Cisco. Co-requisite: ITN 154. Laboratory 2 hours per week.

ITN 155 Switching, Wireless, and WAN Technologies (ICND2) – Cisco (4 cr.) - Provides the skills and knowledge to install, operate, and troubleshoot a small-to-medium sized branch office enterprise network, including configuring several switches and routers, configuring wireless devices, configuring VLANs, connecting to a WAN, and implementing network security. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisites: ITN154 and ITN154L

ITN 155L Switching, Wireless, and WAN Technologies (ICND2) – Cisco Laboratory (1 cr.) - Provides problem solving experience to supplement instruction in Introductory Routing - Cisco. Co-requisite: ITN 155. Laboratory 2 hours per week.

ITN 200 Administration of Network Resources (3 cr.) - Focuses on the management of local area network servers. Teaches proper structuring of security systems. Explains print queues, disk management, and other local area network (LAN) issues. Presents concerns and issues for the purchase and installation of hardware and software upgrades. Can be taught using any network operating system or a range of operating systems as a delivery tool. Lecture 3 hours per week.

ITN 260 Network Security Basics (3 cr.) - Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Lecture 3 hours per week.

Information Technology Programming (ITP)

ITP 120 Java Programming I (4 cr.) - Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 4 hours per week.

ITP 136 C# Programming I (3 cr.) - Presents instruction in fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the

.NET framework. Lecture 3 hours per week.

ITP 160 Introduction to Game Design & Development (4 cr.)

- Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical context, content creation strategies, game careers, and future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrate 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds. Lecture 4 hours per week.

ITP 225 Web Scripting Languages (3 cr.)

- Introduces students to the principles, systems, and tools used to implement Web applications. Provides students with a comprehensive introduction to the programming tools and skills required to build and maintain interactive Web sites. Students will develop Web applications utilizing client-side and server-side scripting languages along with auxiliary tools needed for complete applications. Prerequisites: ITD 110, ITP 100. Lecture 3 hours per week.

ITP 236 C# Programming II (3 cr.)

- Focuses instruction in advanced object-oriented techniques using C# for application development. Emphasizes database connectivity and networking using the .NET Framework. Lecture 3 hours per week.

Legal (LGL)

LGL 110 Introduction to the Law and the Legal Assistant (3 cr.)

- Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture 3 hours per week.

LGL 115 Real Estate Law for Legal Assistants (3 cr.)

- Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Lecture 3 hours per week.

LGL 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, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

LGL 117 Family Law (3 cr.)

- Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

LGL 126 Legal Writing (3 cr.)

- Studies proper preparation of

various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Prerequisite ENG 111 or permission of instructor. Lecture 3 hours per week.

LGL 218 Criminal Law (3 cr.)

- Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional and criminal procedure. Lecture 3 hours per week.

LGL 200 Ethics for the Legal Assistant (1 cr.)

- Examines general principles of ethical conduct applicable to legal assistants. Includes the application of rules and ethics to the practicing legal assistant. Lecture 1 hour 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 forms. Lecture 3 hours per week.

Machine Technology (MAC)

MAC 101 Machine Shop Operations (8 cr.)

- Introduces bench work, sawing, drilling, lathe, milling, grinding, precision instruments, and safety. Requires solutions of related problems and preparation of weekly laboratory reports. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

MAC 102 Machine Shop Practices (8 cr.)

- Offers practice in bench work, sawing, drilling, lathe, milling, grinding, and precision measuring instruments. May require solutions of related problems and preparation of weekly laboratory reports. Prerequisite MAC 101. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

MAC 106 Machine Shop Operations (8 cr.)

- Introduces bench work, sawing, drilling, lathe, milling, grinding, precision instruments, and safety. Requires solutions of related problems and preparation of weekly laboratory reports. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

MAC 107 Machine Shop Practices (8 cr.)

- Offers practice in bench work, sawing, drilling, lathe, milling, grinding, precision instruments, and safety. May require solutions of related problems and preparation of weekly laboratory reports. Prerequisite MAC 106. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

MAC 121 Computer Numerical Control I (2 cr.)

- Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Prerequisite MAC 131 or equivalent. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

MAC 122 Computer Numerical Control II (3 cr.)

- Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and mill machine

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computer numerical control program writing, setup and operation. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 123 Computer Numerical Control III (3 cr.) - Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and mill machine computer numerical control program writing, setup and operation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 131 Machine Lab I (2 cr.) - Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MAC 146 Metals/Heat Treatment (2 cr.) - Provides approach to metals and their structure. Gives working knowledge of methods of treating ferrous and non-ferrous metals. 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 a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2 and 3D CAD-CAM integration, and code-to-machine transfer. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MAC 151 Machine Tool Maintenance I (2 cr.) - Introduces tool design from a maintenance and repair standpoint. Emphasizes proper care, repair, and preventative maintenance of machine tools. Prerequisite MAC 101 or equivalent. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MAC 205 Advanced Machining Techniques (3 cr.) - Offers advanced machine tool operations utilizing a variety of machine tools and related equipment. Prerequisite MAC 206 or equivalent. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

MAC 206 Production Machining Techniques (6 cr.) - Offers practice in advanced machine shop. Emphasizes mass production techniques and interchangeable parts manufacture. Covers setup and operation of tooling and fixtures to manufacture workpieces to specified tolerances. Prerequisite MAC 102 or equivalent. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

MAC 209 Standards, Measurements and Calculations (3 cr.) - Presents typical mathematical and mechanical problems requiring the use of reference standards such as the Machinery's Handbook for solution. Presents beginning through advanced inspection and measurement problems requiring the use of the Coordinate Measuring Machine for solution. Prerequisite MTH 103. Lecture 3 hours.

MAC 241 Advanced Machinery Procedures I (3 cr.) - Focuses on machining principles and calculations necessary for the precision required by the machinist. Emphasizes advanced lathe and mill work with concentration on fits, finishes, inspections, and quality

control. Teaches design and construction of specific projects to determine the student's operational knowledge of all equipment. Prerequisite MAC 205 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 245 Advanced Numerical Control (2 cr.) - Applies the computer numerical control to machine tools, program writing setup and operation of milling machine and lathe. Prerequisite MAC 121 or equivalent. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MAC 250 Advanced Computer Aided Manufacturing (3 cr.) - Focuses on advanced computer aided manufacturing with emphasis on CAD-CAM interfacing, advanced 3D, and advanced turning. Introduces quality control inspection using coordinate measuring systems, statistical process controls and digitizers. Teaches basic and advanced fabrication programming and flexible manufacturing systems. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

Medical Laboratory (MDL)

MDL 101 Introduction to Medical Laboratory Techniques (3 cr.) - Introduces the basic techniques including design of the health care system, ethics, terminology, calculations, venipuncture and routine urinalysis. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDL 105 Phlebotomy (3 cr.) - Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDL 106 Clinical Phlebotomy (4 cr.) - Focuses on obtaining blood specimens, processing specimens, managing assignments, assisting with and/or performing specified tests, performing clerical duties and maintaining professional communication. Provides supervised learning in college laboratory and/or cooperating agencies. Prerequisite MDL 105. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

MDL 126 Clinical Immunohematology/Immunology I (4 cr.) - Incorporates basic principles of antigen and antibody reactions included in blood grouping and typing, compatibility testing, and serological procedure. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

MDL 127 Hematology (3 cr.) - Teaches various blood components, how they are obtained and methods of examination. Includes erythrocyte, leukocyte and platelet counts, hemoglobin and hemotocrit determinations, normal and abnormal smears. Introduces coagulation screening studies. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

MDL 130 Basic Clinical Microbiology (3 cr.) - Studies classification, theories, techniques, and methods used in basic bacteriology, parasitology, and mycology. Emphasizes routine identification. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDL 199 Coordinated Practice in the Clinical Laboratory (2 cr.) - Coordinated practice in phlebotomy and laboratory mathematics. Includes supervised practice in selected health agencies coordinated by the college and online Blackboard course in laboratory math with emphasis on practical application of mathematical concepts in the clinical laboratory. Includes variation, metric system, solution preparation pH, and determination of precision and accuracy by use and interpretation of statistical data for various laboratory departments. Prerequisites: MDL 101, 126, 127, 130, and 261. Laboratory 6 hours per week.

MDL 190 Coordinated Practice (2 cr.) - Corequisites MDL 225 and MDL 252. Coordinated practice in microbiology, parasitology, and hematology. Includes supervised practice in selected health agencies coordinated by the college. Credit/practice ratio maximum 1:5 hours. Laboratory 6 hours per week.

MDL 225 Clinical Hematology II (3 cr.) - Teaches advanced study of blood to include coagulation, abnormal blood formation, and changes seen in various diseases. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDL 227 Clinical Immunohematology/Immunology II (3 cr.) - Emphasizes ability to apply theories and procedures utilized in immunohematology for routine transfusion and donor services. Correlates theories with practical application in order to assess cellular and immune mechanisms in specific disease states. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

MDL 240 Clinical Microscopy II (2 cr.) - Studies theories, principles, and interpretation of test results for urine and body fluids associated with normal and abnormal states. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDL 252 Clinical Microbiology II (3 cr.) - Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDL 261 Clinical Chemistry and Instrumentation I (4 cr.) - Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. Prerequisite CHM 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

MDL 262 Clinical Chemistry and Instrumentation II (4 cr.) - Prerequisite MDL 261. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

MDL 263 Clinical Chemistry and Instrumentation III (3 cr.) - Prerequisite MDL 262. Emphasizes application of chemical theories and principles, performance of routine and special chemistries on various types of instrumentation, evaluation of quality control programs, and association of test results with clinical significance.

Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

MDL 275 Clinical Hematology III (3 cr.) - Prerequisite MDL 225. Focuses on maintenance and troubleshooting of automated equipment, on evaluation of quality control programs, on blood dyscrasias, utilizing special stains and bone marrow studies, and on specialized studies for evaluating problems of hemostasis. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

MDL 279 Clinical Microbiology III (2 cr.) - Prerequisite MDL 252. Stresses ability of the student to culture and identify pathogenic and non-pathogenic bacterial and mycotic agents, to identify parasites, and to associate microorganisms with clinical symptoms. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDL 290 Coordinated Practice (2 cr.) - Prerequisites MDL 262; Corequisites MDL 227 and MDL 263. Includes supervised practice in selected health care agencies; to include Clinical Chemistry, Urine and Body Fluids, Immunohematology, and Immunology; which is coordinated by the college. Laboratory 6 hours per week.

MDL 299 Supervised Study for Registry Review (2 cr.) - Computer software and videotapes to provide review in each of the major departmental areas of the clinical laboratory, including: chemistry, hematology, immunohematology, immunology, microbiology, and urinalysis/body fluids. Lecture 2 hours per week.

Mechanical Engineering Technology (MEC)

MEC 119 Introduction to Basic CNC and CAM (2 cr.) - Teaches the basic concepts of Computer Numerical Control (CNC) programming of Numerical Control Machinery with emphasis on Computer Aided Manufacturing (CAM)/Computer Aided Drafting (CAD). Program writing procedures will be based on using the following: basic G-Code programming language for CNC machinery, CAD/CAM programming systems to produce correct code for CNC Machinery, basic computer usage, (2¹/2-D and 3-D), CAD/CAM integration, and code-to-machine transfer via Distributive Numerical Control (DNC). Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MEC 154 Mechanical Maintenance I (3 cr.) - Provides an overview of basic maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-4 hours per week.

MEC 155 Mechanisms (2 cr.) - Studies the purpose and actions of cams, gear trains, levers, and other mechanical devices used in transmit control. Focuses on motion, linkages, velocities, and acceleration of points on motions, linkages, velocities, and acceleration of points within a link mechanism; layout method for designing cams and gear grain. Requires preparation of weekly laboratory reports. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

MEC 161 Basic Fluid Mechanics - Hydraulics/Pneumatics (3

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cr.) - Introduces theory, operation and maintenance of hydraulic/pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MEC 195 Fundamentals of Lubrication and Preventive/Predictive/Proactive Maintenance (4 *cr.*) - Teaches the fundamentals of lubrication and preventive/predictive/proactive maintenance. Provides a survey of standards, measurements, and continuous improvement. Lecture 4 hours per week.

MEC 254 Mechanical Maintenance II (3 *cr.*) - Covers advanced maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-4 hours per week.

Marketing (MKT)

MKT 100 Principles of Marketing (3 *cr.*) - Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing. Lecture 3 hours per week.

Mathematics Essentials (MTE)

MTE 1 Operations with Positive Fractions (1 *cr.*) - Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: Qualifying placement score

MTE 2 Operations with Positive Decimals and Percents (1 *cr.*) - Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 1 or qualifying placement score.

MTE 3 Algebra Basics (1 *cr.*) - Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 2 or qualifying placement score.

MTE 4 First Degree Equations and Inequalities in One Variable (1 *cr.*) - Includes solving first degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 3 or qualifying placement score.

MTE 5 Linear Equations, Inequalities and Systems of Linear Equations in Two Variables (1 *cr.*) - Includes finding the equation

of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 4 or qualifying placement score.

MTE 6 Exponents, Factoring and Polynomial Equations (1 *cr.*) - The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 5 or qualifying placement score.

MTE 7 Rational Expressions and Equations (1 *cr.*) - Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 6 or qualifying placement score.

MTE 8 Rational Exponents and Radicals (1 *cr.*) - Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 7 or qualifying placement score.

MTE 9 Functions, Quadratic Equations and Parabolas (1 *cr.*) - Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Lecture 1 hour per week. Prerequisite: MTE 8 or qualifying placement score.

Mathematics (MTH)

MTH 02 Basic Arithmetic (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. Five hours per week.

MTH 03 Basic Algebra I (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. Five hours per week.

MTH 04 Basic Algebra II (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. Five hours per week.

MTH 06 Basic Geometry (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. Five hours per week.

MTH 103-104 Basic Technical Mathematics I-II (3 cr.) (3 cr.) - Presents a review of arithmetic, and teaches 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 120 Introduction to Mathematics (3 cr.) - Introduces number systems, logic, basic algebra, systems of equations, and descriptive statistics. Intended for occupational/technical programs. Prerequisites: a placement recommendation for MTH 120 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

MTH 126 Mathematics for Allied Health (2 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 hours per week.

MTH 146 Introduction to Elementary Statistics (3 cr.) - Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. Prerequisites: a placement recommendation for MTH 146 and Algebra I or equivalent. Lecture 3 hours per week.

MTH 151 Mathematics for the Liberal Arts I (3 cr.) - Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151 and Algebra I, Algebra II and geometry or equivalent. Lecture 3 hours per week.

MTH 152 Mathematics for the Liberal Arts II (3 cr.) - Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Prerequisites: a placement recommendation for MTH 152 and Algebra I, Algebra II and geometry or equivalent. Lecture 3 hours per week.

MTH 157 Elementary Statistics (3 cr.) - Presents elementary statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 241 or MTH 157.) Prerequisites: Algebra I, Algebra II and Geometry, and a placement recommendation for MTH 157.

Lecture 3-4 hours per week.

MTH 158 College Algebra (3 cr.) - Covers the structure of complex number systems, polynomials, rational expressions, graphing, systems of equations and inequalities and functions, quadratic and rational equations and inequalities. 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 and Analytic Geometry I (5 cr.) - Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: 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. Prerequisites: four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent, and MTH 173 or the equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.) Lecture 5 hours per week.

MTH 177 Introductory Linear Algebra (2 cr.) - Covers matrices, vector spaces, determinants, solutions of systems of linear equations, and eigenvalues. Designed for mathematical, physical and engineering science programs. Corequisite: MTH 173 or MTH 175. Lecture 2 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 successful completion of MTH 158, MTH 163, MTH 166, or equivalent. 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

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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 277 Vector Calculus (4 cr.) - Presents vector valued functions, partial derivatives, multiple integrals, and topics from the calculus of vectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

MTH 279 Ordinary Differential Equations (4 cr.) - Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with application. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

Music (MUS)

MUS 121 Music Appreciation I (3 cr.) - Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

MUS 149 Band Ensemble (1 cr.); MUS 249 Band Ensemble (1 cr.) - Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. Students will participate in rehearsals and performances of the Wytheville Community College Concert Band. WCC Concert Band membership and registration for college credit restricted to adults who play band instruments and to selected high school students with documented recommendation of high school band director and concurrent enrollment in high school band. Written permission of principal also required for high school student registration in any college course. Registration for college credit not required for WCC Concert Band membership. May be repeated for credit. Laboratory 3 hours per week.

Natural Science (NAS)

NAS 131 - Astronomy I (4 cr.) - Studies the major and minor bodies of the solar system, stars and nebulae of the milky way, and extragalactic objects. Examines life and death of stars, origin of the universe, history of astronomy, and instruments and techniques of observation. Part I of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

NAS 132 - Astronomy II (4 cr.) - Studies the major and minor bodies of the solar system, stars and nebulae of the milky way, and extragalactic objects. Examines life and death of stars, origin of the universe, history of astronomy, and instruments and techniques of observation. Part II of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

NAS 150 Human Biology (3 cr.) - Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Lecture 3 hours per week.

NAS 161 Health Science I (4 cr.) - Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Part I of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

NAS 162 Health Science II (4 cr.) - Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Part II of II. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

NAS 195 Topics In Upper Extremity Anatomy & Kinesiology (1 cr.) - Provides an opportunity to explore topical areas of interest to or needed by students. Lecture 1 hour per week.

Nursing (NUR)

NUR 27 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 31 Nursing Assistant Advanced (3 cr.) - Focuses on theory and laboratory experiences in asepsis, sterile techniques, tube feedings, and other skills required by nursing assistants in geriatric and psychiatric facilities. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

NUR 106 Nursing Principles and Health Assessment (6 cr.) Pre- or corequisite BIO 141, NUR 135, NUR 161. Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the needs of individuals across the lifespan based on Maslow's Hierarchy of Needs. Content includes basic principles of medication administration, math computation skills, nutrition, sleep and rest,

growth and development, documentation, elimination, oxygenation and communication. Acquisition of a health history and physical assessment are taught incorporating lifespan concepts. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week. Subject to change.

NUR 115 LPN Transition (5 cr.) - Prerequisites successful completion of an LPN program, [BIO 141-142](#) and completion of 80% of general education credits. Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 4 hours per week. Laboratory 3 hours per week. Total 7 hours per week.

NUR 135 Drug Dosage Calculations (1 cr.) - Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. Lecture 1 hour. May be offered as home study or hybrid online course.

