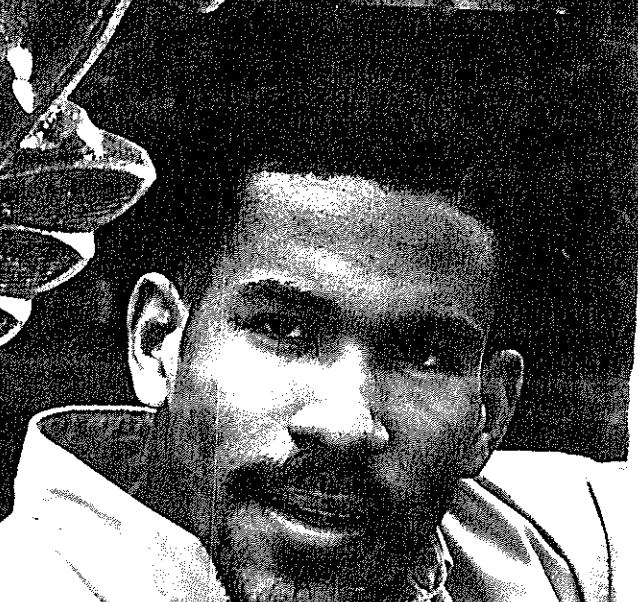


NORTHERN VIRGINIA COMMUNITY COLLEGE

COMMUNITY

1991  
*catalog*  
1992





1-12

**CURRICULUM CODES**

**Non-Degree-Seeking Students**—Select your major area of interest from the following list. Place the curriculum code number of your choice in item I on the Application for Admission form.

**Degree-Seeking Students**—Select your major field of study from the following list. Place the curriculum code of your choice in item I on the Application for Admission form.

**Codes**

**Associate In Arts:**

- 15290 Fine Arts, AL, AN, LO, MA, WO
- 15291 Fine Arts/Photography, AL, LO, WO
- 16480 Liberal Arts, AL, AN, LO, MA, WO
- 16489 Liberal Arts/Art History, AL, AN, LO, MA, WO
- 16486 Liberal Arts/International Studies, AL, AN, LO, WO
- 1648A Liberal Arts/Music, AL, AN, LO
- 16487 Liberal Arts/Philosophy, AL, AN, WO
- 16488 Liberal Arts/Religion, AL, AN, WO
- 16482 Liberal Arts/Speech Communication, AL, AN, LO, MA, WO
- 15550 Music, AL, AN, LO
- 15551 Music/Jazz/Popular Music, AL, AN, LO
- 15554 Music/Sacred Music, AL, AN, LO

**Associate In Science:**

- 16980 Art Education, AL, AN, LO, MA, WO
- 12130 Business Administration, AL, AN, LO, MA, WO
- 12460 Computer Science, AL, AN, LO, MA, WO
- 16250 Education, AL, AN, LO, MA, WO
- 18310 Engineering, AL, AN
- 18311 Engineering/Electrical Engineering, AN
- 16990 General Studies, AL, AN, LO, MA, WO
- 18800 Science, AL, AN, LO, MA, WO
- 18802 Science/Mathematics, AL, AN, LO, MA, WO

**Associate In Applied Science:**

- 62030 Accounting, AL, AN, LO, MA, WO
- 62480 Acquisition and Procurement, AL
- 64000 Administration of Justice, AN, WO
- 69040 Air Conditioning and Refrigeration, WO
- 69010 Architecture, AL, AN, MA
- 69090 Automotive Technology, AL, MA
- 69091 Automotive Technology/Diagnostician, AL, MA
- 69050 Aviation Technology, MA
- 69051 Aviation Technology/Career Pilot, MA
- 62120 Business Management, AL, AN, LO, MA, WO
- 62121 Business Management/International Business, AL, AN, LO
- 69150 Civil Engineering, AL, AN
- 69151 Civil Engineering/Land Surveying, AN
- 65130 Communication Design, AL, LO
- 65135 Communication Design/Computer Graphics Design, AL, LO
- 65133 Communication Design/Illustration, AL, LO
- 62341 Computer Information Systems/Microcomputer Usage, AL, AN, LO, MA, WO
- 62342 Computer Information Systems/Programming, AL, AN, LO, MA, WO
- 62343 Computer Information Systems/System Analyst, AL, AN, LO, MA, WO
- 62344 Computer Information Systems/Technical Support, AL, AN, LO, MA, WO
- 69170 Construction Management Technology, AL, MA
- 61180 Dental Hygiene, AN
- Dietetic Technology (See Hotel, Restaurant and Institutional Mgmt.)
- Early Childhood Development, AL
- 69810 Electronics, AN, WO
- 69811 Electronics/Computer Technology, AN, WO
- 61460 Emergency Medical Services Technology, AN
- 64270 Fire Science Administration, AN
- 64275 Fire Science Administration/Fire Protection Technology, AN
- 64272 Fire Science Administration/Fire Science Investigation, AN
- 64020 Gerontology, AL
- 63350 Horticulture Technology, LO
- 63351 Horticulture Technology/Floriculture, LO
- 62350 Hotel, Restaurant and Institutional Mgmt., AN
- 62354 Hotel, Restaurant and Institutional Mgmt./Dietetic Technology, AN
- 62351 Hotel, Restaurant and Institutional Mgmt./Food Service Mgmt., AN
- 62352 Hotel, Restaurant and Institutional Mgmt./Hotel Mgmt., AN
- 64800 Human Services Associate, AL
- 65200 Interior Design, LO
- 62600 Legal Assisting, AL
- 62510 Marketing, AL, AN, WO
- 62511 Marketing/Fashion, AL, AN, WO
- 69560 Mechanical Engineering, AN

**Codes**

- 69562 Mech. Engineering/Computer-Aided Drafting and Manufacturing, AN
- 69561 Mech. Engineering/Electro-Mechanical Technology, AN
- 61510 Medical Laboratory Technology, AN
- 61520 Medical Record Technology, AN
- 61560 Nursing, AN
- 62250 Office Administration and Management, AL, WO
- 62940 Office Systems Technology, AL, WO
- 62942 Office Systems Technology/Executive Secretary, AL, WO
- 62944 Office Systems Technology/Word Processing, AL, WO
- 65020 Photography, AL, LO
- 65021 Photography/Studio Photography, AL, LO
- 61800 Physical Therapist Assistant, AN
- 61720 Radiography, AN
- 62720 Real Estate, AL, AN, MA
- 64600 Recreation and Parks, AN
- 61810 Respiratory Therapy, AN
- 64700 Security Administration, AN, WO
- 64010 Substance Abuse Rehabilitation, AL
- 62490 Travel and Tourism, AN
- 61880 Veterinary Technology, LO

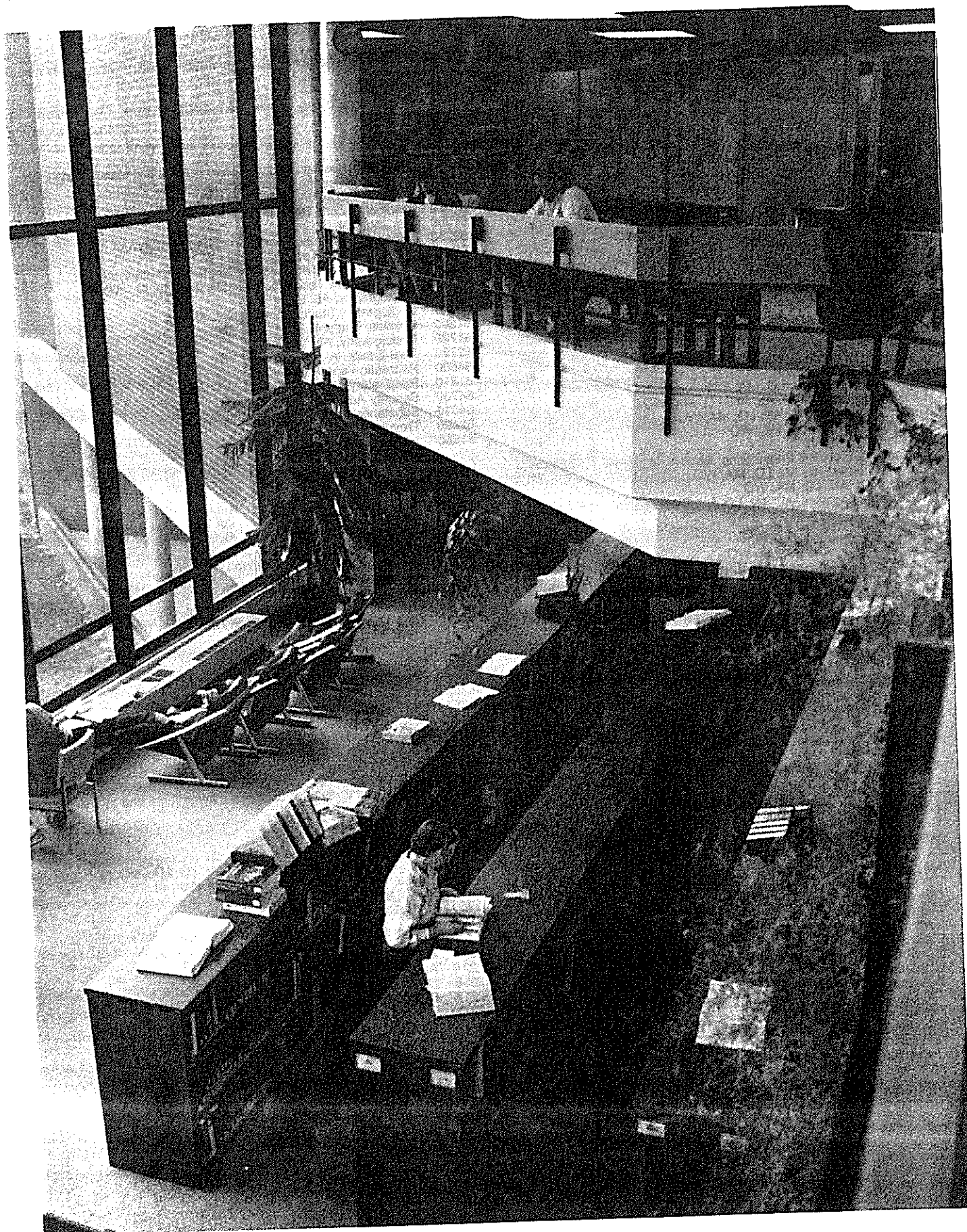
**Certificate:**

- 44060 Administration of Justice, AN, WO
- 49030 Air Conditioning and Refrigeration, WO
- 49300 Architectural Drafting, AL, AN, MA
- 49080 Automotive Body Technology, AL
- 49100 Automotive Diagnosis and Tune-Up, AL, MA
- 49840 Automotive Electrical Technician, AL, MA
- 49660 Civil Engineering Technician, AL, AN
- 49180 Construction Inspection, AL, MA
- 46320 Early Childhood Development Assistant, AL
- 46380 Early Childhood Education/Child Home Care (Nanny), AL
- 49250 Electronics Technician, AN, WO
- 41450 Emergency Medical Services Technology, AN
- 49220 Engineering Drafting, AL, AN, MA
- 44281 Fire Protection Technology, AN
- 44282 Fire Science Administration, AN
- 44283 Fire Science Investigation, AN
- 42410 Hotel, Restaurant and Inst. Management/Food Service Mgmt., AN
- 42400 Hotel, Restaurant and Inst. Management/Hotel Mgmt., AN
- 49520 Machine Tool Operation, AN
- 45570 Music Recording Technology, LO
- 42180 Office Systems Technology, AL, WO
- 42650 Professional Writing for Business, Government and Industry, AL, AN, WO
- 42730 Real Estate, AL, AN, MA
- 41820 Respiratory Therapy, AN
- 47010 Site Management, AL, AN, MA
- 42320 Small Business Management, AL, AN, LO, MA, WO
- 44030 Substance Abuse Rehabilitation Counselor, AL
- 42430 Travel and Tourism, AN
- 49950 Welding, MA

**Career Studies Certificate:**

- 4221T Air Conditioning and Refrigeration, WO
- 4222A Automotive Machinist, AL
- 4221B Cardiac Care Technician, AN
- 4221X Desktop Publishing, AL, WO
- 4221Y Fitness Instructor, AL, AN, LO, MA, WO
- 4221W Histotechnology, AN
- 4221V Industrial and Commercial Security, AN, WO
- 4221Z International Business, AL, AN, LO
- 4221U Landscape Technician, LO
- 4221N Medical Office Assisting, AN
- 4221P Microcomputer Repair, AN, WO
- 4221Q Microcomputer Usage, AL, AN, LO, MA, WO
- 4221L Phlebotomy, AN
- 4221K Physical Security, AN, WO
- 4221F Planning, AL
- 4221I Technical Illustration, AL
- 4221J Turf and Grounds Management, LO
- 4221R Welding/Advanced Techniques, MA
- 4221S Welding/Basic Techniques, MA





*Libraries are located on all campuses*

## PRESIDENT OF THE COLLEGE

Richard J. Ernst

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Bonnie L. Pfoutz, *Vice Chairman*

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Dorothy W. Schick

George J. Stevenson

Stephen J. Wright

## Administrative Offices

Brault Building

4001 Wakefield Chapel Road

Annandale, Virginia 22003

Telephone: (703) 323-3000

## Alexandria Campus

3001 North Beauregard Street

Alexandria, Virginia 22311

Telephone: (703) 845-6200

## Annandale Campus

8333 Little River Turnpike

Annandale, Virginia 22003

Telephone: (703) 323-3000

## Loudoun Campus

1000 Harry Flood Byrd Highway

Sterling, Virginia 22170

Telephone: (703) 450-2500

## Manassas Campus

6901 Sudley Road

Manassas, Virginia 22110

Telephone: (703) 257-6600

## Woodbridge Campus

15200 Neabsco Mills Road

Woodbridge, Virginia 22191

Telephone: (703) 878-5600

## Extended Learning Institute

(Mailing Address)

8333 Little River Turnpike

Annandale, Virginia 22003

Telephone: (703) 323-3368

For those who live in the Metropolitan area, where Manassas or Woodbridge may be a long-distance call, a Metro number is provided—323-3000. Ask for the campus and extension.

|            |           |
|------------|-----------|
| Manassas   | ext. 6600 |
| Woodbridge | ext. 5734 |

The following is a list of telephone numbers for Telecommunication Devices for the Deaf (TDD):

|                             |                |
|-----------------------------|----------------|
| Alexandria Campus           | (703) 845-6016 |
| Annandale Campus            | (703) 764-6415 |
| Loudoun Campus              | (703) 450-2548 |
| Manassas Campus             | (703) 368-3748 |
| Woodbridge Campus           | (703) 670-0275 |
| Extended Learning Institute | (703) 764-6711 |

It is the policy of the Virginia Community College System to maintain and promote equal employment and educational opportunity without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, handicap, national origin, or other non-merit factors. Inquiries concerning the affirmative action policy should be addressed to the College's Coordinator of Affirmative Action and Grant Development, whose office is located in the Brault Building at the Annandale Campus (323-3266).





# COLLEGE CALENDAR

## FALL SEMESTER 1991

### 16-Week Session

|  |                        |
|--|------------------------|
| Classes Begin .....                              | August 26              |
| Labor Day Holiday .....                          | August 31–September 2  |
| Last Day to Apply for Graduation .....           | September 6            |
| Non-Instructional Day/No Classes .....           | October 14             |
| Last Day to Withdraw Without Grade Penalty ..... | October 31             |
| Non-Instructional Day/No Classes .....           | November 27            |
| Thanksgiving Holidays .....                      | November 28–December 1 |
| Classes and Examinations End .....               | December 20            |

### First 8-Week Session

|  |                       |
|--|-----------------------|
| Classes Begin .....                              | August 26             |
| Labor Day Holiday .....                          | August 31–September 2 |
| Last Day to Apply for Graduation .....           | September 6           |
| Last Day to Withdraw Without Grade Penalty ..... | September 30          |
| Non-Instructional Day/No Classes .....           | October 14            |
| Classes and Examinations End .....               | October 22            |

### Second 8-Week Session

|  |                        |
|--|------------------------|
| Classes Begin .....                              | October 23             |
| Last Day to Withdraw Without Grade Penalty ..... | November 25            |
| Non-Instructional Day/No Classes .....           | November 27            |
| Thanksgiving Holidays .....                      | November 28–December 1 |
| Classes and Examinations End .....               | December 20            |

## WINTER INTERSESSION 1992

|  |            |
|--|------------|
| Classes Begin .....                              | January 2  |
| Last Day to Withdraw Without Grade Penalty ..... | January 6  |
| Classes and Examinations End .....               | January 11 |

## SPRING SEMESTER 1992

### 16-Week Session

|  |            |
|--|------------|
| Classes Begin .....                              | January 13 |
| Martin Luther King, Jr.'s Birthday Holiday ..... | January 20 |
| Last Day to Apply for Graduation .....           | January 24 |
| Spring Break .....                               | March 9–15 |
| Last Day to Withdraw Without Grade Penalty ..... | March 19   |
| Classes and Examinations End .....               | May 11     |
| Commencement Ceremony .....                      | May 15     |

### First 8-Week Session

|  |             |
|--|-------------|
| Classes Begin .....                              | January 13  |
| Martin Luther King, Jr.'s Birthday Holiday ..... | January 20  |
| Last Day to Apply for Graduation .....           | January 24  |
| Last Day to Withdraw Without Grade Penalty ..... | February 17 |
| Classes and Examinations End .....               | March 7     |

### Second 8-Week Session

|  |          |
|--|----------|
| Classes Begin .....                              | March 16 |
| Last Day to Withdraw Without Grade Penalty ..... | April 20 |
| Classes and Examinations End .....               | May 11   |
| Commencement Ceremony .....                      | May 15   |

## SUMMER SESSION 1992

### 12-Week Term

|  |           |
|--|-----------|
| Classes Begin .....                              | May 18    |
| Memorial Day Holiday .....                       | May 25    |
| Last Day to Apply for Graduation .....           | May 29    |
| Independence Day Holiday .....                   | July 3    |
| Last Day to Withdraw Without Grade Penalty ..... | July 6    |
| Classes and Examinations End .....               | August 11 |

### First 8-Week Term

|  |         |
|--|---------|
| Classes Begin .....                              | May 18  |
| Memorial Day Holiday .....                       | May 25  |
| Last Day to Apply for Graduation .....           | May 29  |
| Last Day to Withdraw Without Grade Penalty ..... | June 22 |
| Independence Day Holiday .....                   | July 3  |
| Classes and Examinations End .....               | July 15 |

### Second 8-Week Term

|  |           |
|--|-----------|
| Classes Begin .....                              | June 17   |
| Independence Day Holiday .....                   | July 3    |
| Last Day to Withdraw Without Grade Penalty ..... | July 20   |
| Classes and Examinations End .....               | August 11 |

### First 6-Week Term

|  |         |
|--|---------|
| Classes Begin .....                              | May 18  |
| Memorial Day Holiday .....                       | May 25  |
| Last Day to Apply for Graduation .....           | May 29  |
| Last Day to Withdraw Without Grade Penalty ..... | June 11 |
| Classes and Examinations End .....               | June 29 |

### Second 6-Week Term

|  |           |
|--|-----------|
| Classes Begin .....                              | June 30   |
| Independence Day Holiday .....                   | July 3    |
| Last Day to Withdraw Without Grade Penalty ..... | July 24   |
| Classes and Examinations End .....               | August 11 |

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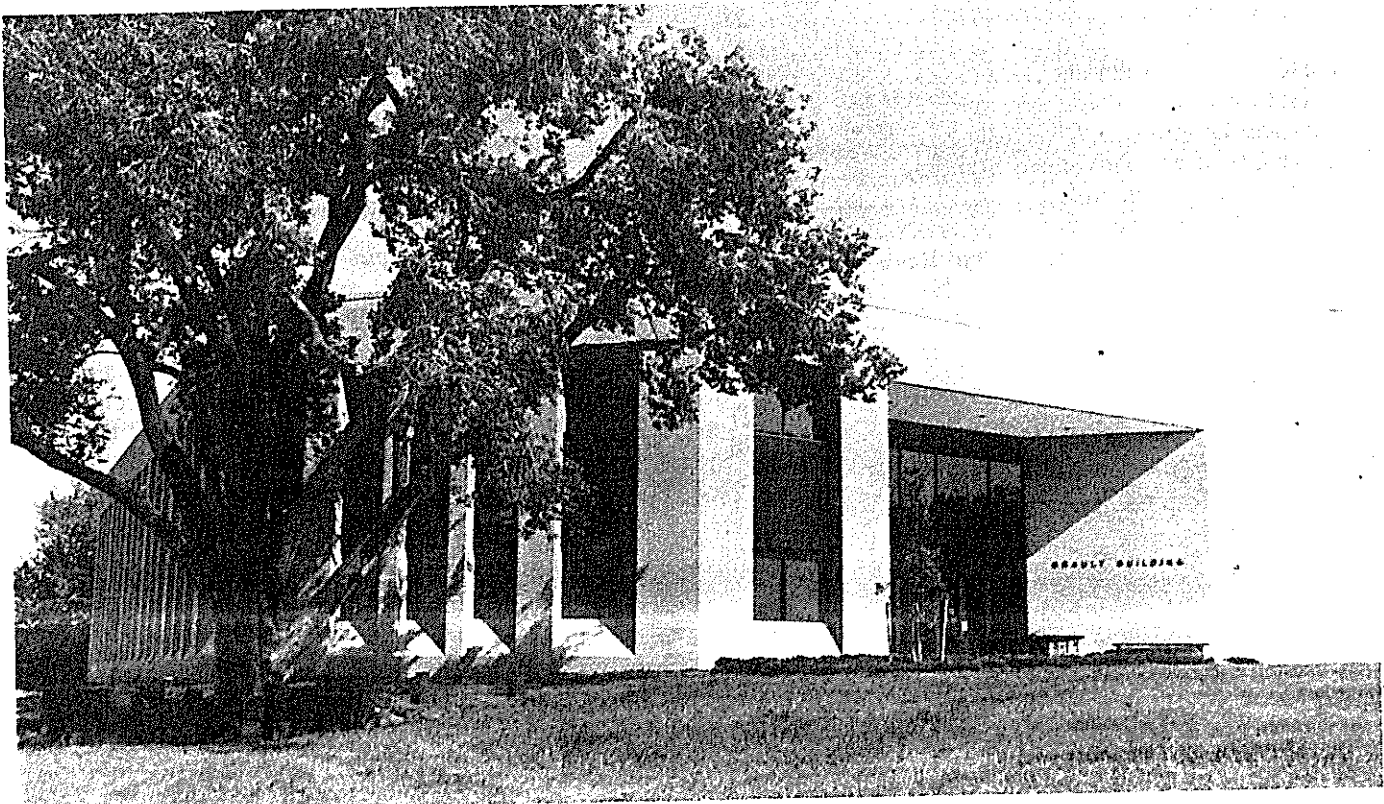
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| Classification of Students .....                   | 19        | L— Loudoun Campus—1000 Harry Flood Byrd<br>Highway, Sterling; 91.4 acres, on Route 7 at<br>State Route 637, midway between Tysons Cor-<br>ner and Leesburg.   |            |
| Academic Load.....                                 | 19        | M— Manassas Campus—6901 Sudley Road, Manas-<br>sas; 100.4 acres, on Route 234 between Inter-<br>state Route 66 and Route 29/211.                              |            |
| Admission Requirements.....                        | 19        | W— Woodbridge Campus—15200 Neabsco Mills<br>Road, Woodbridge; 109 acres, adjacent to In-<br>terstate Route 95 at State Route 642 in Prince<br>William County. |            |
| Domicile Requirements .....                        | 20        |   |            |
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## College Staff

The Brault Building, 4001 Wakefield Chapel Road, is located on the northwest corner of the Annandale Campus at the intersection of Wakefield Chapel Road and Little River Turnpike Route 236). College staff are housed in this facility, as well as in other locations on the Annandale Campus and off campus.

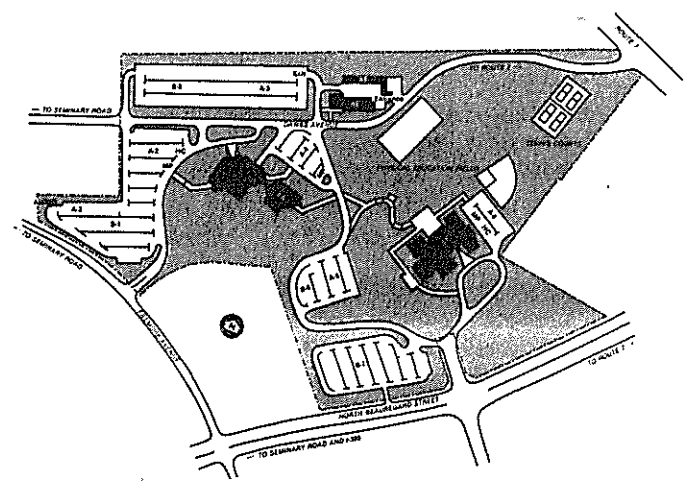
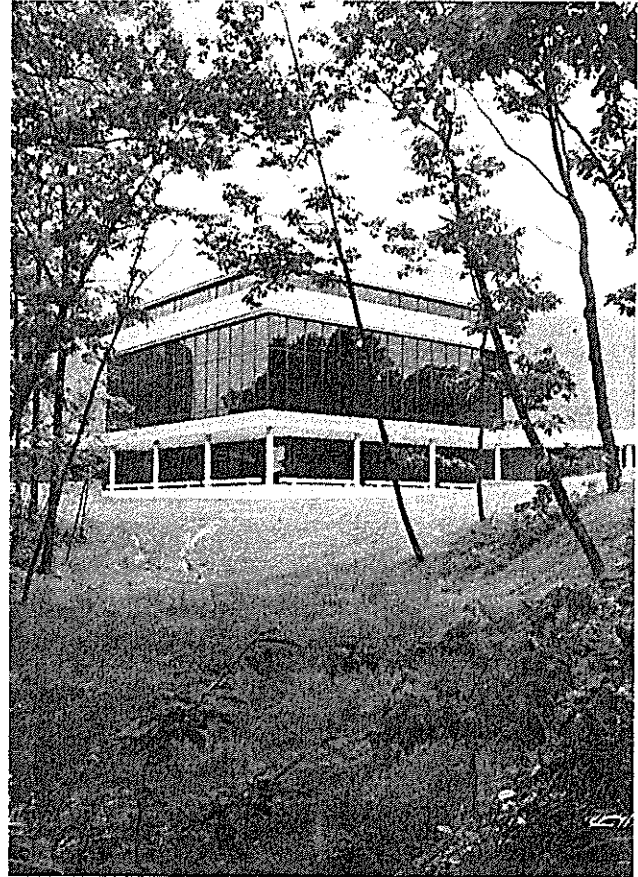
| College Staff  | Room    | Telephone         |
|--|---------|-------------------|
| <b>President</b><br>Dr. Richard J. Ernst   | CH305   | 323-3101/<br>3102 |
| <b>Dean, Academic and Student Services</b><br>Dr. Max L. Bassett                               | CH310   | 323-3195          |
| <b>Dean, Financial and Administrative Services</b><br>Dr. Roy Flores                           | CH214A  | 323-3122          |
| <b>Associate Dean, Curriculum Services</b><br>Dr. Gary E. Ballmann                             | CH310   | 323-3198          |
| <b>Associate Dean, Instructional Technologies and Extended Learning</b><br>Dr. Steven G. Sachs | ELI200  | 323-3371          |
| <b>Associate Dean, Planning and Assessment Services</b><br>Dr. J. Clarence Sasscer             | CH316-D | 323-3273          |
| <b>Director, Budget</b><br>Stephen H. Mahood   | CH214   | 323-3125          |
| <b>Director, College Relations and Development</b><br>M. Charlotte Wilhelmi                    | CH312   | 323-3753          |
| <b>Director, Computing and Information Services</b><br>Vincent J. Pizzurro                     | CT228   | 323-3278          |
| <b>Director, Extended Learning Institute</b><br>Dr. Randal A. Lemke                            | ELI 210 | 323-3379          |
| <b>Director, Facilities Planning and Support Services</b><br>Daniel R. Wells                   | CW307   | 323-3120          |
| <b>Director, Fiscal and Auxiliary Services</b><br>Michelle Hannahs                             | CH214   | 323-3125          |
| <b>Director, Human Resources</b><br>James A. Van Dyke  | CH203   | 323-3361          |
| <b>Director, Telecommunications Center</b><br>Dr. C. Edward Cavert                             | CTM14   | 323-3350          |
| <b>Executive Director, NVCC Educational Foundation</b><br>Joyce T. Z. Harris                   | CH312   | 323-3023          |
| <b>Coordinator, Affirmative Action and Grants Development</b><br>Everett V. Eberhardt          | CH210   | 323-3266          |
| <b>Coordinator, Institutional Research</b><br>Dawit Teklu                                      | CH316-B | 323-3129          |
| <b>Coordinator, Media Processing Services</b><br>Sandra J. Beeson                              | CG112   | 323-3096          |
| <b>Coordinator, Public Relations</b><br>James L. Bradley, III                                  | CH210   | 323-3196          |
| <b>Coordinator, Student Benefits and Support Services</b><br>Marie A. Bennett                  | CH109   | 323-3199          |





The Alexandria campus is located at 3001 North Beauregard Street on a 51.4 acre site, just off Interstate Route 395 and Route 7. A major addition to the main building and an engineering building were completed for the fall of 1980. The John Tyler School was purchased from the City of Alexandria in 1980. The campus also maintains classrooms in leased, temporary facilities at other off-campus locations.