NUR 161 Nursing Perspectives (1 cr.) - Teaches the philosophy and curricular framework of the nursing program. Explores the dimensions of the discipline of nursing. Includes historical aspects and selected current trends, ethical/legal issues, and responsibilities of the associate degree nurse. Lecture 1 hour per week.

NUR 190 - Coordinated Internship (Nursing I) (1 cr.) - Prerequisite or corequisite [NUR 106](#) or [NUR 115](#). Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical/practice ratio is 1:3 hours. May be repeated for credit. Variable hours.

NUR 190 - Coordinated Internship (Nursing II) (1 cr.) - Prerequisite or corequisite [NUR 106](#), [NUR 218](#), or [NUR 115](#). Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Clinical/practice ratio is 1:3 hours. May be repeated for credit. Variable hours.

NUR 218 Integrated Concepts IV (8 cr.) - Prerequisites [BIO 141](#), [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 190](#). Corequisite [BIO 142](#). Utilizes the concepts of the nursing process in caring for individuals and families in the antepartum, intrapartum, and postpartum periods and focuses on the care of individuals and families requiring psychiatric and mental health clinical treatment including alteration in behavior, eating disorders, mood disorders, anxiety disorders, chemical dependency, dementia, and schizophrenia. Includes math computational skills and basic computational instruction related to delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture: 6 hours. Laboratory: 6 hours. Total hours: 12 hours per week. Subject to change.

NUR 221 Second Level Nursing Principles and Concepts I (9 cr.) Prerequisites [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 190 I](#), [NUR 190 II](#), [NUR 218](#), [BIO 141-142](#). Corequisite: [NUR 226](#). Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care related to infectious, immunological, oncological, hematological, gastrointestinal, vascular, sensory, genitourinary, musculoskeletal, regulatory, endocrine, and women's health disorders and pre/intra/post operative care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week. Subject to change.

NUR 222 Second Level Nursing Principles and Concepts II (10 cr.) Prerequisites [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 218](#), [BIO 141-142](#), [NUR 226](#). Corequisites: [BIO 150](#), [NUR 236](#). Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care related to cardiac, respiratory, neurological disorders; emergency care, and leadership principles. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 15 hours. Total 20 hours per week. Subject to change.

NUR 226 Health Assessment (3 cr.) - Prerequisites [BIO 141-142](#), [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 218](#) or permission of instructor. Corequisite [NUR 221](#). Introduces the systematic approach to obtaining a health history and performing a physical assessment. Lecture 1 hour per week. Laboratory 6 hours. Total 7 hours per week. May be offered as hybrid online course. Subject to change.

NUR 236 Principles of Pharmacology (1 cr.) - Prerequisites [NUR 106](#), [NUR 161](#), [NUR 135](#), [NUR 218](#), [NUR 221](#) and [NUR 226](#). Corequisites [NUR 222](#) and [BIO 150](#) or permission of the instructor. Teaches principles of medication and administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, and drug action on specific body systems. Lecture 1 hours per week. May be offered as an online course.

Occupational Therapist Assistant (OCT)

OCT 100 Introduction to Occupational Therapy (3 cr.) - Introduces the concepts of occupational therapy as a means of directing a person's participation in tasks selected to develop, maintain or restore skills in daily living. Examines the role of the assistant for each function of occupational therapy, and for various practice settings in relationship to various members of the health care team. Lecture 3 hours per week. Prerequisite: Admission to OTA program.

OCT 190 Coordinated Practice in Occupational Therapy (I-II) (1 cr. each) - This course consists of 75 hours of clinical experience emphasizing observation skills and integration of academic

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knowledge with various patient populations.

OCT 195 Topics in OT for Physical Dysfunction (2 cr.) - Focuses on the theory and application of occupational therapy in the evaluation and treatment of physical dysfunction. It will include a survey of conditions, which cause physical disability, and the role of the occupational therapy assistant in the assessment, planning, implementation of the treatment program, and restoration of functional abilities. Lecture 2 hours per week.

OCT 201 Occupational Therapy with Psychosocial Dysfunction (3 cr.) - Focuses on the theory and application of occupational therapy in the evaluation and treatment of psychosocial dysfunction. Includes a survey of conditions which cause emotional, mental and social disability, as well as the role of the occupational therapy assistant in the assessment, planning and implementation of treatment programs. Lecture 3 hours per week. Prerequisite: OCT 100.

OCT 202 Occupational Therapy with Physical Disabilities (4 cr.) - Focuses on the theory and application of occupational therapy in the evaluation and treatment of physical dysfunction. Includes a survey of conditions which cause physical disability as well as the role of the occupational therapy assistant in assessment, planning and implementation of treatment programs. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: OCT 100, NAS 195.

OCT 203 Occupational Therapy with Developmental Disabilities (4 cr.) - Focuses on the theory and application of occupational therapy in the evaluation and treatment of developmental dysfunction. Includes a survey of conditions which cause developmental disability across the life span, with particular emphasis on children and the elderly. Investigates the role of the occupational therapist in assessment, planning and implementation of treatment programs. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Prerequisite: OCT 201.

OCT 205 Therapeutic Media (2 cr.) - Develops proficiency in various crafts used as treatment modalities in occupational therapy. Emphasizes how to analyze, adapt and teach selected activities as well as how to equip and maintain a safe working environment. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week. Prerequisite: OCT 100.

OCT 207 Therapeutic Skills (3 cr.) - Presents techniques used in the treatment of a variety of conditions frequently seen across the life span. Emphasizes the activities of self-care, work, and leisure as they relate to the development/resumption of normal social role functioning. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: OCT 201.

OCT 208 Occupational Therapy Service Management (3 cr.) - Presents principles and techniques of management appropriate to the occupational therapy assistant. Includes roles and functions of the supervisor and the supervisee, scheduling, billing, quality assurance. Issues relevant to professional practice and patient care will be discussed with similarities and differences between various

facilities highlighted. Lecture 3 hours per week. Prerequisite: OCT 201.

OCT 210 Assistive Technology in Occupational Therapy (2 cr.) - Explores the assistive technologies available for persons with physical, sensory, and cognitive disabilities. Provides instruction in the process of assessment, selection, adaptation, and training assistive technology to person with disability. Presents information on funding and maintenance of devices. Exposes student to technology in clinical practice and equipment companies. Lecture 2 hours per week.

OCT 220 Occupational Therapy for the Adult (2 cr.) - Reviews normal changes related to aging and factors contributing to dysfunction. Analyzes intervention strategies for common problems, including wellness programs and home modifications. Reviews relevant legislation, continuum of care and caregiver issues. Lecture 2 hours per week. Prerequisite: OCT 100

OCT 290 Coordinated Practice in Occupational Therapy (III-IV) (6 crs. each) - This course consists of an eight-week (40 hour per week) clinical affiliation that emphasizes direct participation in a setting for physical disabilities and also an eight-week (40 hour per week) clinical affiliation in a setting that focuses on either geriatric, psychiatric, or pediatric populations. Prerequisites: All academic coursework and level I clinical (OCT 190) courses must be successfully completed with a grade of "C/P" or above before taking these courses.

Public Health (PBH)

PBH 100 Introduction to Public Health (3 cr.) - Provides an introduction to public health topics such as biostatistics, epidemiology, environmental and occupational health, behavioral health and violence, health program planning, health policy and administration, and ethics. Examines the organization and basic administration of health systems, as well as legal issues involved in the practice of public health. Lecture 3 hours per week.

PBH 110 Introduction to Health and Disease (3 cr.) - Provides an introduction to the fundamentals of general pathophysiology of disease processes. Presents causes, signs and symptoms, incidence, treatment, program planning and patient teaching of disease processes. Explores from the public health perspective chronic diseases such as obesity, cardiovascular disease, hypertension, cancer and osteoporosis. Lecture 3 hours per week

PBH 120 Principles of Epidemiology (3 cr.) - Provides an introduction to the principles and methods for determining disease transmission, distribution, occurrence, and detection of communicable and non-communicable diseases and injury within a population. Examines a public health perspective of the nature, transmission and control/prevention of diseases. Lecture 3 hours per week.

PBH 130 Nutrition for Public Health (3 cr.) - Provides an introduction to the basic concepts of nutrition and nutritional principles across the lifespan. Features the fundamentals of normal nu-

trition, carbohydrates, proteins, fats, vitamins, minerals and their roles in human metabolism and weight management. Discusses public health initiatives to provide nutrition education. Lecture 3 hours per week.

PBH 140 Environmental and Occupational Health (3 cr.) - Provides an introduction to environmental health risk assessment/risk management and occupational health and safety. Examines organizations that research, manage, and regulate occupational health and safety. Reviews the appropriate measures needed to lower the risk of exposure to various chemical and biological threats to human health. Lecture 3 hours per week.

PBH 150 Global Health (3 cr.) - Provides an introduction to current and emergent issues that affect the health of the general population, measures taken to address the disease burden, and indicators and/or tools used to assess population health. Examines agencies and organizations involved in international health, the impact of the environment and politics on health, and the relationship between health and human rights. Lecture 3 hours per week.

Physical Education and Recreation (PED)

PED 101 Fundamentals of Physical Activity I (1-2 cr.) - Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 102 Fundamentals of Physical Activity II (1-2 cr.) - Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 107 Exercise and Nutrition I (1-2 cr.) - Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2-credit course. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 108 Exercise and Nutrition II (1-2 cr.) - Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 111 Weight Training I (1-2 cr.) - Focuses on muscular strength and endurance training through individualized workout programs.