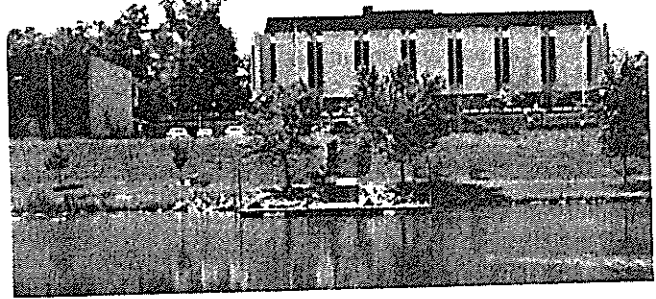
| Campus Staff  | Room  | Telephone |
|---|-------|-----------|
| Provost   |       |           |
| Dr. Jean C. Netherton                               | AA210 | 845-6222  |
| Dean of Student Development                         |       |           |
| Dr. John H. Popeck                                  | AA216 | 845-6219  |
| Chair, Division of Science and Applied Technologies |       |           |
| Dr. Craig S. Washington                             | AE209 | 845-6263  |
| Chair, Division of Business                         |       |           |
| Fay R. Avery  | AA373 | 845-6314  |
| Chair, Division of Humanities                       |       |           |
| Dr. Elaine C. Niner                                 | AA263 | 845-6206  |
| Chair, Division of Social Sciences                  |       |           |
| Dr. Elizabeth L. Johns                              | AA273 | 845-6214  |
| Chair, Division of Visual and Performing Arts       |       |           |
| Dr. Rudolph J. Fiorillo                             | AT232 | 845-6244  |
| Admissions and Records                              |       |           |
| Suzanne H. Fuller                                   | AA220 | 845-6217  |
| Bookstore   |       |           |
| Mary Ann Mulroy                                     | AT144 | 845-6221  |
| Business Office                                     |       |           |
| Roger J. Tancreti, Jr.                              | AA225 | 845-6281  |
| Community Services                                  |       |           |
| Rebecca W. Gates                                    | AA106 | 845-6280  |
| Continuing Education                                |       |           |
| Dr. Nancy McNamara                                  | AA239 | 845-6212  |
| Cooperative Education                               |       |           |
| Patricia A. Rheams                                  | AA366 | 845-6354  |
| Counseling Services                                 |       |           |
| Dr. Fred J. Hecklinger                              | AA232 | 845-6301  |
| Financial Aid                                       |       |           |
| Dr. Chalmers Archer, Jr.                            | AA170 | 845-6350  |
| Job Counseling Services                             |       |           |
| Bernadette M. Black                                 | AA232 | 845-6245  |
| Learning Resource Center                            |       |           |
| Dr. Gloria P. Terwilliger                           | AA318 | 845-6254  |
| Learning Laboratory                                 | AA344 | 845-6215  |
| Library   | AA232 | 845-6231  |
| Security  |       |           |
| Clifford H. Shelley                                 | AA225 | 845-6270  |
| Student Activities                                  |       |           |
| Amy D. Goss   | AT241 | 845-6207  |
| Veterans Advisor                                    |       |           |
| Hope Dailey   | AA136 | 845-6352  |



- A—Staff/Faculty Parking
- AA—Donald L. Bisdorf Building
- AE—Engineering Building
- AM—Maintenance Building
- AT—Tyler Building
- B—Student Parking
- MP—Motorcycle Parking
- O—Official (State Vehicle) Parking
- SH—Severely Handicapped Parking
- V—Visitor Parking

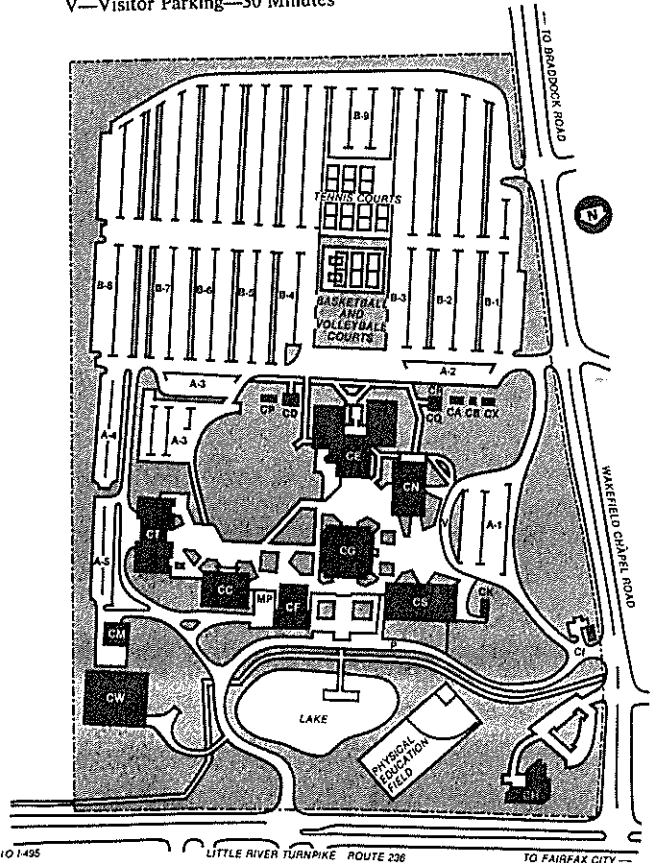
# Annandale Campus

The Annandale campus is located at 8333 Little River Turnpike on a 76.4 acre site in central Fairfax County, one mile west of the Capital Beltway, Interstate Route 495, on Route 236. This campus has the College Services Building, a Classroom Building, Science Building, Library Building, TV/Technical Building, Nursing Building, temporary Music Buildings, temporary EMT Buildings, three temporary faculty office buildings, and the Community Cultural Center.



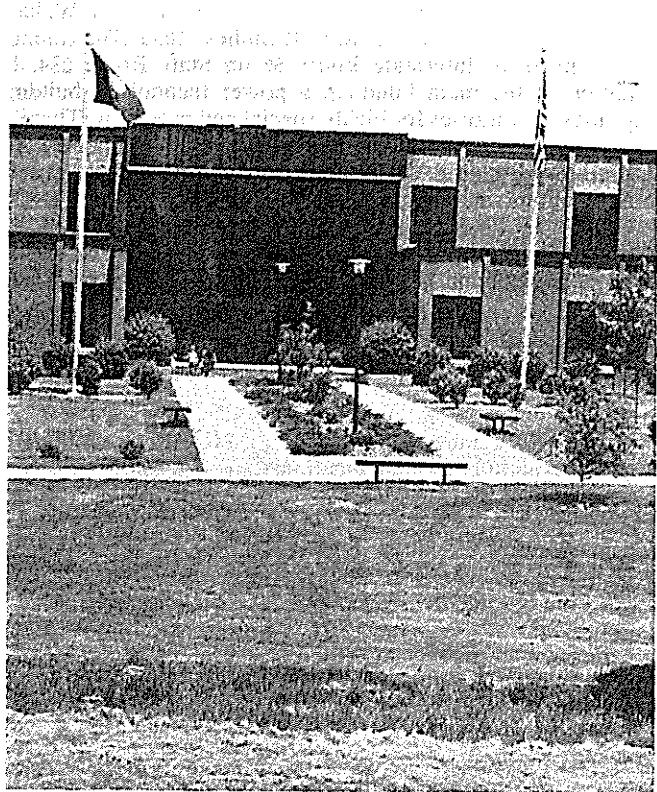
| Campus Staff   | Room   | Telephone |
|--|--------|-----------|
| Provost  |        |           |
| Dr. Barbara Guthrie-Morse                                | CG214  | 323-3222  |
| Dean of Student Development                              |        |           |
| Dr. Elizabeth S. Grizzard                                | CG205A | 323-3382  |
| Chair, Division of Business                              |        |           |
| Dr. Sharon A. Sass                                       | CC223A | 323-3157  |
| Chair, Division of Communications and Humanities         |        |           |
| Dr. Jonathan A. Yoder                                    | CT318  | 323-3189  |
| Chair, Division of Health Technologies                   |        |           |
| Dr. Richard F. Thompson                                  | CN214D | 323-3426  |
| Chair, Division of Mathematics, Science, and Engineering |        |           |
| George E. Taylor   | CS122A | 323-3228  |
| Chair, Division of Social Sciences and Public Services   |        |           |
| Dr. John F. Burgess, Jr.                                 | CS203  | 323-3260  |
| Admissions and Records                                   |        |           |
| Lang W. Fields, Jr.                                      | CG211C | 323-3328  |
| Bookstore  |        |           |
| Tom Riposa   | CG124  | 323-3185  |
| Business Office  |        |           |
| Bob Roark  | CG204A | 323-3131  |
| Community Services                                       |        |           |
| Diane Harris   | CG203A | 323-3168  |
| Continuing Education                                     |        |           |
| William B. McCampbell                                    | CG203  | 323-3159  |
| Cooperative Education                                    |        |           |
| Dr. Josef R. Horowitz                                    | CG203  | 323-3146  |
| Counseling Services                                      |        |           |
| Karen A. Wray  | CG216  | 323-3200  |
| Financial Aid  |        |           |
| James R. Brunner, Jr.                                    | CG206  | 323-3427  |
| Job Counseling Services                                  |        |           |
| Wyatt McGinnis, Jr.                                      | CG206  | 323-3144  |
| Learning Resource Center                                 |        |           |
| Dr. Gen S. Chu   | CG302A | 323-3216  |
| Learning Laboratory                                      | CG407  | 323-3221  |
| Library  | CG300  | 323-3128  |
| Security   |        |           |
| Roger C. Simond  | CI103  | 323-3111  |
| Student Activities                                       |        |           |
| Terry A. Johnson   | CG103  | 323-3147  |
| Veterans Advisor   |        |           |
| Steve Smith  | CG213  | 323-3145  |

- A—Faculty Parking
- B—Student Parking
- CA—Temporary Building A
- CB—Temporary Building B
- CC—Classroom Building
- CD—Temporary Music Building D
- CE—Community Cultural Center
- CF—Food Services Building
- CG—Godwin Building
- CH—College Services Building
- CI—Security and Information Building
- CK—Greenhouse
- CM—Maintenance Building
- CN—Nursing Building
- CP—Parcos Building
- CQ—EMT Trailer
- CR—Radiographic Trailer
- CS—Science Building
- CT—TV-Tech Building
- CW—Warehouse
- CX—Temporary Building C
- MP—Motorcycle Parking
- P—Open Parking—Right Hand Side of Road
- V—Visitor Parking—30 Minutes

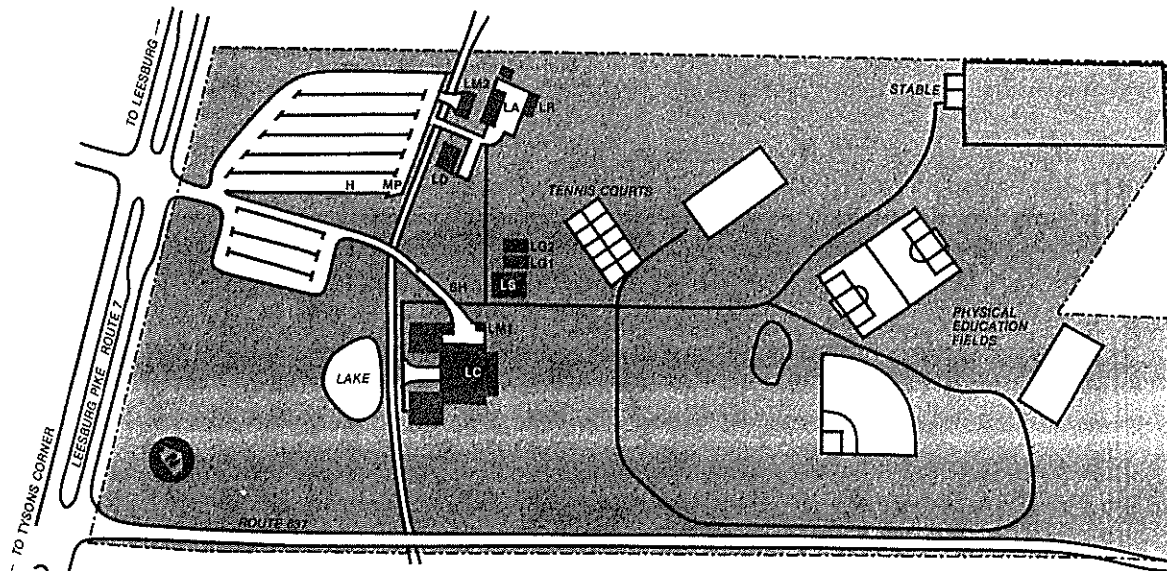


The Loudoun campus is located at 1000 Harry Flood Byrd Highway at Sterling on a 91.4 acre site at the intersection of Route 7 and State Route 637 in Loudoun County. There are four permanent buildings, plus a temporary Interior Design Building and greenhouse/laboratories. The Loudoun campus also supplements limited on-campus space with off-campus rentals for off-campus instruction.

| Campus Staff                                       | Room   | Telephone |
|--|--------|-----------|
| Provost  |        |           |
| Dr. R. Neil Reynolds                               | LC214  | 450-2517  |
| Dean of Student Development                        |        |           |
| Dr. John C. Sartorius                              | LC214  | 450-2512  |
| Chair, Division of Communication and Human Studies |        |           |
| Dee Wayne White                                    | LC304  | 450-2527  |
| Chair, Division of Natural and Applied Sciences    |        |           |
| Dr. Nancy C. Aiello                                | LC303  | 450-2575  |
| Admissions and Records                             |        |           |
| Barbara B. Lowe                                    | LC220  | 450-2501  |
| Bookstore  |        |           |
| Maureen Farrar                                     | LC111  | 450-2589  |
| Business Office                                    |        |           |
| Robert M. Thompson                                 | LC222  | 450-2562  |
| Continuing Education                               |        |           |
| Betty J. Beyer                                     | LC214A | 450-2551  |
| Counseling Services                                | LC216  | 450-2571  |
| Financial Aid and Job Counseling                   | LC220  | 450-2537  |
| Learning Resource Center                           |        |           |
| Dr. Bernadine C. Thomas                            | LC217B | 450-2566  |
| Learning Laboratory                                | LC217A | 450-2508  |
| Library  | LC217  | 450-2567  |
| Security   |        |           |
| William D. Collins                                 | LC222  | 450-2540  |
| Student Activities                                 |        |           |
| Lloyd L. Wells                                     | LC216E | 450-2571  |
| Veterans Advisor                                   |        |           |
| Jamie Nikstaitis                                   | LC220E | 450-2583  |



- A—Faculty Parking
- B—Student Parking
- H—Handicapped Parking
- LA—Animal Science Building
- LC—Classroom and Administrative Building
- LD—Temporary Interior Design Building
- LG1—Greenhouse 1
- LG2—Greenhouse 2
- LM1—Volatile Storage Building
- LM2—Maintenance Building
- LR—Dog Runs
- LS—Natural Science Building
- MP—Motorcycle Parking
- SH—Severely Handicapped Parking