Teaches appropriate use of weight training equipment. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 112 Weight Training II (1-2 cr.) - Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 113 Lifetime Activities I (1-2 cr.) - Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 114 Lifetime Activities II (1-2 cr.) - Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 116 Lifetime Fitness and Wellness (1-2 cr.) - Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 117 Fitness Walking (1 cr.) - Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level. Laboratory 2 hours per week.

PED 118 Baseball Fundamentals I (1-2 cr.) - Enhances the mental and physical ability of students for playing the sport of baseball. Introduces skills of weight training, flexibility, fielding, throwing, hitting, pitching, and position play. Explains the history of the sport and provides students an understanding of and respect for the game and its role in society. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 119 Baseball Fundamentals II (1-2 cr.) - Continues to enhance the mental and physical ability of students for playing the sport of baseball. Continues to teach the skills necessary to play the sport. Provides students with the opportunity to evaluate, train, and coach players in order to enhance others' playing abilities. Provides an understanding of the multiple processes involved in forming a baseball team. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 121-122 Racketball I-II (1-2 cr.) (1-2 cr.) - Teaches racketball skills and strategies for team and individual play. Includes terminology, scoring, etiquette, equipment selection, and safety. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 123 Tennis I (1-2 cr.) - Teaches tennis skills with emphasis on stroke development and strategies for individual and team play.

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Includes rules, scoring, terminology, and etiquette. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 129 - Self-Defense (1-2 cr.) - Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 133 Golf I (1 cr.) - Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Two contact hours per week.

PED 141-142 Swimming I-II (1-2 cr.) (1-2 cr.) - Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 147 Hiking (1-2 cr.) - Introduces physical and mental benefits of walking or hiking as a form of physical exercise. Skills developed include how to plan for a hike, what to take, and how to select a trail relative to individual abilities. Provides hiking opportunities to explore local regions. Develops awareness of safety, weather, and ecological considerations. Laboratory 2-4 hours per week.

PED 150 Soccer (1-2 cr.) - Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 152 Basketball (1-2 cr.) - Introduces basketball skills, techniques, rules, and strategies. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 154 Volleyball (1-2 cr.) - Introduces skills, techniques, strategies, rules, and scoring. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 156 Softball (1-2 cr.) - Emphasizes skills, techniques, strategies, rules. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 157 Soccer II (1-2 cr.) - Emphasizes advanced soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Prerequisite: [PED 150](#). Lecture 0-1 hours. Laboratory 2 hours. Total 2-3 hours per week.
1-2 credits

PED 173 Rock Climbing and Rappelling (1-2 cr.) - Presents techniques and skills of climbing and rappelling with emphasis on safety, equipment, skills in knot typing, terminology and physical conditioning. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 177 Basic Canoeing (1-2 cr.) - Introduces basic canoeing techniques, selection and care of equipment, terminology, safety procedures, and navigating currents. Lecture 0-1 hours. Laboratory 2-3 hours. Total 2-4 hours per week.

PED 181 Downhill Skiing I (1 cr.) - Teaches basic skills of downhill skiing; selection and use of equipment; terminology and safety rules. Includes field experience. Variable hours per week.

PED 183-184 Outdoor Adventure I-II (1-2 cr.) (1-2 cr.) - Introduces outdoor adventure activities with emphasis on basic skills, preparation, personal and group safety, equipment selection and use, ecology, and field experience. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 187 Backpacking (1-2 cr.) - Focuses on the preparation for backpacking trip, equipment, and clothing selection, personal and group safety, ecology, and physical conditioning. Includes field experience. Lecture 0-1 hours. Laboratory 2-4 hours. total 2-4 hours per week.

PED 188 Freshwater Fishing (1-2 cr.) - Teaches freshwater fishing techniques including spinning, bait casting, and fly casting. Presents selection and care of equipment, fish habits, conservation, and safety. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

Philosophy (PHI)

PHI 101 Introduction to Philosophy I (3 cr.) - Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

PHI 227 Bio-Medical Ethics (3 cr.) - Examines the ethical implications of specific bio-medical issues in the context of major ethical systems. Lecture 3 hours per week.

Physics (PHY)

PHY 121 - Principles of Physics I (4 cr.) - Covers fundamental principles of physics. Includes mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics from modern physics. Prerequisites 2 units of high school algebra and one unit of high school geometry or equivalent. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 122 - Principles of Physics II (4 cr.) - Covers fundamental principles of physics. Includes mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics from modern physics. Prerequisites 2 units of high school algebra and one unit of high school geometry or equivalent. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 241 University Physics I (4 cr.) - Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisites: [MTH 173](#) or [MTH 273](#) or divisional approval. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 242 University Physics II (4 cr.) - Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisites: [MTH 174](#) or [MTH 274](#) or divisional approval. Part II

of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Political Science (PLS)

PLS 130 - Basics of American Politics (3 cr.) - Teaches basics of the operations of Congress, the presidency, and the federal court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Lecture 3 hours per week.

PLS 135 - American National Politics (3 cr.) - Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.

PLS 211-212 U.S. Government I-II (3 cr.) (3 cr.) - Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

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.

Practical Nursing (PNE)

PNE 130 Maternity Nursing (4 cr.) - Teaches knowledge, understanding, and nursing skills related to the needs of women and other family members during all phases of childbearing. Presents abnormal conditions of pregnancy. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PNE 141-142 Nursing Skills I-II (3 cr.) (3 cr.) - Studies principles as well as the performance of the procedures that are essential to the basic nursing care of patients. PNE 141 lecture 2 hours per week. PNE 141 laboratory 3 hours per week. PNE 141 total 5 hours per week. PNE 142 lecture 2 hours per week. PNE 142 laboratory 3 hours per week. PNE 142 total 5 hours per week.

PNE 155 Body Structure and Function (3 cr.) - Studies the structure and function of the body. Lecture 3 hours per week.

PNE 157 Pediatrics (5 cr.) - Teaches skills related to the needs and care of the newborn, well and sick children, and other family members. Discusses abnormal conditions of infants and children of all ages. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

PNE 158 Mental Health and Psychiatric Nursing (2 cr.) - Recognizes emotional needs of patients. Provides knowledge of the role that emotions play enabling students to understand their own behavior as well as patient behavior. Lecture 2 hours per week.

PNE 161-162 Nursing in Health Changes I-II (6 cr.) (11 cr.) - Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 2-4 hours. Laboratory 12-21 hours. Total 14-25 hours per week.

PNE 173 Pharmacology (2 cr.) - Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem-solving skills used in determining doses of drugs. Emphasizes major drug classes and specific agents within each class. Presents preparation and administration of medications. Lecture 2 hours per week.

PNE 181 Clinical Experience I (5 cr.) - Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Laboratory 15 hours per week.

Psychology (PSY)

PSY 120 Human Relations (3 cr.) - Introduces the theory and practice of effective human relations. Increases understanding of self and others and interpersonal skills needed to be a competent and cooperative communicator. Lecture 3 hours per week.

PSY 165 Psychology of Human Sexuality (3 cr.) - Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. 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 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 200**. Lecture 3 hours per week.

PSY 216 Social Psychology (3 cr.) - Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Prerequisite **PSY 200**. 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.

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

- Investigates human behavior through the life cycle. Describes physical, cognitive, and psycho-social aspects of human development from conception to death. Lecture 3 hours per week.

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 245 Educational Psychology (3 cr.) - Explores human behavior and learning in the educational context. Investigates the nature of various mental characteristics such as intelligence, interest, and knowledge. Examines their measurement and appraisal and their significance for educational goals. Prerequisite **PSY 135, PSY 200**. Lecture 3 hours per week.

PSY 250 Law Enforcement Psychology (3 cr.) - Studies the psychology of police work in interpersonal or intergroup situations. Includes topics such as prejudice, suggestion, emotion, frustration, and aggression. Prerequisite **PSY 100, PSY 125**, or divisional approval. Lecture 3 hours per week.

Physical Therapist Assistant (PTH)

PTH 105 Introduction to Physical Therapist Assisting (3 cr.) - Corequisite: **PTH 110**. Introduces the physical therapist assistant student to the field of physical therapy practice and develops basic patient care skills for application in the initial clinical setting. Lecture 1 hour. Laboratory 4 hours. Total 5 hours.

PTH 110 Medical Reporting (2 cr.) - Corequisite: **PTH 105**. Emphasizes the principles of medical reporting, including the ability to abstract pertinent information from actual medical records. Includes the writing of patient progress notes in standardized formats and medical terminology. Lecture 2 hours per week.

PTH 115 Kinesiology for the Physical Therapist Assistant (4 cr.) - Prerequisites: **PTH 105, PTH 110**; Corequisite: **PTH 151**. Focuses on the relationship of specific joint structure and function, the role of individual muscles and groups of muscles and neurologic principles in both normal and pathological movement. The course includes a review of basic physics and biomechanical principles as applied to human movement. Specific posture and gait analysis are also included. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

PTH 121 Therapeutic Procedures I (5 cr.) - Prerequisites: **PTH 105, PTH 110**; Corequisite: **PTH 151**. Prepares students to properly and safely administer basic physical therapy procedures utilized by physical therapist assistants. The procedures include therapeutic modalities. Procedures may include therapeutic exercise, electrotherapy and cardiopulmonary rehabilitation. Part I of II. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

PTH 122 Therapeutic Procedures II (5 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121**, and **PTH 151**. Prepares students to properly and safely administer basic physical therapy procedures

utilized by physical therapist assistants. The procedures include therapeutic modalities. Procedures may include therapeutic exercise, electrotherapy and cardiopulmonary rehabilitation. Part II of II. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

PTH 131 Clinical Education (2 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121**, and **PTH 151**. Provides supervised instruction in the delivery of physical therapy in one of various clinical settings. Emphasizes the practice of all therapeutic skills learned in the first year, including direct patient care skills and all forms of communication. Laboratory 11 hours per week.

PTH 151 Musculoskeletal Structure and Function (5 cr.) - Prerequisites: **BIO 141, PTH 105, PTH 110**; Corequisite: **PTH 115, BIO 142**. Studies the human musculoskeletal system. Terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation, types of contraction are emphasized. Lecture 3 hours. Laboratory 4 hours. Total 7 hours.

PTH 210 Psychological Aspects of Therapy (2 cr.) - Prerequisites: **PTH 105, PSY 230**. Focuses on the psychological reactions and sociological impact of illness and injury in clients and their families, and among health care givers who work with them. Examines individual self-identity and the nature of changing client/therapist relations across the life span. Lecture 2 hours per week. Hybrid course: online/in-class.

PTH 225 Rehabilitation Procedures (5 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121, PTH 151, PTH 210**, and **PTH 227**. Corequisites: **PTH 122, PTH 226**. Focuses on treatment techniques typical of long-term rehabilitation, e.g. the rehabilitation of congenital and neurological disorders and disfigurement associated with chronic injury and disease. Fundamental concepts related to neuroanatomy, neurophysiology, neural control, growth and development and neurorehab principles and other specialized techniques are emphasized. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

PTH 226 Therapeutic Exercise (4 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121, PTH 151, PTH 210**, and **PTH 227**. Corequisites: **PTH 122**, Emphasizes the basic principles underlying different approaches to exercise including rationale for treatment and teaching home programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

PTH 227 Pathological Conditions (3 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115**, and **PTH 151**. Presents specific pathologic conditions commonly seen in physical therapy. Emphasizes musculoskeletal and neurological system conditions, and all major body systems are represented. Lecture 3 hours per week.

PTH 245 Professional Issues (3 cr.) - Prerequisites: **PTH 105, PTH 110, PTH 115, PTH 121, PTH 122, PTH 151, PTH 210, PTH 226**, and **PTH 227**. Corequisites: **PTH 225**. Examines the health care delivery system with regard to the current practice environment, federal and state influences, laws and regulations, practice guidelines and ethical considerations which affect the practice of

physical therapy. Lecture 3 hours per week.

PTH 251 Clinical Practicum I (3 cr.) - Prerequisites: PTH 105, PTH 110, PTH 115, PTH 121, PTH 151, PTH 210, and PTH 227. Corequisites: PTH 122, PTH 226. Provides instruction in local health care facilities in the actual administration of physical therapy treatments under the supervision of licensed physical therapists. Provides experience in a variety of clinical settings. Laboratory 15-20 hours per week.

PTH 252 Clinical Practicum II (4 cr.) - Prerequisites: PTH 105, PTH 110, PTH 115, PTH 121, PTH 122, PTH 151, PTH 210, PTH 226, and PTH 227. Corequisites: PTH 225 and PTH 245. Provides instruction in local health care facilities in the actual administration of physical therapy treatments under the supervision of licensed physical therapists. Provides experience in a variety of clinical settings. Laboratory 16 hours per week.

Radiography (RAD)

RAD 105 Introduction to Radiology, Protection and Patient Care (2 cr.) - Presents brief history of Radiologic profession, code of ethics, conduct for Radiologic students, and basic fundamentals of radiation projection. Teaches the care and handling of the sick and injured patient in the Radiology Department. Introduces the use of contrast media necessary in the investigation of the internal organs. Lecture 2-3 hours per week.

RAD 110 Imaging Equipment and Protection (3 cr.) - Discusses the basic components of a radiographic unit, principles of x-ray production, principles of image receptors, automatic processing, film evaluation and concepts in radiation protection and radiobiology. Lecture 3 hours per week.

RAD 111-112 Radiologic Science I-II (4 cr.) (4 cr.) - Teaches concepts of radiation, radiography physics, fundamentals of electromagnetic radiation, electricity and magnetism, and application of these principles to radiography. Focuses on X-ray production, emission, and X-ray interaction with matter. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 121 Radiographic Procedures I (4 cr.) - Introduces procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the chest, abdomen, extremities, and axial skeleton. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 190 - Coordinated Internship (3 cr.) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 40 hours per week.

RAD 195 Topics In Ethics, Teamwork and Professional Development (3 cr.) - Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours

RAD 205 Radiation Protection and Radiobiology (3 cr.) - Studies methods and devices used for protection from ionizing radiation.

Teaches theories of biological effects, cell and organism sensitivity, and the somatic and genetic effects of ionizing radiation. Presents current radiation protection philosophy for protecting the patient and technologist. Lecture 3 hours per week.

RAD 215 Correlated Radiographic Theory (2 cr.) - Presents intensive correlation of all major Radiologic technology subject areas. Studies interrelationships of biology, physics, principles of exposure, Radiologic procedures, patient care, and radiation protection. Lecture 2 hours per week.

RAD 221 Radiographic Procedures II (4 cr.) - Continues procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the skull, contrast studies of internal organs, and special procedures employed in the more complicated investigation of the human body. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RAD 240 Radiographic Pathology (3 cr.) - Presents a survey of common medical and surgical disorders that affect radiographic image. Discusses conditions related to different systems of the human body. Studies the correlation of these conditions with radiographs. Lecture 3 hours per week.

RAD 245 Radiologic Specialties (2 cr.) - Introduces the study of treatment of disease as it relates to various imaging modalities, computerized tomography, and magnetic resonance imaging. Introduces computers and other innovations in radiology. Emphasizes theory, principle of operation, and clinical application of these topics. Lecture 2 hours per week.

RAD 255 - Radiographic Equipment (3 cr.) - Studies principles and operation of general and specialized X-ray equipment. Lecture 3 hours per week.

RAD 256 Radiographic Film Evaluation (3 cr.) - Presents a concentrated study and practical evaluation of radiographic quality and disease affects on radiographs. Focuses on technical factors, procedural factors, equipment malfunctions, and other difficulties associated with radiographs. Prerequisites: BIO 141-142, RAD 111-112, RAD 121, RAD 221. Lecture 3 hours per week.

RAD 290 Coordinated Internship (Variable credits) - Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Laboratory 32 hours per week.

Religion (REL)

REL 200 Survey of the Old Testament (3 cr.) - Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week.

REL 210 Survey of the New Testament (3 cr.) - Surveys the books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture

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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 247 History of Christianity (3 cr.) - Surveys the development of Christianity from its origins to the present. Lecture 3 hours per week.

Respiratory Therapy (RTH)

RTH 101 Integrated Sciences for Respiratory Care I (3 cr.) - Integrates the application of mathematics, chemistry, microbiology, physics, and computer technology as these sciences apply to the practice of respiratory care. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

RTH 111 Anatomy and Physiology of the Cardiopulmonary System (3 cr.) - Concentrates on the anatomy and physiology of the cardiopulmonary system. Students not in program can be approved to take the course with Program Director approval. Lecture 3 hours per week.

RTH 112 Pathology of the Cardiopulmonary System (3 cr.) - Presents pathophysiology of medical and surgical diseases with emphasis upon diseases of the cardiopulmonary system. Prerequisite **RTH 111** with "C" or above; or Program Director approval. Lecture 3 hours per week.

RTH 131-132 Respiratory Care Theory and Procedures I-II (4 cr.) (4 cr.) - Presents theory of equipment and procedures used for patients requiring general and critical cardiopulmonary care. Corequisite **RTH 111**, and **RTH 101**, with "C" or better. Prerequisite for **RTH 132** is **RTH 131**, with "C" or better. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

RTH 135 Diagnostic and Therapeutic Procedures I (2 cr.) - Focuses on purpose, implementation and evaluation of equipment, and procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Prerequisite **RTH 131-132** with "C" or better. Lecture 1-2 hour. Laboratory 0-3 hours. Total 2-4 hours per week.

RTH 145 Pharmacology for Respiratory Care I (1-2 cr.) - Presents selection criteria for the use of, and detailed information on pharmacologic agents used in pulmonary care. Prerequisites **RTH 101**, **RTH 111**, **BIO 141** with "C" or better; or Program Director Approval. Lecture 1-2 hours per week.

RTH 190 Coordinated Practice in Respiratory Care (1-5 cr.) - Coordinated practice in selected health agencies coordinated by the College. Credit/Practice Ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

RTH 215 Pulmonary Rehabilitation (1 cr.) - Focuses on purpose and implementation of a comprehensive pulmonary rehabilitation program. Prerequisites **RTH 111**, **RTH 131-132**, **RTH 112** with

"C" or better. Lecture 1 hour per week.

RTH 223 Cardiopulmonary Science III (2 cr.) - Continues the exploration of the topics discussed in **RTH 121** and **222**. Prerequisites **RTH 111**, **RTH 131-132**, **RTH 135**; with "C" or better; sophomore status. Lecture 2 hours per week.