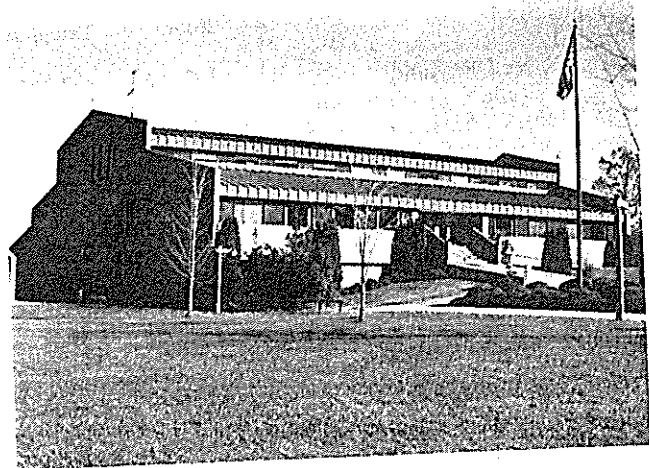




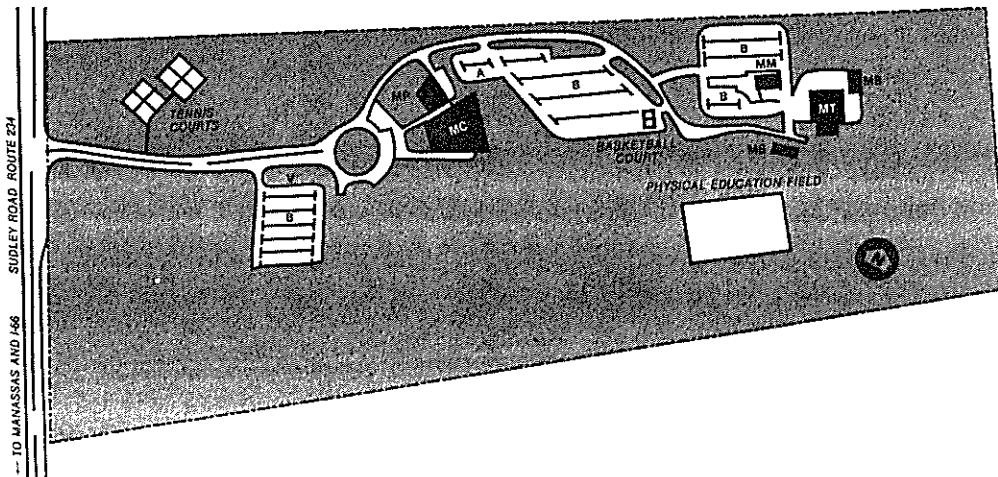
# Manassas Campus

The Manassas campus is located in western Prince William County on a 100.4 acre site at 6901 Sudley Road. The campus is just north of Interstate Route 66 on State Route 234. In addition to the main building, a power technology building provides laboratories for highly specialized programs. There is also a permanent maintenance building and a temporary Art Laboratory Building. Off-campus instruction is offered at several locations, including a local high school.

| Campus Staff<br>Campus Telephone   | Room  | Telephone<br>Metro 323-3000<br>(703) 257-6600 |
|--|-------|---|
| Provost<br>Dr. Gail B. Kettlewell  | MC317 | ext. 6664                                     |
| Acting Dean of Student<br>Development<br>Barbara C. Laime                        | MC318 | ext. 6660                                     |
| Chair, Division of Communications<br>and Human Studies<br>Dr. Arnold J. Bradford | MC404 | ext. 6681                                     |
| Chair, Division of Natural and<br>Applied Sciences<br>Marilou S. Giacofci        | MC404 | ext. 6606                                     |
| Admissions and Records<br>Donna M. Vandevender                                   | MC321 | ext. 6624,<br>6623                            |
| Bookstore<br>Bruce Evatt   | MC131 | ext. 6667                                     |
| Business Office<br>Nancy V. Wyatt  | MC327 | ext. 6628,<br>6627                            |
| Continuing Education<br>M'Kean M. Tredway  | MC330 | ext. 6634,<br>6631                            |
| Counseling Services  | MC404 | ext. 6610                                     |
| Financial Aid<br>Guy Gibbs   | MC404 | ext. 6635                                     |
| Learning Resource Center<br>Cathy E. Sabol                                       | MC101 | ext. 6641                                     |
| Learning Laboratory  | MC102 | ext. 6645                                     |
| Library  | MC101 | ext. 6640                                     |
| Security<br>Candido Alicia   | MC322 | ext. 6650                                     |
| Student Activities   | MC119 | ext. 6665                                     |
| Veterans Advisor<br>Guy Gibbs  | MC404 | ext. 6635                                     |



- A—Faculty Parking
- B—Student Parking
- MB—Paint Spray Building
- MC—Classroom and Administration Building
- MM—Maintenance Building
- MP—Central Plant
- MS—Temporary Art Studio A
- MT—Power Tech Building
- V—Visitor Parking



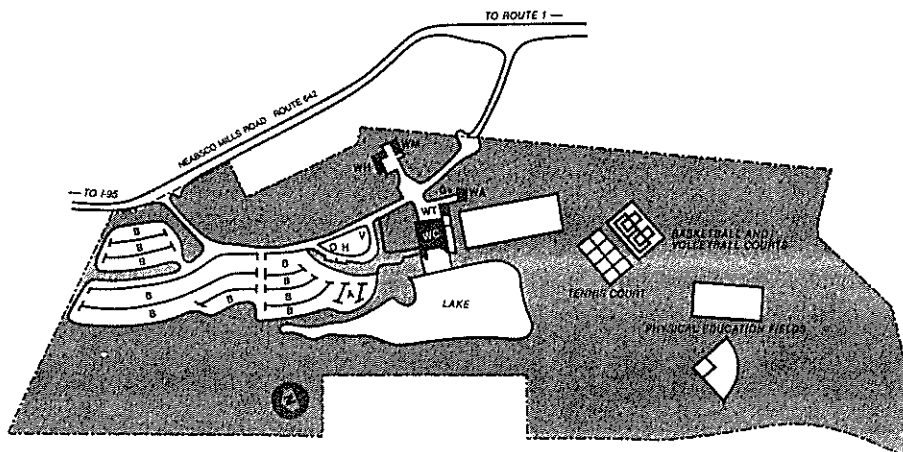
# Woodbridge Campus

The Woodbridge campus is adjacent to Interstate Route 95 on State Route 642 on a 109 acre site in Prince William County. There are two permanent buildings and two temporary buildings at 15200 Neabsco Mills Road. There is a main building and the newly constructed Heating, Ventilation and Air Conditioning building, plus a temporary photography and design building, and a temporary laboratory and classroom building.

| Campus Staff  | Room | Telephone                        |
|---|------|----------------------------------|
| Campus Telephone                                      |      | Metro 323-3000<br>(703) 878-5700 |
| Provost   |      |                                  |
| Dr. Lionel B. Sylvas                                  | 208  | ext. 5751                        |
| Dean of Student Development                           |      |                                  |
| Dr. Thomas R. Niles, II                               | 203  | ext. 5759                        |
| Chair, Division of Business and Social Science        |      |                                  |
| Dr. Mary B. NeSmith                                   | 340  | ext. 5706                        |
| Chair, Division of Communications and Humanities      |      |                                  |
| Dr. Robert M. Como                                    | 436  | ext. 5716                        |
| Chair, Division of Environmental and Natural Sciences |      |                                  |
| Dr. Alan R. Clarke                                    | 279J | ext. 5740                        |
| Admissions and Records                                |      |                                  |
| Susan Liller  | 213  | ext. 5738                        |
| Bookstore   |      |                                  |
| Gail Pender   |      |                                  |
| Josephine Agresto                                     | 115  | ext. 5774                        |
| Business Office                                       |      |                                  |
| Edward K. Yellman                                     | 214  | ext. 5701                        |
| Continuing Education                                  |      |                                  |
| Dr. James A. Mustachio                                | 230  | ext. 5754                        |
| Counseling Services                                   | 273  | ext. 5760                        |
| Financial Aid   |      |                                  |
| Ervinia Miller  | 256  | ext. 5726                        |
| Job Counseling Services                               |      |                                  |
| Dr. Janet K. Vitalis                                  | 275B | ext. 5762                        |
| Learning Resource Center                              |      |                                  |
| Dr. Gordon M. Cook                                    | 409  | ext. 5728                        |
| Learning Laboratory                                   | 412  | ext. 5727                        |
| Library   | 418  | ext. 5733                        |
| Security  | 150  | ext. 5744                        |
| Student Activities                                    |      |                                  |
| Marcus K. Lawrence                                    | 275G | ext. 5768                        |
| Veterans Advisor                                      |      |                                  |
| Carol Baird   | 225  | ext. 5748                        |



- A—Faculty Parking
- B—Student Parking
- G—Greenhouse
- H—Handicapped Parking
- O—Official Parking
- V—Visitor Parking
- WA—Temporary Photo Lab Building A
- WC—Classroom and Administrative Building
- WH—HVAC Lab Building
- WM—Maintenance Building
- WT—HVAC Trailer



## Extended Learning Institute

The Extended Learning Institute (ELI) provides courses for those who prefer not to attend regular classes on campus. You may be eager to learn, but find it difficult or impossible to attend regular classes when they are scheduled. Instruction for ELI courses utilizes television, audio and video cassette tapes, and printed materials designed especially for independent study.

Most ELI courses are self-paced. The maximum time allowed for completing most ELI courses is usually longer than for on-campus courses.

When taking an ELI course, you are not entirely on your own. Faculty members assigned to each course provide valuable assistance by telephone, office visits, or through the mail. When on-campus examinations are required, you may take them at any one of the five NVCC campuses.

You may register by mail and begin most ELI courses at any time, or you can register at any of the five NVCC campuses each semester. It is necessary to designate a home campus for college records and any other on-campus activities.

If you are a veteran and enroll in an ELI course, you will not

be certified for benefits until you satisfactorily complete the course.

The Extended Learning Institute has no classrooms or laboratories. Student services and faculty are provided by the campuses. Offices are located on Forbes Place, off Port Royal Road, behind the Ravensworth Shopping Center in Springfield.

For additional information or assistance, see the "Extended Learning Institute Course Requirements" section of this catalog or write to the Extended Learning Institute, Northern Virginia Community College, 8333 Little River Turnpike, Annandale, Virginia, 22003. You may also telephone (703) 323-3368.

### ELI Staff

Director of the Extended Learning Institute:

Dr. Randal Lemke

Manager of Records and Registration

Jayne Townend

### Telephone

323-3379

323-3379





## The College

Northern Virginia Community College serves the counties of Arlington, Fairfax, Loudoun and Prince William, and the cities of Alexandria, Falls Church, Fairfax, Manassas Park and Manassas. NVCC strives to meet the educational and training needs of people with differing abilities, education, experiences and individual goals through a variety of curricula and community services.

Northern Virginia Community College consists of the Alexandria, Annandale, Loudoun, Manassas and Woodbridge campuses, and the Extended Learning Institute. All of the campuses provide classrooms, laboratories, student services, counseling, faculty and administrative offices, a learning resource center, a cafeteria, and a student lounge.

Offices for college-wide services are on the Annandale campus. These include the president's office, academic and student services, financial and administrative services, public relations, human resources, accounting, college records, affirmative action and grants development, institutional research, facilities planning and support services, veterans programs, and others. These offices provide services to all five campuses and the Extended Learning Institute.

The College operates on the semester system with 16-week fall and spring semesters and a shorter summer session.

Credit, non-credit and community service courses of the College are designed to help meet the requirements for trained manpower in Northern Virginia by cooperating with local industry, business, professions and government. Certificate and associate degree programs in occupational and technical curricula are designed to help meet this need by preparing you for the types of employment generally available in Northern Virginia.

College transfer curricula are designed for those planning to work toward a bachelor's degree. These associate degree programs offer freshman and sophomore courses in the arts and sciences for transfer to four-year colleges and universities. The developmental studies program offers courses to meet the prerequisites needed for admission to certificate and degree curricula.

Many of the curricula at NVCC are available on any campus. Some of the highly specialized programs are offered on only one or two campuses.

NVCC provides a strong counseling program to assist you in making sound decisions regarding occupational, educational and personal goals. A counselor will help you find the curriculum best suited to your interests and needs. The College also provides services in pre-college and freshman orientation, job placement, financial aid, testing, veterans affairs, and student activities.

## Virginia Community College System

Northern Virginia Community College is one of 23 two-year colleges that make up the Virginia Community College System (VCCS). The VCCS was established in 1966 with a mission which complements the missions of the secondary schools and the senior colleges and universities in the Commonwealth. The VCCS mission states:

"The Virginia Community College System functions within the educational community to assure that all individuals in the diverse regions of the Commonwealth of Virginia are given a continuing opportunity for the development and extension of their skills and knowledge through quality programs and services that are financially and geographically accessible.

The Virginia Community College System, through comprehensive community colleges, provides leadership in determining and addressing both the needs of individuals and the economic needs of the colleges' service areas.

Occupational-technical education, transfer education, developmental studies, continuing education, and community services are the primary avenues through which the mission is fulfilled. To assure that all students have the opportunity for success, each college shall provide a comprehensive program of student development services."

## Administration

The governing board for all 23 colleges in the Virginia Community College System is the State Board for Community Colleges. Members of this Board are appointed by the Governor of the Commonwealth of Virginia. The Northern Virginia Community College Board provides local leadership and approves items to be recommended to the State Board for consideration. Members of the NVCC Board are appointed by the nine political jurisdictions served by the College. The local board is composed of three members from Fairfax County and one member from each of the other jurisdictions.

Members of the community also serve on curriculum advisory committees for occupational and technical curricula offered at the College. Committee members are selected from occupational fields which are directly related to the career objectives of programs at NVCC. These committees provide the guidance necessary for planning new programs and insuring that courses and programs continue to provide instruction in the skills suited for the job market in Northern Virginia.

The maintenance and operating budget for the College is provided through appropriations made by the Virginia General Assembly. The nine political jurisdictions of Northern Virginia provide local funding for the purchase of sites and site development. The General Assembly approves capital outlay funding for building construction and the initial equipment.

## Mission and Goals

*Northern Virginia Community College believes that education is the cornerstone of a free society.*

In keeping with the mission of the Virginia Community College System, the mission of NVCC is to respond to the educational needs of a changing community and its institutions, ensuring that all individuals in the Northern Virginia area have an opportunity to develop and enhance their values, skills and knowledge. To achieve this mission, the following goals are established:

1. To provide programs and courses of instruction, up to the associate degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, training for business and government, continuing education and community services, and experience in the work environment.
2. To provide a comprehensive program of student development services.
3. To provide a broad range of instructional methods, materials, facilities, and instructional support services that accommodate students of varied backgrounds, interests and abilities.
4. To create an educational environment that encourages and supports the highest level of performance.
5. To enhance economic, cultural and educational partnerships between the College and the community.

## Programs

Northern Virginia Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond the high school level.

### 1. Occupational Technical Education

The occupational and technical education programs are designed to meet the increasing demand for technicians, clerical workers, para-professionals, and skilled craftsmen for employment in industry, business, the professions, and government. These programs, which normally require two years or less of training beyond high school, may include preparation for agricultural, business, engineering, health and medical, industrial, service, and other technical and occupational fields. The curricula are planned primarily to meet the needs for workers in the region being served by the College, but the State Board for Community Colleges may designate certain community colleges as centers to serve larger areas of the state in offering expensive and highly specialized occupational and technical education programs.

### 2. College Transfer Education

The College transfer program includes freshman and sophomore courses in arts and sciences and preprofessional programs meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities. NVCC transfer courses closely parallel courses at four-year

institutions. Since requirements vary among four-year schools, if you are planning to transfer, you should check the requirements of the receiving institution before you plan your course of study at NVCC.

### 3. General Education

The courses in general education encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, an employee, a consumer, and a citizen. These include the basic courses required of all students in the occupational and technical education program and in the College transfer program.