RTH 226 Theory of Neonatal and Pediatric Respiratory Care (2 cr.) - Focuses on cardiopulmonary physiology and pathology of the newborn and pediatric patient. Prerequisites **RTH 111**, **RTH 131-132**, **RTH 135** with "C" or better. Lecture 2 hours per week.

RTH 245 Pharmacology for Respiratory Care II (2 cr.) - Concentrates on pharmacologic agents used in the management of the critically ill patient. Prerequisites **RTH 101**, **RTH 111**, **RTH 145**, **BIO 141**, or Program Director Approval. Lecture 2 hours per week.

RTH 254 Advanced Clinical Procedures IV (3-4 cr.) - Offers clinical instruction in advanced patient care practice. Clinical 15-20 hours per week.

RTH 265 Current Issues in Respiratory Care (2-3 cr.) - Explores current issues affecting the profession of respiratory care. Lecture 2-3 hours per week.

RTH 267 12-Lead Electrocardiographic Diagnostics (3 cr.) - Presents a basic review of cardiac anatomy and physiology, and fundamental EKG's including the dysrhythmias. The focus of the remainder of the course is 12-lead diagnostics, including bundle branch blocks; hemiblocks; digitalis effects; myocardial ischemia, injury and infarction and related wave changes. Lecture 3 hours per week.

RTH 290 Coordinated Practice in Respiratory Care (1-5 cr.) - Coordinated practice in selected health agencies coordinated by the College. Credit/Practice Ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

Safety (SAF)

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 promotions. Lecture 3 hours per week.

SAF 127 Industrial Safety (2 cr.) - Provides basic understanding of safety and health in an industrial situation. Includes hazardous materials, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the apprentice to protect himself/herself and others. Lecture 2 hours per week.

Sociology (SOC)

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

SOC 215 Sociology of the Family (3 cr.) - Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single-parent families, and alternative lifestyles. Lecture 3 hours per week.

SOC 245 Sociology of Aging (3 cr.) - Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. Lecture 3 hours per week.

SOC 250 Sociology of Sport (3 cr.) - Provides the student with a better understanding of the social processes involved in sports. Looks at how the media, community, tradition, and privilege play an integral role in the participation of sporting events. Covers why sports exist, who plays sports, and what will become of sports in the future. Lecture 3 hours per week.

Spanish (SPA)

SPA 101 - Beginning Spanish I (4 cr.) - Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

SPA 102 - Beginning Spanish II (4 cr.) - Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

SPA 103 - Basic Spoken Spanish I (3 cr.) - Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Part I of II. Lecture 3 hours per week.

SPA 104 - Basic Spoken Spanish II (3 cr.) - Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Part II of II. Lecture 3 hours per week.

SPA 150 - Spanish for Law Enforcement (3 cr.) - Introduces Spanish to those in the criminal justice field. Emphasizes oral communication and practical first-hand police and justice vocabulary. May include oral drill and practice. Lecture 3 hours per week.

SPA 160 - Spanish for the Green Industry I (3 cr.) - Introduces basic conversation skills in Spanish to those working in the "Green" industry. Emphasizes the use of vocabulary and expressions needed for communication in horticulture, landscaping, nursery/greenhouse, and turf management. Addresses cultural aspects of working with Spanish speaking populations. Lecture 3 hours per week.

SPA 163 - Spanish for Health Professionals I (3 cr.) - Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Part I of II. Lecture 3 hours per week.

SPA 164 - Spanish for Health Professionals II (3 cr.) - Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Part II of II. Lecture 3 hours per week.

SPA 201 - Intermediate Spanish (3 cr.) - Continues to develop understanding, speaking, reading, and writing skills. Prerequisite SPA 102 or equivalent. May include oral drill and practice. Part I of II. Lecture 3 hours per week. May include one additional hour of oral practice per week.

SPA 202 - Intermediate Spanish - Continues to develop understanding, speaking, reading, and writing skills. Prerequisite SPA 102 or equivalent. May include oral drill and practice. Part II of II. Lecture 3-4 hours per week. May include one additional hour of oral practice per week.

Speech and Drama (SPD)

See **Communication Studies/Theatre (CST)**

Student Development (SDV)

SDV 100 College Success Skills (1 cr.) - Assists students in transition to college. 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.

SDV 101 Orientation to a Discipline (Education) (1 cr.) - Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

SDV 101 Orientation to a Discipline (Nursing) (1 cr.) - Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

SDV 104 Study Skills (2 cr.) - Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 2 hours per week.

SDV 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.

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Recommended for students enrolled in developmental courses. Lecture 1-2 hours per week.

SDV 110 Orientation to Teaching as a Profession (3 cr.) - Introduces students to a career in teaching and education by allowing students to experience the components of the learner, the school environment and the classroom teaching environment. Utilizes the Virginia Teachers for Tomorrow/Teacher Cadet curriculum. Students participate in a 15-hour student teaching internship in a classroom at one of the levels between Kindergarten and Grade 9. Lecture 3 hours per week.

Welding (WEL)

WEL 100 Fundamentals of Welding (3 cr.) - Introduces electric and gas welding and cutting. Provides fundamental principles of joining ferrous and non-ferrous metals, welding and cutting processes, equipment operation, and safety procedures with emphasis upon welding and cutting procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 117 Oxyfuel Welding and Cutting (3-4 cr.) - Introduces history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, development of the puddle, running flat beads, and butt welding in different positions. Explains silver brazing, silver and soft soldering, and safety procedures in the use of tools and equipment. Lecture 2 hours. Laboratory 3-6 hours. total 5-8 hours per week.

WEL 120 Introduction to Welding (2-3 cr.) - Introduces history of welding processes. Covers types of equipment, and assembly of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

WEL 123 Shielded Metal Arc Welding (Basic) (3-4 cr.) - Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

WEL 124 Shielded Metal Arc Welding (Advanced) (3-4 cr.) - Continues instruction in operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

WEL 126 Pipe Welding (3-4 cr.) - Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

WEL 130 Inert Gas Welding (3-4 cr.) - Introduces practical operations in the uses of inert-gas shield arc welding. Discusses equipment, safety operations, welding practice in various positions, process applications, and manual and semi-automatic welding. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

WEL 145 Welding Metallurgy (3-4 cr.) - Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

Boards, Faculty & Support Staff

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President

Dr. Charlie White

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President

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Vice President of Workforce Development and Occupational & Technical Programs

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Vice President, College Development

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Dean, Science and Health Division

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Dean, Student Success and Academic Advancement

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Coordinator, Project Director, Educational Talent Search

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Renee S. Thomas, B.S., M.S.
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Counselor, Student Support Services

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Laurie F. Thompson, B.A., M.S.
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Coordinator, Grants Compliance for MTC

G. Keith Thompson, A.A.S., B.S., M.S.
Director, Manufacturing Technology Center

Nelson J. Teed, B.S., M.E.
Coordinator, Manufacturing Extension Specialist for MTC

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Coordinator, Distance and Distributed Learning

Denise C. Hudson, B.B.A., M.B.A.
Title III Project Director

Jill Watson Ross, B.A., M.S.
Development Services Coordinator, WCC Educational Foundation

Joseph R. Bybee, A.B., M.B.A.
Director of Workforce Development

Shawn L. McReynolds, B.S., M.L.S.
Director of Technology

Faculty

Arnold, Mary A. (2009)

Instructor, Biology
B.S., Radford University, 2002
M.S., Radford University, 2006

Arnold, Tommy L. (2003) (1987-2002)

Associate Professor, Machine Technology
A.A.S., Wytheville Community College, 1973
A.A.S., Danville Community College, 1975
B.S., Virginia Polytechnic Institute and State University, 1983
M.S., Virginia Polytechnic Institute and State University, 1991

Blevins, Amy R. (2004)

Associate Professor, Practical Nursing
B.S.N., Old Dominion University, 1999
M.S.N., Old Dominion University, 2001
F.N.P., Old Dominion University, 2001

Blevins, Rita M. (2002)

Associate Professor, Nursing
Diploma in Nursing, Community Hospital of Roanoke Valley, 1977
B.S.N., East Tennessee State University, 1982
M.S.N., University of Virginia, 1991

Brown, Bruce E. (2006)

Professor, Business Administration
B.S., Virginia Polytechnic Institute and State University, 1973
M.S., Radford University, 1978
Ph.D., Virginia Polytechnic Institute and State University, 1994.

Bryan-Leeper, C. Diane (1997)

Professor, Practical Nursing
B.S.N., University of North Carolina at Greensboro, 1975
M.S.N., University of North Carolina at Greensboro, 1991

Buchanan, Jennifer L. (2009)

Assistant Professor
Counselor, Student Support Services
B.B.A., Radford University, 1996
M.S., Old Dominion University, 2001

Bybee, Joseph R. (2011)

Assistant Professor
Director of Workforce Development
A.B., Ohio Dominican College, 1988
M.B.A., Case Western Reserved University, 1976

Catron-Wood, Rhonda K. (1990)

Professor
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B.S., Radford University, 1987
M.A., Radford University, 1989
Ed.D., Virginia Polytechnic Institute and State University, 2001

Coe-Meade, Lorrie L. (1999)

Associate Professor, Nursing
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Costello, Keith P. (2000)

Professor, Computer Information Systems Technology
B.S., Bluefield College, 1994
M.S., Marshall University, 1997

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Assistant Professor
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Delp, Vicki B. (1998)

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A.A.S., Wytheville Community College, 1990
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M.B.A., King College, 2010

Edwards, Mary E. (1996)

Instructor
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A.A.S., New River Community College, 1977
B.S., Radford University, 1979
M.S., Radford University, 1992

Evans, Jacqueline R. (2006)

Professor, Practical Nursing
A.A.S. Nursing, Wytheville Community College, 2005
B.S.N., Old Dominion University, 2000

Evans, Susan W. (2007)

Assistant Professor, Mathematics
B.S., Villanova University, 1992
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Fairbanks, Kenneth E. (2009)

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B.S., Radford University, 1982
M.S., Radford University, 1987

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Ph.D., Virginia Polytechnic Institute & State University, 2004

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Holder, Martha (2000)

Assistant Professor, English
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B.S., Roanoke College, 1986
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B.S., Virginia Commonwealth University, Medical College of Virginia, 1986
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Leonard, Mimi (2003)

Associate Professor, Developmental Studies
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Linzey, Donald W. (1989)

Professor, Biology
B.A., Western Maryland, 1961
M.S., Cornell University, 1963
Ph.D., Cornell University, 1966

Mattis, George E., Jr. (1986)

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B.S., East Tennessee State University, 1964
M.S., East Tennessee State University, 1966
Ph.D., University of Tennessee, 1971

Faculty Emeriti

Bryant, Lillian W. (1970-1992)

Associate Professor, Emeritus of Nursing
 Diploma, Lewis-Gale Hospital School of Nursing, 1960
 B.S.N., University of North Carolina, 1962
 M.S., Virginia Polytechnic Institute and State University, 1977

Cockram, Joseph M. (1969-2002)

Associate Professor, Emeritus of Mathematics
 B.S., Appalachian State University, 1964
 M.A., University of South Carolina, 1969

Compton, Louise B. (1968-1992)

Professor, Emeritus of Nursing
 B.S.N., East Tennessee State University, 1959
 M.S.N., Indiana University, 1966

Craft, Betty V. (1970-2002)

Professor, Emeritus of Medical Laboratory Technology
 B.S., Concord College and Appalachian Regional Hospital, 1959
 M.A., Central Michigan University, 1975
 Ed.D., Virginia Polytechnic Institute and State University, 1995

DiYorio, John S. (1969-2002)

Professor, Emeritus of Chemistry
 B.S., College of Charleston, 1964
 Ph.D., University of South Carolina, 1969

Hwu, Yeu P. (1964-1994)

Professor, Emeritus of Physics
 B.S., Taiwan Normal University, 1955
 M.S., Virginia Polytechnic Institute and State University, 1963
 Ph.D., Virginia Polytechnic Institute and State University, 1968

Jennings, Allen P. (1970-1992)

Associate Professor, Emeritus of Physical Education
 B.S., East Tennessee State University, 1951
 M.A., East Tennessee State University, 1959

Jones, Dan C. (1975-2002)

Professor, Emeritus of English
 B.A., Carson-Newman College, 1964
 M.A., Vanderbilt University, 1967
 Ph.D., Indiana University of Pennsylvania, 1979

Liddle, Larry T. (1970-2002)

Associate Professor of Mathematics
 B.S., Virginia Polytechnic Institute and State University, 1966.
 M.S., University of South Carolina, 1970.

Matheny, Betty J. (1972-1999)

Associate Professor, Emeritus of Office Systems Technology
 B.S., West Virginia Institute of Technology, 1959
 M.A., Marshall University, 1965

Matheny, John E. (1969-1996)

Professor, Emeritus of Business Management
 A.B., Glenville State College, 1957
 M.A., Marshall University, 1964

McCormick, Shirley (1968-1992)

Associate Professor, Emeritus of Office Systems Technology
 B.S., Concord College, 1953
 M.Ed., Virginia Polytechnic Institute and State University, 1964

Perkins, Richard M. (1963-1984)

Associate Professor, Emeritus of Accounting
 B.S., Virginia Polytechnic Institute and State University, 1942
 M.S., Virginia Polytechnic Institute and State University, 1966

Pratt, Janet L. (1974-2002)

Associate Professor, Emeritus of Nursing
 B.N., Medical College of Virginia, 1961
 M.S.N., Virginia Polytechnic Institute and State University, 1980

Presgraves, James S. (1967-1991)

Associate Professor, Emeritus of Student Support Services
 B.A., University of Richmond, 1959
 M.Ed., University of Richmond, 1964

Roberts, Charles D. (1969-2002)

Associate Professor of Business Management
 B.S., Virginia Polytechnic Institute and State University, 1963
 M.Ed., Virginia Polytechnic Institute and State University, 1969

Snyder, William F. (1974-2001)

Professor, President Emeritus
 B.S., Appalachian State University, 1959
 M.A., Wake Forest College, 1963
 Ed.D., North Carolina State University, 1973

West, Evelyn G. (1975-1990)

Assistant Professor, Emeritus of Nursing
 B.S., Vanderbilt University School of Nursing, 1945
 M.S., University of Chicago, 1949

Wymer, Bobby J. (1968-2002)

Associate Professor, Emeritus of English
 B.A., Radford University, 1962
 M.S., Radford University, 1966

Support Staff

Arnold, Melissa M. (1998)

Administrative and Office Specialist II, Upward Bound
 Certificate, Clerical Studies, Wytheville Community College, 1994

Beck, Wanda H. (2011)

Admin & Office Specialist III
 Workforce Development & Occupational-Technical Programs
 A.S., Randolph Technical Community College, 1993
 B.S., Greensboro College, 2005

Brant, Jerry N. (1988)

Trades Technician IV, Maintenance Department

Buck, Donna M. (1984)

Administrative and Office Specialist II
 Educational Talent Search
 Completed coursework at Roanoke Business College and Wytheville
 Community College.

Wytheville Community College

Burnett, Denita I. (2005)

Administrative and Office Specialist III
President's Office
A.A.S., Wytheville Community College, 1999

Carpenter, Rachael H. (2009)

Education Support Specialist I
Early Childhood Development Center
A.A.S., Wytheville Community College, 2009

Catron, Leonard "Todd" W., Jr. (1996)

Network Administrator
Information Technology Systems Office
A.A.S., Wytheville Community College, 1987

Catron, Linda H. (2006)

Financial Services Specialist I
Business Office
A.A.S., Wytheville Community College, 1990
B.B.A., Radford University, 1992

Collins, Joseph S. (2005)

Trades Technician III, Maintenance Department

Cregger, Dianne C. (1988)

Administrative and Office Specialist III
Student Support Services
A.A.S., Wytheville Community College, 1997

DeBord, Bill R. (2001)

Administrative and Office Specialist III, Business Office
Certificate, Accounting, Cornell University, 1987

Donna C. DeHaven (2012)

Education Support Specialist III
(Online Advisor for Title III Grant Program)
B.S., Virginia Polytechnic Institute & State University, 1999
M.S., Radford University, 2003

Dickens, David T. (2011)

Administrative and Office Specialist III
Title III Program
A.A.S., Wytheville Community College, 2008
B.S., Virginia Polytechnic Institute and State University, 2010

Dye, Sarah G. (2007)

Education Support Specialist I (Lead Teacher)
Early Childhood Development Program
B.B.A., East Tennessee State University, 1984
C.D.A., Columbia State Community College, 2005

Early, Donald G. (1988)

Media Specialist III
Audio-Visual Department
A.A.S., Bluefield State, 1978
B.S. (Education), Bluefield State, 1979
B.S. (Secondary Education), Bluefield State, 1979
M.S., University of West Virginia, 1980
M.S., Radford University, 2000

Fanning, Vivian S. (2011)

Procurement Officer I
Purchasing

Fleming, Patricia F. (1980)

Administrative and Office Specialist III
Office of the V.P. of Instruction and Student Development

Gallagher, Mary Beth (1996)

Educational Support Specialist III
Financial Aid Office
A.A.S., State University, New York, 1985
B.B.A., Kennesaw College, 1988

Gillman, Betsy L. (1991)

Administrative and Office Specialist II
Switchboard/Human Resource and Payroll Office
A.A.S., Wytheville Community College, 2000

Gerald R. Goad (2009)

Education Support Specialist III
(Online Advisor for Title III Grant Program)
A.A.S., Wytheville Community College, 2006
B.A., Virginia Polytechnic Institute and State University, 2008

Hagee, Teresa R. (2001)

Education Support Specialist III
Financial Aid Office
A.A.S., Wytheville Community College, 1998
B.S., Concord College, 2000

Halsey, Derek R. (1998)

Electronic Technician
Information Technology Systems Office
A.A.S., Wytheville Community College, 1999

Harmon, Zendell C. (2000)

Administrative and Office Specialist III
Crossroads Institute

Hawkins, Karen L. (1997)

Administrative and Office Specialist III
Student Services Office
A.A.S., Wytheville Community College, 1991
B.S., Old Dominion University, 2007

Johnston, Gayle D. (1998)

Administrative and Office Specialist III
Business Office
A.A.S., Wytheville Community College, 1987

Jones, Stacey R. (2000)

Educational Support Specialist III (Outreach Coordinator)
Educational Talent Search
B.A., Tusculum College, 1998
M.S., Capella University, 2010

Keen, Rhonda B. (2004)