### 4. Continuing Education

Continuing Education programs are offered to enable you to continue your learning experiences. This may include credit and non-credit work offered during the day and evening hours.

### 5. Community Services

The College provides specialized services to help meet the cultural and educational needs of the citizens of the Northern Virginia area. These services include non-classroom and non-credit cultural events, workshops, meetings, lectures, conferences, seminars, short courses, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region. The College works cooperatively with other local and state agencies and with businesses interested in developing such services. The College facilities also are available insofar as possible to four-year colleges and universities desiring to offer extension programs at the level of the third and fourth year of college and of graduate education in the region, subject to the prior approval of the State Council of Higher Education for Virginia.

### 6. Special Training Program

Special training may be provided where specific job opportunities are available. This special training is coordinated with Virginia's economic expansion efforts and with the needs of prospective or established employers. Instruction is designed to assist Virginia residents in gaining skills necessary for entering employment and/or to retrain persons displaced from other jobs so that they may obtain gainful employment. Such special training programs shall be terminated at that point where the learning of skills ends and the development of speed in these skills begins. These programs, which are usually of a short-term nature, are tailored to fit the exact needs of a company and shall terminate when known new employment needs are met and when the primary objective stated above has been met. The training sites for these programs may be any suitable space within the Commonwealth of Virginia approved by the Virginia Community College System.

### 7. Developmental Studies

Developmental or preparatory courses are offered to prepare you for admission to the College transfer and occupational technical programs in the College. These developmental courses are designed to develop

the basic skills and understandings necessary to succeed in other courses and curricula.

## Learning Resource Centers

A Learning Resource Center at each campus provides library services, audiovisual services, and Learning Laboratory facilities. The materials, systems and services in the Learning Resource Center are designed to support the programs of the College and to create an environment conducive to learning. While the primary emphasis is directed towards supporting instructional programs at each campus, appropriate services are provided to citizens as a part of the College commitment to serve the educational needs of the community.

The combined College collection of more than 300,000 units of print and non-print materials is "accessed" through joint union catalogs and is available to students at any of the campuses. Books, periodicals, films, and other resources are loaned among the campuses by intercampus mail couriers.

Open stacks and immediate access to materials are common to all campuses. Books, newspapers, pamphlets, documents, and other materials are selected primarily for support of the campus instructional programs, as well as for personal intellectual growth and the development of a cultural environment. Extensive use of micro-forms for information storage and retrieval adds breadth and depth to the resources. On-line searching of bibliographic databases is available at all campuses. Access to micro-computers is available at most campuses.

## Library

Each campus library offers basic reference and curricular resources, and is enriched by access to the total College collection. Staff members provide reference assistance and instruction in the use of resources.

Through regional consortia arrangements, the College ID card may be used to borrow library materials from any of the public libraries and from the other institutions of higher education in Northern Virginia.

## Learning Laboratory

Systems for individual use of self-instructional materials are common to all campus Learning Laboratories. Individualized instruction is offered through a variety of instructional systems, including electronic study carrels and computer-assisted instruction. Testing services for placement purposes, for classes, and in support of the Extended Learning Institute are administered in the Learning Laboratories. Trained staff members provide access, instruction, and tutorial assistance in foundation subjects. Both specialized and generalized Learning Laboratories are designed to support and complement the instructional programs on the individual campuses.

## Audiovisual Services

Support for classroom instruction, community services, the library, and the Learning Laboratory is a function of Audiovisual Services. Assistance in the technological aspects of instructional design is also provided. Reprographics and photography are available. Video and other mediated approaches to instruction are supported by Audiovisual Services.

## Accreditation and Recognition

NVCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, the Associate in Science, the Associate in Applied Science, and certificates in selected occupational areas.

Curricula of the College are approved by the NVCC Board and by the State Board. The two-year, associate degree programs are also approved by the State Council of Higher Education for Virginia.

Health technologies programs are accredited by the American Medical Association, the American Dental Association, the National League for Nursing, or the American Physical Therapy Association. See the individual program descriptions for additional details.

## Consortium

Northern Virginia Community College is a member of the Consortium for Continuing Higher Education in Northern Virginia, which fosters interinstitutional cooperation to broaden learning opportunities for adult students. The other members of the Consortium are: George Mason University, Marymount University, Strayer College (Arlington Campus), the University of Virginia, and Virginia Polytechnic Institute and State University.

## NVCC Educational Foundation

In order to supplement state and local monies, the College has established a foundation to provide additional financial support. The Northern Virginia Community College Educational Foundation, Inc., was established in December, 1979 as a non-profit, tax-exempt 501(c)(3) charitable foundation to the College and the Virginia Community College System. Its purpose is to raise money to support the College's programs, students, and activities.

Gifts to the Foundation are tax deductible under Section 170 of the Internal Revenue Service Code and may be restricted or unrestricted. The Foundation will accept gifts of cash, securities, real estate, insurance policies, and personal property such as books and other library materials, works of art and equipment. Charitable gift annuities, remainder unitrusts, bequests, life-income plans, and memorial gifts can also be arranged for the donor's and College's benefit. Special procedures have been worked

out for the establishment of scholarship funds for the benefit of currently enrolled students.

The Foundation is governed by a board of directors representing both public and private agencies and businesses in Northern Virginia. Day-to-day operations are managed by the Foundation Staff. The Foundation is located at the Brault Building, 4001 Wakefield Chapel Road, Annandale, Virginia 22003, (703) 323-3023.

## Alumni Federation

Established in June, 1983, the Northern Virginia Community College Alumni Federation comprises graduates and former non-graduate students (30 credits or more) from the five NVCC campuses.

The federation seeks to advance the growth and development of the College; to promote the personal, educational, and professional development of alumni; and to establish, encourage, and maintain a mutually beneficial relationship among the College, its alumni, and the Northern Virginia community.

Federation policy is formulated by a Board of Governors, elected annually by the membership; Federation management and operation is under the supervision of the Assistant Director of the Educational Foundation. Active committees include Publications, Scholarship, Awards, Program, Nominations-Elections-Bylaws, and Alumni Senate. If you have interest in the Alumni Federation, contact the Assistant Director of the Educational Foundation, Brault Building, 4001 Wakefield Chapel Road, Annandale, VA, 22003, at 323-2364.

## History of the College

Northern Virginia Community College was established in 1964 as Northern Virginia Technical College to serve the eighth planning district. A statewide technical college system was established with 23 regions under legislation enacted by the Virginia General Assembly. Robert W. McKee was the first president.

The College opened for classes in the fall of 1965 in a renovated warehouse at Bailey's Crossroads. The initial enrollment was 761, served by a faculty and staff of 46. Enrollment for the 1966 Fall Quarter increased to 2,226 students.

The College was renamed Northern Virginia Community College in 1966 when the General Assembly changed the new system to the Virginia Community College System. College transfer curricula were added to the existing occupational/technical curricula for a more comprehensive program.

In 1966, the College Board purchased 78 acres in Annandale as the first of five permanent campus sites. The first permanent building for the College was constructed at the Annandale Campus and opened in 1967. Sites of approximately 100 acres each were purchased in 1967 for future campuses in Loudoun, Manassas and Woodbridge. In 1969, a 22.5-acre site was purchased in Alexandria for that campus.

Dr. Richard J. Ernst became the second president of the College in September, 1968.

The College has experienced rapid growth in student enrollment and the expansion of educational programs. College enrollment steadily increased to almost 10,000 students in the 1970 Fall Quarter. In the 1973 Fall Quarter, NVCC became the largest institution of higher education in Virginia with 17,260 students.

The Annandale Campus added buildings in 1969, 1970 and 1972.

The Loudoun, Manassas and Woodbridge Campuses began operation in the fall of 1972 by setting up temporary offices and offering evening courses at community locations. The Alexandria Campus continued the use of the Bailey's Crossroads facilities and opened the first phase of construction on the new site in the spring of 1973.

The Loudoun and Manassas Campuses added day and evening classes on campus when the first permanent buildings were completed in the fall of 1974. The Woodbridge Campus did the same in the fall of 1975.

The Extended Learning Institute (ELI) of the College began offering home study courses in January 1975. ELI has served more than 100,000 students.

During the 1989-90 fiscal year (July 1, 1989-June 30, 1990), the College served 57,169 different students in credit courses. In addition, 18,414 students registered for non-credit courses. Community service activities attracted 183,988 participants during the year.

The 1990 Fall Semester enrollment was 35,831 full-time and part-time students.

## Honors Program

Honors education is for the student who wishes to inquire more deeply into issues. Honors courses are concerned with freeing the motivated student to think broadly and independently. Primarily, two kinds of courses are offered: those consciously interdisciplinary, perhaps coordinating two or more courses, and those within particular disciplines on special topics or new approaches to standard courses.

Emphasis is not upon increased amounts of course work but on greater enrichment through a more intensive learning experience.

A student interested in taking any honors course must first apply for admission to that course. Genuine intellectual curiosity and willingness to challenge oneself are the real measures of qualification. An honors student should meet at least one of the following requirements: (1) life experience or special aptitude which may outweigh past, uneven academic performance, (2) the recommendations of two faculty members, (3) a GPA of 3.5 for enrolled students, or (4) SAT scores of 1100 or placement in the top 10% of the student's graduating class. A student who wishes to inquire further into the honors program and the courses offered should contact the Honors Committee Chair at the campus of his or her choice.

### Alexandria Campus

Dr. Paul J. McVeigh, Jr.  
Ms. Mary Voss

### Annandale Campus

Ms. Jean Duggan  
Ms. Anne Marie Weinfield  
Dr. Richard Wilan

### Loudoun Campus

Mr. Donatus C. Hayes

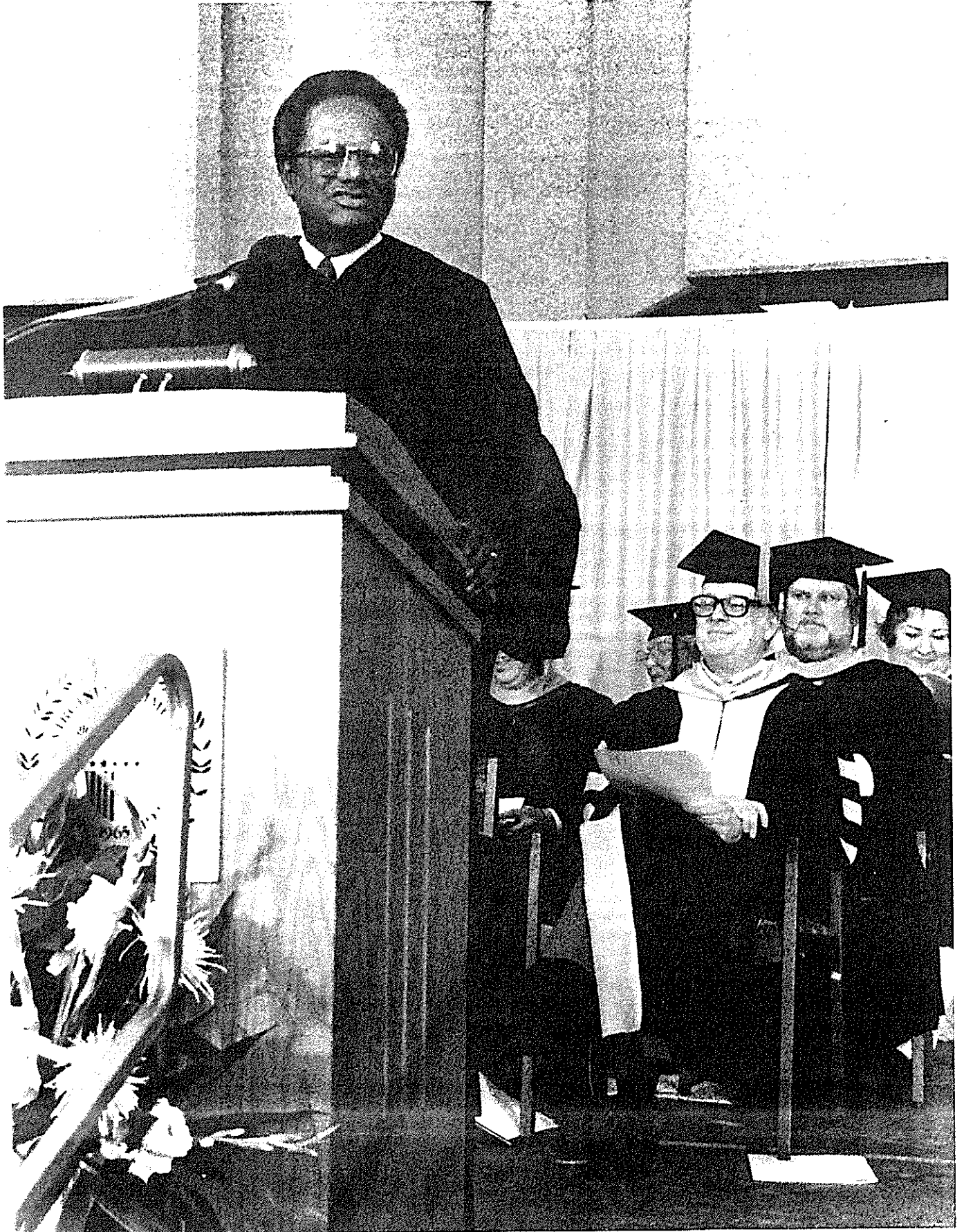
### Manassas Campus

Dr. Jean F. Goodine

### Woodbridge Campus

Mr. Alfred Ross





*Secretary of Education James W. Dyke, Jr.*

## Classification of Students

### Curricular Student

You are classified as a curricular student when program placed in a curriculum of the College. You must be a high school graduate, have earned a Graduate Equivalency Diploma (GED), have completed an approved developmental program, or have been otherwise determined qualified for admission. Your academic file must contain all of the information required for admission to the College. A curricular student may be either a full-time or part-time student working toward completion of a certificate or associate degree at the College.

### Non-Curricular Student

If you have not requested admission to a curriculum or developmental program, you may still register for courses by identifying your reason for enrolling at NVCC. You may be classified as a non-curricular student under one of the following circumstances:

1. Upgrading employment skills for your present job;
2. Developing skills for a new job;
3. Exploring a new career. You may be undecided about a career goal or an occupational choice. If you are changing from one educational objective to another, you are expected to declare another objective prior to completing 30 credit hours of course work;
4. Personal satisfaction or for general knowledge;
5. Transient student. You may be enrolled at NVCC while maintaining primary enrollment with another college or university;
6. Non-degree transfer student. You may be enrolled at NVCC to take only a certain number of courses for transfer to another college or university prior to completing the graduation requirements of a specific curriculum at NVCC;
7. High school student. You may get special permission from NVCC and your principal to enroll at the College;
8. General or curricula requirements pending. You may not have met all of the general or specific admission requirements as stated in the College *Catalog* but may be accepted by the College to take courses for one semester only, with special approval from the College;
9. Restricted enrollment. You may meet admission requirements of a specific curriculum but be temporarily denied entry because of an enrollment limitation. You could enroll in other courses while waiting for entry into your chosen curriculum, with special approval of the College.

### Full-Time Student

You are considered a full-time student if you have enrolled in 12 or more credits of course work in a semester or summer session.

### Part-Time Student

You are considered a part-time student if you are carrying fewer than 12 credits of course work in a semester or summer session.

### Academic Load

The minimum full-time academic load is 12 credits, and generally the maximum full-time load is 18 credits. To carry an academic load of more than 18 credits, you ordinarily must have a 3.00 grade point average or higher, the approval of the provost or his/her designee, and usually the approval of your faculty advisor or counselor.

### Student Level

You are classified as a freshman until you complete 30 credits of course work in a degree program. You are classified as a sophomore after you complete 30 credits of course work in a degree program. Credits transferred from other institutions are included, provided they apply toward meeting the requirements of your curriculum at NVCC.

## Admission Requirements

### Admission to the College

If you have a high school diploma or the equivalent, or are at least 18 years of age, and are able to benefit from enrollment, you are eligible for admission to Northern Virginia Community College.

All applicants must complete the Application for Admission. At this time, you are strongly advised to seek the assistance of counselors for academic, career or transfer information.

Students are accepted on a first-come/first-served basis with priority given to: (1) legal residents domiciled in the cities and counties supporting the College, (2) other Virginia legal residents, (3) out-of-state applicants, and (4) international students. It is even more important for you to apply early to the College if you are interested in being admitted to a curriculum. Certain programs have space shortage which can limit enrollment. Some of these curricula may have waiting lists.

High school transcripts are used for academic advisement to enhance your prospects for success in your chosen curriculum. These transcripts are required in order to be considered for admission to the following curricula: Veterinary Technology, Dental Hygiene, Medical Laboratory Technology, Nursing, Physical Therapist Assistant, Radiography, and Respiratory Therapy. Transcripts are preferred for Emergency Medical Services Technology and Medical Record Technology programs. Contact the appropriate campus Counseling Office regarding admission to these programs.

Official transcripts from other colleges or universities are required for acceptance of transfer credits at NVCC. Students seeking veterans benefits will also be required to submit transcripts of all previous college-level study.

International students requiring an I-20 form for admission on an F-1 or M-1 visa must provide official transcripts as noted in the section on "International Student Admission Requirements" in this catalog.

Application for Admission forms may be mailed to the Admissions and Records Office of your choice or brought to the campus during registration. You are urged to submit your Application for Admission to the College at least 30 days prior to the first day of registration for the semester in which you plan to enroll. This should provide you with the opportunity to meet with a counselor for academic assistance prior to registration. Applications mailed to the College at least two weeks before registration can be processed and a response will be mailed back to you. If you do not mail your application at least two weeks before registration, you should take the application to your selected home campus.

The College reserves the right to evaluate Application for Admission forms and to refuse admission to applicants when it is considered to be in the best interest of the College.

When you enroll as a student at NVCC, you accept the rules and regulations of the College. Any violation may be subject to appropriate action by the College.

### Home Campus

When you apply to the College, you must designate a home campus. Student records are maintained at the campus you designate. Requests for transcripts should be forwarded to your home campus.

### Change of Home Campus

Should circumstances require you to change your home campus, you should do so as soon as possible before the beginning of the registration period for the next semester. If you have received financial aid, you must notify the Financial Aid Office to transfer your financial aid records.

If you have been a student at the College previously but are not currently enrolled in classes, you may change your home campus by simply going to any campus for registration for the upcoming semester. If you are enrolled in classes for the current semester, you must request a change of campus at least five working days prior to the beginning of registration for the next semester, or you must wait until after the last day of the add/drop period for that semester to make a change.

### Admission to a Curriculum

In addition to the general admission requirements for acceptance by the College, there are specific requirements listed in the "Instructional Programs" section of this catalog for each individual curriculum. Be sure to check the curriculum of your choice to see if you have the required prerequisites for enrolling in that curriculum. If you do not meet these requirements, you may be able to make up deficiencies by taking developmental courses.

## Registration for Non-Credit Community Service Courses

You do not need to apply for admission to the College to take non-credit courses. Contact the Office of Continuing Education at the campus where you wish to attend for course and registration information.

## International Student Admission Requirements

NVCC does not issue I-20 forms to international applicants who are not in the United States at the time of application. International Students requiring I-20 forms who entered the United States to study at another college, university, or language school must successfully complete at least one term of work at that institution and submit an I-20 or I-538 form, as appropriate, prior to being considered for admission to NVCC.

You should have accident and sickness insurance during your enrollment. In addition, there are special requirements for international students who must have an I-20 form and are seeking enrollment at NVCC. You must:

1. have the equivalent of an American high school diploma;
2. have official transcripts and records of previous educational experiences translated into English and certified before they are sent to NVCC by the institution you attended;
3. submit verification of financial support (INS form I-134);
4. submit a minimal TOEFL score of 500;
5. submit all appropriate forms and test scores sixty (60) days prior to the beginning of classes for the semester you plan to attend. The deadline for the fall semester is June 27, 1991, and for the spring semester is November 15, 1991. Information about required forms and tests is contained in an international student admissions form available in the office of Admissions and Records. You will not be accepted until all general and special application requirements are completed. Generally, you will not be admitted if you are not in good academic standing at your previous institution.

If you are an international applicant for admission and your native language is not English, you must either achieve a 500 TOEFL score for holders of student visas or a satisfactory score on the College English Proficiency Test for holders of other visas. Information on this testing requirement is available from the Admissions and Records Office.

If an I-20 form has been submitted for you, you must be admitted to a curriculum and maintain satisfactory full-time enrollment status.

## High School Student Enrollment at NVCC

If you have not yet earned a high school diploma or its equivalent, you may attend the College full-time as part of an early admissions program. Some of your College

courses can fulfill your Virginia high school graduation requirement if you have prior written approval of your high school principal.

It is also possible to be a part-time NVCC student while still enrolled in high school. Once again, you would need to have written approval of your high school principal.

Any high school student who wants to attend NVCC is required to comply with the admission requirements of the College.

## Domicile Requirements

Effective July 1, 1984 all applicants for admission to Northern Virginia Community College, who are claiming entitlement to in-state tuition privileges are required by Section 23.7-4, of the Code of Virginia, to complete an "Application for Virginia In-State Tuition Rates" form.

To be eligible for in-state tuition rates, you must be domiciled in Virginia for a minimum of one year before the first official day of classes. Domicile is defined as your "present, fixed home where you return following temporary absences and where you intend to stay indefinitely".

As a minor you have the same domicile as your parents/legal guardian. Once you become 18 years old, you can establish a domicile that is different from your parents/legal guardian. However, if you are over 18 and are financially dependent on your parents/legal guardian, they must be domiciled in Virginia in order for you to be eligible for in-state tuition benefits.

The College will review many factors when determining your domicile, for example: residence during the past year prior to the first official day of classes, state to which income taxes are paid or filed, voter registration, motor vehicle registration, driver's license, employment, sources of financial support, other social or economic ties with Virginia or other states. The presence of any or all of these factors does not automatically result in Virginia domicile. The factors used to support a case for in-state tuition benefits must have existed for one year before the first official day of classes.

Residence or physical presence in Virginia primarily to attend a college or university does not entitle you to in-state tuition rates.

If you are a nonmilitary student whose parent or spouse is a member of the United States armed forces, you may establish domicile in the same manner as any other student. However, a nonmilitary student, not otherwise eligible for in-state tuition, whose parent or spouse is a member of the military residing in the Commonwealth pursuant to military orders and claiming a state other than Virginia on their State of Legal Residence Certificate, shall be entitled to in-state tuition charges under certain conditions. Contact the Admissions and Records office at your home campus for more information.

It is presumed that people falling within the following categories do not have the in-

tent to be domiciled in Virginia: holders of temporary visas, persons who by law must maintain their domicile or legal residence in another state and persons who have selected another state or country as their domicile.

When enrollments must be limited for any program or course, first priority shall be given to qualified students who are domiciled in one of the political subdivisions supporting the College. These subdivisions are listed under General Information.

Domicile requirements are subject to any changes in Virginia law pertaining to entitlement to reduced tuition charges.

## Placement Tests

Placement tests are required in many subject areas to identify students' appropriate course level for enrollment. Based on test results, you may qualify for enrollment in specific course levels. Prior to testing, you must have submitted an Application for Admission to Northern Virginia Community College and you must present a photograph identification at the time you are tested. Refer to the *Schedule of Classes* for further information regarding placement tests.

## Course Prerequisites

Successful completion of some courses is required before enrolling in other courses. These prerequisites are identified in the course listing of this catalog. You cannot enroll in a course for which you do not meet one of the prerequisites, unless prerequisites are waived by the chair of an instructional division.

## Registration

Before you can register, you must be admitted to NVCC and must designate a home campus, where your records will be maintained. You may register at any campus unless you are enrolled in a restricted program, or unless you are on an F-1 or an M-1 visa. If you are in any of these categories, you must register at your home campus. If you are receiving financial aid, you may register at any campus, but you must pay tuition and process financial aid forms at your home campus.

Refer to the *Schedule of Classes* for specific instructions on how and when to register.

## Extended Learning Institute Registration

Most Extended Learning Institute courses are available for you to start at any time convenient for you. Registration may take place on a campus or by mail through ELI. Registration details are available by calling the Extended Learning Institute (703) 323-3368. See the Extended Learning Institute section for additional information. You may apply to the College and register by mail at the same time.

## Late Registration

If you have not registered by the time classes have begun, you may register during

the late registration period. If you add a class and then, before paying your tuition, you decide not to take it, you must drop the class and process your drop form through the Business Office. Otherwise, you will be charged for the course. The dates for the late registration period are published in the *Schedule of Classes*. Late registration is not encouraged. If you register late, you are responsible for any course work you have missed.

If you have already registered, you may add or drop classes during the add/drop period as published in the *Schedule of Classes*. You may register and begin most ELI independent study courses at any time.

### Change of Registration

A Registration and Add/Drop Worksheet is required by the Office of Admissions and Records for making any change in your schedule after registration. Failure to follow established procedures could place your College attendance in jeopardy. Changes are effective as of the time they are requested and approved. Retroactive changes are not usually permitted. Schedule changes may be made during the periods printed in the *Schedule of Classes*.

#### 1. Dropping a Course

A Registration and Add/Drop Worksheet is required by the Office of Admissions and Records and must be processed through the Business Office. You may drop a course within the add/drop period as published in the *Schedule of Classes*. See the Refund section for additional information.

#### 2. Adding a Course

A Registration and Add/Drop Worksheet is required by the Office of Admissions and Records and must be processed through the Business Office for adding a course. Once registered, you may add a course at any time during the add/drop period which is published in the *Schedule of Classes*. Any request for entry into a class after the late registration period must be approved by the instructor, division chair and provost. Requests must be made through the Office of Admissions and Records, and payment made at the Business Office.

#### 3. Withdrawal from a Course

You may withdraw from a course within the first 60% of a session without academic penalty, and you will receive a grade of "W". You must complete a Course Withdrawal form (NVCC 125-47) and submit it to the Office of Admissions and Records. Withdrawal after the first 60% of the session will result in a grade of "F", except under mitigating circumstances which must be documented on the Course Withdrawal form, approved by the instructor of the course from which you are withdrawing, and submitted to the Office of Admissions and Records. This documentation will be retained electronically. See the Grading System section for explanation of grades.

If you have received any financial aid or veterans' benefits, you must also report your withdrawal to your campus Financial Aid Office and/or veterans advisor. Failure to follow established procedures could af-

fect your eligibility to return to NVCC or enter another college.

#### 4. Cancellation of a Section or Course by the College

The College will process a refund for courses or sections canceled by the College if no other course or section carrying the same number of credits is added.

#### 5. Curriculum Change

To change from one curriculum to another, you must contact a counselor to initiate completion of a new Program Placement form.

### Specific Course Schedule Changes

In some circumstances, you may change courses or sections without additional tuition expense.

#### 1. Regular Course to Developmental Course

In cases where a student enrolls in an entry-level regular course for which there is a preparatory developmental course, and then incurs difficulty in keeping up with the regular course work in the first three weeks (21 calendar days) of the course, students may, with the approval of the instructor, initiate a drop, and enroll in a developmental course which is more suited to his/her capabilities. In making the transfer from the regular course to the developmental course, the student will be charged additional tuition on a per hour basis for any additional credit hours. If the exchange results in fewer credit hours, the student qualifies for a tuition refund only if the transaction occurs during the regular add/drop period for the course being dropped.

#### 2. Developmental Course to Another Developmental Course

Students may transfer from one developmental course to another within the same discipline using the add/drop procedure form even though this transaction may occur after the standard add/drop period for the sixteen-week session. In these cases, the three-week (21 calendar days) limit does not apply. No change in tuition occurs if the change from one developmental course to another developmental course occurs within the same discipline and the credit-hour values of the courses remain identical. Any credit hours which are added as a result of this course exchange will result in additional tuition on a per hour basis. If the exchange results in fewer credit hours, the student qualifies for a tuition refund only if the transaction occurs during the regular add/drop period for the course being dropped.

#### 3. Developmental Course Changes

Course changes after the end of the add/drop period require the approvals of the gaining instructor, the gaining division chair, and the provost. There is no refund for courses dropped and tuition is charged for courses added.

#### 4. Course Section Changes

You may request a change from one section to another of the same course and course length within the same semester after the add/drop period for the sixteen-week session if you can justify mitigating circum-

stances. This justification must be recorded on an add/drop form and approved by the instructors of the sections involved and their respective division chairs. If such changes are approved, no additional tuition will be charged.

### Auditing a Course

You may audit a course and attend without taking examinations. Registrations for audit will be accepted only during the late registration period each semester, and the approval of the instructor and the division chair is required. The regular tuition rate is charged. Requests for credit enrollment in a class will be given priority over audit enrollment. You may also audit Extended Learning Institute courses.

Audited courses carry no credit and do not count as a part of your course load. If you desire to change your status in a course from audit to credit, you must do so within the add/drop period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade "X" is invalid if you are enrolled for credit.

Contact the office of Admissions and Records for instructions on auditing a course.

### Repeating a Course

You will normally be limited to two enrollments in the same credit course. If you wish to enroll in the same credit course more than twice, you must request permission from the provost or designee. This limitation does not apply to courses in the "Description of Courses" section of this catalog identified by a single or double asterisk, or the general usage courses numbered 090, 190, 290, 095, 195, 295, 096, 196, 296, 097, 197, 297, 098, 198, 298, 099, 199, and 299.

### Senior Citizens Enrollment

The Virginia Senior Citizens Higher Education Act of 1974, and amendments, provide educational benefits for Senior Citizens. If your age is 60 or over before the beginning of the term, your legal domicile has been Virginia for one year, and your Federal taxable income for the year preceding enrollment did not exceed \$10,000, you may enroll in courses for credit without charge.

Regardless of your income, you may enroll in credit courses for audit (receive no credit) without charge and/or enroll in non-credit courses without charge. Non-credit and audit enrollment is limited to three courses in one term.

You must complete an Application for Admission form and be admitted to the College. You may register only at the start of the late registration period, after tuition-paying students have registered. However, if you have completed seventy-five percent



of your degree requirements, you may register at the same time as tuition-paying students.

## Financial Information

### Application Fee

There is no fee for the submission of an Application for Admission.