General Administrative Supervisor I/Coordinator I
Crossroads Institute
A.A.S., Southwest Virginia Community College, 1990
B.S., Radford University, 1992

Kegley, Melissa R. (2008)

Information Technology Specialist I
A.A.S., Wytheville Community College, 1983, 2004
B.S., Old Dominion University, 2007

Lanter, Gayle U. (1974)

Library Specialist I
Library
A.A.S., Wytheville Community College, 1984

Litz, Keith E. (2011)

Education Coordinator I (Environmental and Energy Specialist)
Manufacturing Technology Center
A.A.S. Wytheville Community College, 1978

Martin, Roger G. (2006)

Trades Technician III
Maintenance Department

Mitchell, Jane (2000)

Education Support Specialist III
Workforce Development and Continuing Education
A.A.S., Wytheville Community College, 2000
B.S.S.O., Colorado Technical University, 2006

Montgomery, Jerri L. (1991)

Administrative and Office Specialist III
Office of the Dean of Science and Health
A.A.S., Wytheville Community College, 1998
B.S., Old Dominion University, 2006
M.S., Capella University, 2009

Musick, Kelli L. (1991)

Administrative and Office Specialist III
Student Services/ARC
A.A.S., Wytheville Community College, 1991
B.S., Old Dominion University, 2000
M.A., Ashford University, 2009

Newman, Linda L. (1987)

Administrative and Office Specialist III
Manufacturing Technology Center
A.A.S., Wytheville Community College, 1979
A.A.S., Wytheville Community College, 1990

Nye, Linda R. (1972)

Human Resource Manager I
Human Resource/Payroll Office
A.A.S., Wytheville Community College, 1971
B.B.A., Radford University, 1990

Poole, Malinda J. (2010)

Administrative and Office Specialist III (Payroll Officer)
A.A.S., Wytheville Community College, 2009

Puckett, Shauna N. (2009)

Administrative and Office Specialist III
Financial Aid Office
A.S., Wytheville Community College, 2005
B.B.A., Roanoke College, 2007

Timothy L. Richardson (2011)

Administrative and Office Specialist III
(Procurement Technician)
A.A.S., Wytheville Community College, 1983

Romans, Allan L. (1999)

Electronic Technician I
Information Technology Systems Office
A.A.S., Wytheville Community College, 1989

Simmerman, Paula L. (2004)

Administrative and Office Specialist III
Business Office
Certificate, Tidewater Community College, 1985
Certificate, Institute of Financial Education, 1990

Smith, Meggann D. (2009)

Education Support Specialist I
Early Childhood Education Center

Stuart, Brenda T. (2007)

Education Support Specialist I
Early Childhood Education Center

Stuart, Keisha V. (2007)

Education Support Specialist I (Lead Teacher)
Early Childhood Development Program
A.A.S., Wytheville Community College, 2001

Terry, Sabrina D. (2005)

Administrative and Office Specialist III
Admissions and Records Office
A.A.S., Virginia Highlands Community College, 2004

Trivett, Janice L. (1989)

Administrative and Office Specialist III
Office of the Dean of Humanities, Social Sciences. and Business
Technologies
A.A. & S., Wytheville Community College, 1993
A.A.S., Wytheville Community College, 2002
B.S., Old Dominion University, 2005
M.A., Ashford University, 2010

Veselik, William A. (1989)

Public Relations and Marketing Specialist IV
Public Information Office
B.A., Virginia Polytechnic Institute and State University, 1983

White, Sherry D. (2003)

Administrative and Office Specialist III
WCC Educational Foundation
A.A.S., Wytheville Community College, 2000

Williams, Edwin R., Jr. (2009)

Security Manager I
A.A.S., Wytheville Community College, 1981
B.S., Bristol College, 1985

Winesett, Martha K. (2004)

Information Technology Specialist I
Admissions and Records Office
A.A.S., Wytheville Community College, 2001
B.S., Old Dominion University, 2008

Yates, Karla U. (2011)

Trainer and Instructor II (Simulation Lab/Clinical Coordinator)
A.A.S., Wytheville Community College, 2006
B.S., University of Phoenix, 2008
M.S., University of Phoenix, 2011

Support Staff Emeriti

Arnold, JoAnn S. (1976-2004)
Procurement Officer I

Bear, Betty C. (1985-2006)
Payroll Officer

BeCraft, B. Dean (1982-2001)
Building and Grounds Supervisor B

Dix, Sherry K. (1973-2009)
Registrar

Crabtree, Evelyn I. (1968-1995)
Fiscal Technician Senior

Irwin, Margaret "Peggy" (1973-1992)
Secretary Senior

Lyons, Elizabeth D. (1968-1995)
Fiscal Technician Senior

King, Brenda W. (1967-2001)
Library Practitioner I

Porterfield, Carolyn S. (1971-2009)
Information Technology Specialist I

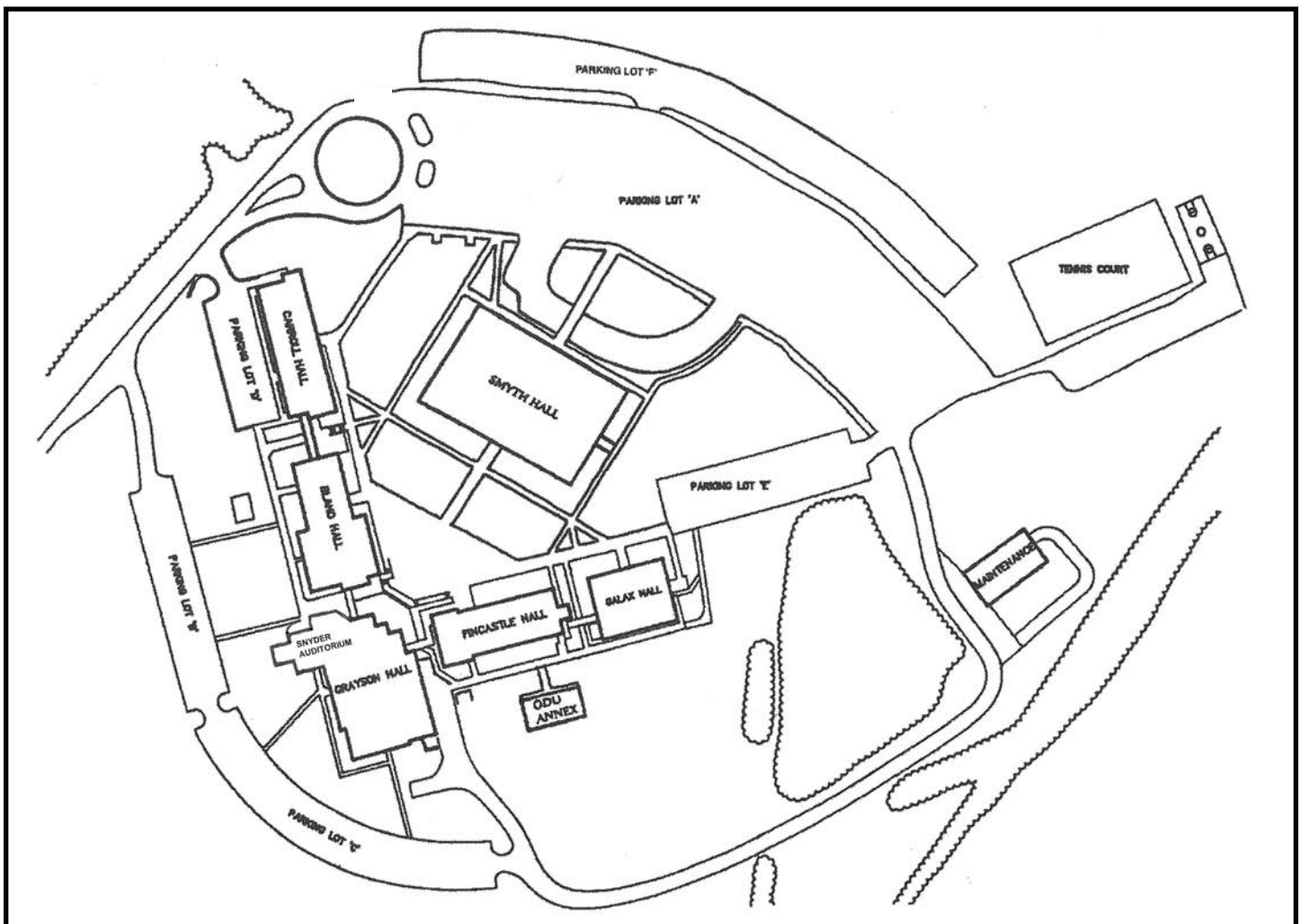
Sauls, Nancy M. (1975-2006)
Laboratory & Research Specialist I

Simmerman, Lisa P. (1991-2009)
Financial Services Specialist I

Waddle, Lorraine V. (1973-2002)
Administrative Staff Assistant

Willard, Albert R. "Dick" (1973-1976, 1981-2005)
Trades Technician III

Wytheville Community College Campus Map



Directions to WCC:

From East: Take Interstate 81 South to Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.

From West: Take Interstate 81 North to Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.

From North: Take Interstate 77 South to Interstate 81 North. Take Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.

From South: Take Interstate 77 North to Interstate 81 South. Go nine miles on I-81 to Wytheville Exit 73. Follow Main Street approximately one mile to WCC campus on right.