### Tuition

Tuition rates for 1991-1992, which were not available at the time this catalog was published, will be printed in the appropriate *Schedule of Classes*.

Tuition is due upon registration. Payment of tuition entitles you to use the library, bookstore, student lounge, and other facilities of the College except parking. There are no special library fees. You must pay for any school property that you damage or lose, such as laboratory or shop equipment, supplies, library books and materials.

Some courses such as music, physical education and aviation require non-college support services from other agencies and individuals. Costs for these additional charges are paid by you directly to the individual or agency providing the service.

All tuition and fees are approved by the State Board for Community Colleges which has the authority to change any and all tuition and fees without prior notice.

### In-State Tuition Eligibility

To be eligible for in-state tuition rates, you must be domiciled in Virginia for a minimum of one year before the first official day of classes. See the Domicile Requirements section for details.

To change your tuition status from out-of-state to in-state you must initiate the process by completing an "Application for Virginia In-State Tuition Rates" form. This form can be obtained in your home campus Admissions and Records Office. All forms should be completed before the registration period begins for the semester in which the in-state charges will take effect.

The College reserves the right to recoup deficiency charges when the wrong tuition rate is paid. Your home campus Admissions and Records office can clarify any question concerning domicile status.

### Payment

Tuition is payable by cash, check, money order, contract, VISA or MasterCard.

Checks (payable to NVCC) can only be accepted for the exact amount due. Credit cards are accepted only for tuition. A service charge of \$5.00 is charged to you for any check that is dishonored, except when the bank is at fault. A dishonored check that is not an error of the bank must be redeemed with cash, certified check or money order before you can complete or withdraw from current courses, or register for future courses. If you issue a dishonored check that is not a bank error, you will be required to pay by cash, certified check or money order for one year from the date of payment to the College for the dishonored check be-

fore personal checks will be accepted again. Under extenuating circumstances, waiver of this policy may be considered upon written request to the campus business manager.

For students who have paid tuition by VISA or MasterCard, authorized refunds can be issued as credits to charge card accounts. The card must be presented to the Business Office. Otherwise, refunds will be processed for a check to be mailed to you at your address of record with the College.

### Refunds for Courses Dropped

Tuition refunds are not automatic except for courses canceled by the College.

You are eligible for a full refund if a course is dropped during the official add/drop periods as published in the *Schedule of Classes* and as indicated on your official receipt form. For special session classes without a published add/drop period, add/drop will be proportionate to the length of the class. **There is no refund after these points in time.** Specific dates for tuition payments and refunds are published in the *Schedule of Classes* and are on your official receipt form.

To drop a course, you must complete the Registration and Add/Drop Worksheet, process it through the Admissions and Records Office, and deliver it to the Business Office.

Requests for refunds for ELI courses must be made in writing to ELI and post-marked within 15 percent of your enrollment period. Refund dates will be included in the packet mailed to you by ELI when you register.

### Refunds for Withdrawal from the College

You must drop all classes by completing a Registration and Add/Drop Worksheet to withdraw from the College. This form must be processed through the Admissions and Records Office and delivered to the Business Office. Official withdrawal from the College will become effective on the date that this form is received.

Students withdrawing from the College are eligible for a full refund of tuition if they withdraw during the add/drop period for the courses in which they were enrolled as published in the applicable *Schedule of Classes*.

### Non-Payment of Debts

Continued attendance at NVCC is dependent upon proper settlement of all debts owed the institution. Should you fail to satisfy all due and payable amounts for tuition and fees, College loans, College fines, or other debts you owe the College, you may be suspended. Until all current debts you owe the College have been satisfied, you will not be reinstated if suspended and will not be permitted to register. Transcripts will not be issued and recommendations will not be written, nor other services provided.

The policies governing the failure to meet financial obligations will also apply to students owing fines to libraries of institutions

and participating public libraries of the Consortium for Continuing Higher Education in Northern Virginia.

### Holds on Student Records

A hold may be placed on your official record under certain conditions. A hold may restrict you from registering, having transcripts issued, or receiving other college services. Non-payment of financial obligations such as tuition, college fines, and other debts may result in a hold on your record. Disciplinary action, academic suspension, or dismissal may also result in a hold.

### Graduation Fee

There is no fee for graduation.

### Books and Supplies

You are expected to obtain your own books, supplies, and consumable materials needed in your studies. It is estimated that the cost of these items will average \$235 per semester for a full-time student.

### Transcripts

An NVCC transcript of your academic record may be issued from your home campus Admissions and Records Office. Official transcripts are released only to other colleges or agencies upon your written request. Only an unofficial copy of your transcript may be released directly to you. There is no fee for transcripts. Financial Aid transcripts are available at no cost through your home campus Financial Aid Office.

### Library Fines

There is a charge for all overdue library materials. If you lose a book or other materials, you must notify the library to stop the accumulation of any fines. However, you will have to pay for lost materials. This rule also applies to books and materials borrowed from Consortium institutions (George Mason University, the University of Virginia, V.P.I. & S.U. at Reston, and Marymount University).

A fine of ten cents a day (with a maximum fine of \$5.00) will be charged for regular circulating material. Fines for reserved materials are fifty cents a day (with a \$5.00 maximum). In the event of loss, the charge will be the replacement cost of the lost item plus any fines.

### Vehicle Parking Fee

If you wish to park a vehicle on campus, you must purchase a parking permit from the Campus Security Office or use parking meters where they are installed. A three-semester permit may be purchased for \$42. A two-semester permit may be purchased for \$31. Permits for a single semester may be obtained for \$20. Purchase of a permit entitles you to use any student parking lot. If all your courses are canceled by the College, your parking fee will be refunded if you so advise Campus Security. If you drop all courses during the add/drop period for those courses, you may request and receive a partial refund of your parking fee. You are encouraged to purchase your permit during the regular registration and add/drop peri-

ods. Student permits are required by 7 a.m. the first Monday after the add/drop period.

Some campuses have parking meters. No permit is required for meter parking. Displaying a valid parking permit while parked at a meter does not constitute payment of the meter fee.

### Identification Cards

Student identification cards are issued without charge. They should be validated each semester upon registration. Lost cards will be replaced upon request to your home campus Office of Admissions and Records. ID cards may be required for registration, course changes, transcript requests, library material use, admissions to special student activities, etc.

### Student Identification Number

You are requested to use your Social Security number as an identification number at the time you apply for admission. If you are unable or unwilling to provide this number, a substitute identification number will be assigned to you. The Social Security number identification system provides for a consistent and efficient means for student records. Your identification number is used for grade reporting, class rolls and other records.

Applicants for financial aid are requested to submit Social Security numbers. Pell Grant Program applicants are advised that Social Security numbers are required by the U.S. Department of Education when processing applications.

### Student Records Access

The College observes Public Law 93-380 in providing for the privacy of official student records and the rights of students to review these records. You may review your official records by making a request to the office of Admissions and Records. The College will not release any personally identifiable information about you without your permission, except to certain school and governmental officials as provided by the law.

Requests by individuals and agencies for release of student information must be presented in writing. Your permission for the College to release any information must also be in writing. Information which is considered public information is described in the current issue of the College *Student Handbook*.

### Credits

A credit at NVCC is equivalent to one collegiate semester credit. One credit is awarded for each of the following:

1. One hour per week of lecture (15 hours per semester plus an exam period);
2. Two hours per week of laboratory with one hour of out-of-class practice (45 hours per semester plus an exam period);
3. Three hours per week of laboratory with no out-of-class practice (45 hours per semester plus an exam period).

4. Courses offered in a non-traditional format require an equivalent amount of time.

### Grading System

- A = Excellent—4 grade points per credit  
 B = Good—3 grade points per credit  
 C = Average—2 grade points per credit  
 D = Poor—1 grade point per credit  
 F = Failure—0 grade points  
 I = Incomplete—No grade point credit. The "I" grade is 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 course work which has been completed. (Nursing courses must be completed within the first two weeks of the subsequent semester.) For "I" grades earned at the end of the spring semester, you will have through the end of the subsequent fall semester to complete the requirements. A "W" grade should be awarded only under mitigating circumstances which must be approved and documented. A copy of this documentation is placed in your academic file.
- P = Pass—No grade point credit; applies to non-credit courses. May also apply to non-developmental courses approved by division chair. "P" grades are not included in grade point average calculations. Only seven credit hours of "P" grade may be applied toward graduation. This maximum may be extended to fifteen credit hours for an approved experiential learning program such as PLACE.
- R = Re-Enroll—No grade point credit. A grade of "R" means that you were making satisfactory progress but did not com-

plete all the course objectives. You must re-enroll and pay the appropriate tuition to complete the course objectives. (The "R" grade applies to a limited number of courses.)

- S = Satisfactory—No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 01-09). "S" grades are not included in grade point average calculations.
- U = Unsatisfactory—No grade point credit; applies only to Developmental Studies, non-credit courses, and specialized courses and seminars at the discretion of the College.
- W = Withdrawal—No grade point credit. A grade of "W" is awarded if you withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, you will receive a grade of "F" except under mitigating circumstances which must be documented on the NVCC 125-47 form. This documentation will be retained electronically. See "Withdrawal From a Course" section.
- X = Audit—No grade point credit. Permission of the instructor and the division chair is required to audit a course.

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. The GPA is carried out to two digits past the decimal point (example 1.00). No rounding shall be done to arrive at the GPA. When a course is repeated, only the last grade will be used in the GPA computation for graduation. The table below illustrates a GPA of 2.00 obtained by dividing 30 by 15.

Students who think that a semester grade is in error may check by contacting the appropriate instructor through the instructional division within 20 working days after grades are mailed. If the grade is in error, the instructor will take the necessary steps to correct it. After the 20 working day period, the grade will stand, except in the case of "I" grades, which must be changed within one academic semester of their issuance.

| Course  | Credit Hours Attempted | Grade | Grade Points | Credit Hours Comp'd | Total Grade Points |
|---------|------------------------|-------|--------------|---------------------|--------------------|
| MTH 166 | 4                      | A     | 4            | 4                   | 16                 |
| ENG 111 | 3                      | B     | 3            | 3                   | 9                  |
| MUS 141 | 2                      | C     | 2            | 2                   | 4                  |
| PED 101 | 1                      | D     | 1            | 1                   | 1                  |
| CHM 113 | 5                      | F     | 0            | 0                   | 0                  |
| PSY 100 | 0                      | W     | 0            | 0                   | 0                  |
|         | <hr/> 15               |       |              | <hr/> 10            | <hr/> 30           |

## Developmental Courses Grading

An "S" grade will be assigned to indicate satisfactory completion of the course objectives for each developmental course.

If you are making satisfactory progress but have not completed all of the instructional objectives for a developmental course (numbered 01-09), you will be assigned an "R" (re-enroll) and you must re-enroll and pay the appropriate tuition to complete course objectives.

If you are not making satisfactory progress in a developmental course (numbered 01-09), you will be assigned a "U" (unsatisfactory). You should meet with your counselor for possible re-evaluation of your goals and for determination of any subsequent academic work.

Credits earned for developmental courses are not counted in grade point computations toward graduation or in determining sophomore status. They are used in determining full-time or part-time status.

## Posting of Grades

Final grades are usually posted by student identification number. If you do not want your grades posted, you should so advise each instructor prior to the end of the course.

## Honor Roll and Dean's List

Your name will be placed on the Honor Roll for any semester in which your cumulative grade point average is 3.50 or higher and you have earned a minimum of 20 semester hours of credit at NVCC.

Your name will be placed on the Dean's List for any semester in which your cumulative grade point average is 3.20 or higher and you have earned a minimum of 15 semester hours of credit at NVCC.

## Transfer Credit and Advanced Standing

NVCC has an advanced standing program which allows previous academic study, examination, or occupational experience to be evaluated for possible college credit. To be eligible to apply for advanced standing, you must be enrolled in a curriculum at NVCC through the established program placement procedure. Total credits possible through all forms of advanced standing must conform to the residency requirement as stated in this *Catalog*. However, the division chair responsible for the chosen curriculum will determine if the courses in question will apply to the curriculum and/or if substitutions may be made within the curriculum.

Transfer credit or advanced standing is available to students for educational experiences which fall into five basic categories:

### 1. Transfer Credit From Other Colleges

When transferring from another college, consult the office of Admissions and Records at your home campus of NVCC for an assessment of credits earned. You may be advised to repeat courses if it is apparent that this will help you make satisfactory progress in your curriculum at NVCC.

Credit may be transferred from colleges and universities which are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accreditation associations, such as the Southern Association of Colleges and Schools. A complete evaluation will be made of all potentially transferable credits which apply to your chosen curriculum after all official documents required for evaluation have been received by the office of Admissions and Records. All acceptable courses will be transferred as closely to the NVCC course equivalent as is possible. Generally, credit is awarded only for courses with a grade of "C" or above. If the course content is unlike any course at NVCC, elective credit may be granted. The curriculum division at NVCC will determine if and how transferred courses and credits may be used to meet specific degree requirements.

The College accepts international transcript credit only after the student has an official transcript sent to the College that has been translated into English and evaluated for course-by-course credit by a private evaluation agency recognized by NVCC. Cost for this special pre-college service is to be borne by the student.

You may take courses at other institutions while attending NVCC. You should receive approval from the chair of the academic division at NVCC from which you expect to receive your degree to ensure that these courses are transferable.

If you are considering transfer from another college or university to NVCC, you are encouraged to apply for admission to NVCC and request an evaluation of all transcripts as early as possible.

Official transcripts sent from other colleges and universities directly to the office of Admissions and Records will be considered for evaluation.

### 2. Military Service Courses

Credit will be granted for military service school courses if the awarding of credit is recommended in the current edition of the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services*, and approved by the division chair of your curriculum. The following information must be obtained:

- Full and correct title of course;
- Location of training;
- Length of course in weeks;
- Exact dates of attendance;
- Service which gave the course.

You must submit an official record\* (original DD 214 or DD 295 certified by the Commanding Officer and mailed directly to NVCC from the Educational Office) and initiate the request by petitioning for credit. A certified copy of the DD 214 may be obtained from the veterans office.

\*Students entering the Army on or after January 1984 must submit an AARTS (Army Ace Registry Transcript System) transcript in lieu of a DD 295 or DD 214.

The military service courses should be equivalent to NVCC courses and will be applied as the student's program deter-

mines. Military service credit in occupational/technical areas which is ten years old or older must be approved by appropriate division chairs. Army Primary Military Occupational Specialty Credit (MOS) and Navy Enlisted General Rates and Ratings (NER) can be awarded to active and inactive duty personnel.

### 3. Non-Traditional Courses

Transfer credit for non-traditional courses will be awarded only in accordance with the recommendations of the Northern Virginia Community College *Transfer Guide to Acceptance of Credit*.

### 4. Credit by Examination

Advanced standing may be granted to students who have successfully completed examinations in any of the following programs:

- College Level Examination Program (CLEP) examinations from Educational Testing Service (ETS) for advanced standing. The CLEP has been approved in four basic liberal arts areas and in specific subject areas. If you want to participate in the CLEP program, contact the counseling office at your campus.
- NVCC will award specific course credit for acceptable scores on the United States Armed Forces Institute (USAFI) tests. As USAFI is no longer operative, arrangements have been made for the Defense Activity for Non-Traditional Education Support (DANTES) to administer and store standardized subject tests and General Educational Development Tests (GEDs) for military personnel.

To obtain results of USAFI courses and high school and college-level GEDs, follow these instructions:

- For military personnel tested through USAFI prior to July 1, 1974, write to DANTES Contract Representative (Transcripts), Educational Testing Services, Box CN6605, Princeton, New Jersey, 08541-6605.
- The scores of military personnel tested overseas after July 1, 1974, may be obtained from Educational Testing Services, Box CN6604, Princeton, New Jersey, 08541-6604.
- Military personnel tested in the United States at official GED centers or by State Departments of Education must request transcripts directly from the State Department of Education or the official GED center concerned.

- Advanced Placement examinations of the College Entrance Examination Board may be used for advanced placement. Specific college course credits will be granted for scores of three, four or five on the Advanced Placement (AP) examinations. You must have official AP score reports forwarded from ETS to NVCC for inclusion in your permanent record in the Admissions and Records Office of

your home campus in order to get appropriate evaluation.

- d. Assessment by Local Examination (ABLE) is available at NVCC. ABLE examinations are constructed at NVCC where tests are not available from outside sources such as CLEP. The College grants specific course credit for acceptable performance on ABLE examinations. Credits earned through ABLE exams cannot be used to fulfill residency requirements.

### 5. Credit for Prior Learning

In addition to the Advanced Standing Program, NVCC has a program called PLACE (Prior Learning Activity for Credit Evaluation). PLACE is for adults who have gained college level experience through work, volunteer activities, participation in civic and community assignments, travel, independent study and similar "life experiences."

In order to convert these experiences into college credit, students must register for STD 298, Seminar and Project PLACE Workshop. This portfolio course assists students in assembling evidence of their accomplishments. Completed portfolios are assessed by designated faculty who may recommend the awarding of credits.

Up to 15 semester credits in degree programs or 10 semester credits in certificate programs may be awarded through the portfolio process. Credits earned through PLACE cannot be used to fulfill residency requirements.

### Physical Education Credit for Military Basic Training

If you are a veteran or a servicemember who has served on active duty for at least 181 continuous days, you may request that credit be awarded for physical education based upon submission of appropriate forms to the Admission and Records Office. DD Form 214 is required for veterans and DD Form 295 is required for servicemembers on active duty. Physical education credit may be awarded based on the recommendation in the appropriate ACE *Guide to the Evaluation of Educational Experiences in the Armed Services*.

## Graduation Requirements

### Associate Degree Requirements

To be eligible for graduation with an associate degree (A.A.S., A.A. or A.S.) from the College, you must:

1. Have been program placed in the curriculum;
2. Have fulfilled all of the course work and credit hour requirements of the curriculum as outlined in the *College Catalog*. The catalog to be used to determine graduation requirements is the one in effect at the time of your initial program placement in the curriculum from which you are graduating, or any subsequent catalog of your choice. The catalog to be used in certifying your graduation shall have been in effect no more than seven years prior to the time of graduation;

3. Have been recommended for graduation by the appropriate instructional authority in your curriculum;
4. Have taken at least 15 semester hours in the curriculum at NVCC;
5. Have completed the general education requirements for an associate degree;
6. Have earned a grade point average of at least 2.00 on courses attempted which are applicable toward graduation in the curriculum;
7. Have applied for graduation in your campus office of Admissions and Records on or before the dates published in the *Schedule of Classes* for each semester.
8. Have resolved all financial obligations to the College and returned all materials, including library books.

### Certificate Requirements

To be eligible for graduation with a certificate or a career studies certificate from the College you must:

1. Have been admitted to the curriculum;
2. Have fulfilled all of the course requirements of the curriculum as outlined in the *College Catalog*. This includes achieving a passing grade in each course in the curriculum. The catalog to be used to determine graduation requirements is the one in effect at the time of your initial program placement in the curriculum from which you are graduating, or any subsequent catalog of your choice. The catalog to be used in certifying your graduation shall have been in effect no more than seven years prior to the time of your graduation.
3. Have been recommended for graduation by the appropriate authority in the curriculum;
4. Have earned a grade point average of at least 2.0 in all courses attempted which are applicable toward graduation in the curriculum;
5. Have completed at least 25% of the credits for the certificate at NVCC;
6. Have applied for graduation in the office of Admissions and Records on or before the dates published in the *Schedule of Classes* for each semester;
7. Have resolved all financial obligations to the College and returned all materials, including library books.

### Certificate of Completion

If you successfully complete a program of instruction which does not lead to a certificate or an associate degree, you may be awarded a Certificate of Completion. These are also given for noncredit courses at the College.

### Graduation Honors

Students attending NVCC for a minimum of 30 credit hours in degree programs are eligible for graduation honors. Those attending NVCC for a minimum of 50% of the credit hours in their certificate program are eligible for graduation honors. You must apply for graduation in the office of Admissions and Records to be eligible for graduation honors. Graduation honors are determined by your cumulative grade point average.

Graduation honors are determined by your cumulative grade point average.

Appropriate honors are based on scholastic achievements and recorded on the degree or certificate as follows:

| Grade Point Average | Honor                                   |
|---------------------|---|
| 3.20                | Cum Laude<br>(with honor)               |
| 3.50                | Magna Cum Laude<br>(with high honor)    |
| 3.80                | Summa Cum Laude<br>(with highest honor) |

## Academic Regulations

### Attendance

Regular attendance at classes is required. Absences equal to 30 percent of the scheduled instructional time for a course will be considered as unsatisfactory progress unless the instructor has made other arrangements for the class (or individual students) to complete course objectives.

Credit will not be granted for work completed in courses in which you are not officially registered.

It is your responsibility to inform the instructor prior to an absence from class whenever possible. Frequent unexplained absences may result in dismissal from the course. The student is responsible for making up all work missed during an absence.

### Academic Standing

The College is responsible for letting you know when you are having academic difficulty. After you receive official notice, the College will assist in setting objectives, planning for improved study habits, and dealing with other factors that relate to your academic progress.

The College will send you official notification on your student grade report when you are having academic difficulty. You will be given an appropriate period of time to show improvement. The College may determine that you are best served by being prevented from further registration for a period of time if you show no academic improvement.

The College provides the following official indications of academic difficulty:

#### 1. Academic Warning

If you fail to maintain a minimum grade point average of 2.00 for any semester or fail any course you will receive an academic warning.

#### 2. Academic Probation

If you fail to maintain a minimum cumulative grade point average of 1.50, you will be placed on academic probation until your grade point average reaches 1.50 or better. The statement "Placed on Academic Probation" will be included on your permanent record. You will be ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following semester. While on academic probation you are required to consult a counselor. An average between 1.50 and 1.99 may not result



in formal academic probation; nevertheless, a minimum of 2.00 in your curriculum is a prerequisite to the receipt of an associate degree. Part-time students will not be placed on academic probation until they have attempted 12 semester credit hours.

### 3. Academic Suspension

If you are on academic probation and fail to attain a minimum grade point average of 1.50 for the next semester, you will be placed on academic suspension. Academic suspension normally will be for one semester unless you reapply and are accepted for readmission to another curriculum of the College. The statement "Placed on Academic Suspension" will be included on your permanent record.

If informed that you are on academic suspension, you may submit an appeal in writing to the chair of the Admissions Committee for reconsideration of your case. A suspended student may be readmitted after termination of the suspension period and upon formal written petition to the chair of the Admissions Committee. Students will not be placed on suspension until 24 semester credit hours have been attempted.

Following your reinstatement after academic suspension, you must achieve a minimum 2.00 grade point average for the semester. You must maintain at least a 1.50 grade point average in each subsequent semester of attendance. You remain on probation until your overall grade point average is raised to a minimum of 1.50.

### 4. Academic Dismissal

If you do not maintain at least a 2.00 grade point average for the semester of reinstatement to the College when on academic suspension, you will be academically dismissed. If you have been placed on academic suspension and achieve a 2.00 grade point average for the semester of your reinstatement, you must maintain at least a cumulative 1.50 grade point average in each subsequent semester of attendance. You

will remain on probation until your cumulative grade point average is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 grade point average in each subsequent semester until cumulative GPA reaches 1.50 will result in academic dismissal.

Academic dismissal normally is permanent unless, with good cause, you reapply and are accepted under special consideration for readmission by the Admissions Committee of the College. The statement "Academic Dismissal" will be placed on your permanent record.

### Examinations

You are expected to take tests at regularly scheduled times. In addition, every student is required to take a final examination, receive an appropriate evaluation instrument, or continue receiving instruction during the scheduled final examination period. Any deviation from the final examination schedule must be approved by the campus provost.

### Student Rights and Responsibilities

As a member of the student body of the College, there are certain rights which you may expect to enjoy as well as obligations which you accept by your enrollment. The current edition of the *Student Handbook* contains a statement on student rights and responsibilities and the College's policies on academic dishonesty, illegal substances, and student conduct and discipline.

### Extended Learning Institute Course Requirements

#### Textbooks

Textbooks for Extended Learning Institute (ELI) courses may not be the same as

those used on campus. They may be purchased at any NVCC campus bookstore or ordered by mail. If the book is not available at one of the campuses, the bookstore will arrange to get it from another campus for you. Books ordered from the bookstore by mail are shipped within 72 hours.

### Assignment Due Dates

Even though ELI courses are self-paced, you are required to submit some assignments by specific due dates. If you do not submit these assignments on time, you can be dropped from the course with a grade of "W."

### Services Available to ELI Students

All college and campus services are available to ELI students. Some restrictions may exist in the case of financial aid and veterans benefits. Some services, such as bookstores, counseling, and learning laboratory/learning resource centers, are sometimes closed during breaks at the end of each term. Faculty members may also be on vacation at these times, so there may be some delay in returning written work that has been submitted to ELI. For more information on the availability of services, contact the campus nearest you or the Extended Learning Institute.

### ELI Examinations

Each course has several exams which you must take in person at a campus learning laboratory. These are proctored exams. To pass an ELI course, you must pass the proctored exams, regardless of how well you do on other course assignments. Proctored exams may be scheduled at your convenience (including evenings) by calling the learning laboratory at the campus nearest to you. If you cannot get to a campus learning laboratory, other arrangements for proctoring the exam can be made by contacting ELI.

Each campus provides a number of services designed to help with your education, career and personal development. Counseling, testing, faculty advising, financial aid, job referral, student activities, and information about the College are explained in this section. Other services such as admissions and records are explained elsewhere in this catalog.

The dean of student development on each campus is responsible for most of the student services. Contact the dean or members of the student development staff to take full advantage of these opportunities for assistance. If taking courses through the Extended Learning Institute, you can enroll through the student services on your home campus or contact ELI.

## Counseling Services

Counselors are professionals who are available to assist you in your educational career and life planning. They can help you to make effective decisions and to deal with problems that you may be facing while in attendance at the College. Interviews with counselors are confidential. Referral information is available for persons requiring professional assistance beyond the scope and training of the counselors.

A counselor can help you explore and develop career goals and plan your education to help meet those goals. If you want to enroll in a degree or certificate curriculum, and if you did not indicate a choice of curriculum on your Application for Admission, it is suggested that you meet with a counselor for curriculum placement. This may mean planning a developmental program to gain the necessary skills in certain areas to meet the entrance requirements for a curriculum. It may mean planning a program to take the right courses for transfer to a four-year college or university when you leave NVCC. It may mean selecting the occupational/technical program best suited to your abilities.

During your first semester at NVCC, the counselor will refer you to a faculty advisor who will assist you in planning your second semester and the rest of your program.

Counseling services are open to you throughout your stay at the College. You are encouraged to continue to visit your counselor for whatever reason you may have. Any change of curriculum must be made through your counselor.

Counselors assist you with financial aid information, inventories, career information, volunteer service placement information, job counseling information, and personal information materials. Special group programs are also available in career planning seminars, personal exploration groups, and other skill building workshops.

## Testing Services

The counseling service on each campus provides a testing program to help you better understand your abilities, interests,

skills, and values. Tests and inventories are administered and interpreted at nominal charge to students.

Information is available about national testing programs such as the Test of English as a Foreign Language (TOEFL) and College Level Examination Program (CLEP).

## Information Services

### 1. Orientation

An orientation program provides you with the opportunity to learn skills and information that will help you to be successful at NVCC. The orientation program may begin weeks before registration when you meet with a counselor for a program placement interview. In this interview, career interests and educational goals are explored. It will be determined at this time if there is a need for additional information or tests. Your application for admission to a specific curriculum will be evaluated, and the first semester's courses planned.

The orientation course, STD 100, is required for graduation in all degree curricula and many certificate curricula. It is best to take this credit course in your first semester at the College. The Extended Learning Institute also has an orientation course available for those who cannot attend a campus-based section.

### 2. Career, Educational and Personal Information

A variety of printed material is available in the Counseling Center and in the Learning Resource Center of each campus. Reference books and college catalogs providing information on colleges and professional schools are available. Other books and pamphlets describe the entrance requirements, working conditions and compensations of thousands of career and job opportunities. Specialized materials are there to help you learn more about how to plan for your education and personal development.

### 3. Student Handbook

The NVCC *Student Handbook* provides additional information about the College. Student activities and organizations are described. Food services, bookstores, parking regulations, the statement of student rights and responsibilities, and a listing of college and campus office locations and phone numbers are included.

## Faculty Advising

For the first semester at the College, you should work with a counselor to plan a program for meeting your educational objectives. You will then be referred to a faculty advisor or counselor for all subsequent terms. Your faculty advisor/counselor will assist you in planning the rest of your program.

To graduate, you must obtain certification by your faculty advisor that all course requirements for the degree or certificate have been met. All students are encouraged to seek information and assistance from faculty advisors in career and occupational planning in addition to curriculum planning.

Even if you are not enrolled in a specific curriculum major, you may seek assistance from faculty advisors and counselors to help select courses during registration.

## Financial Aid Services

NVCC strives to assure that no one be denied the opportunity of attending the College for financial reasons. The financial aid program provides a variety of ways for you to get funds for college.

Financial aid counselors at each campus provide information about financial aid programs, application procedures and eligibility.

Jobs are available on campus through a work-study program. If you can show financial need, you may qualify for participation in this program.

Loans are available through the Perkins Direct Student Loan and the Stafford (Guaranteed) Student Loan Program. If you need a loan, contact the Financial Aid Office for information and a determination of eligibility for a loan.

Supplemental Educational Opportunity Grants (SEOG) are federally funded and available in conjunction with other types of financial aid.

The Pell Grant, which is federally funded, requires financial need and at least half-time enrollment.

The College Scholarship Assistance Program provides scholarships for students domiciled in Virginia. The program is provided through the State Council of Higher Education for Virginia to needy students attending Virginia colleges who are making satisfactory academic progress.

Applications for financial aid are available from the Financial Aid Office on campus. Application must be made on your home campus and should be made well in advance of the semester for which assistance is needed. Applicants for all aid programs, including loans, must file a Financial Aid Form (FAF) through the College Board. Completed applications received by April 1, 1991 will receive priority consideration.

The NOVA Student Financial Aid Committee is composed of representatives of the administration, student body, Financial Aid Offices, and faculty as appointed by the president. The Committee reviews and recommends policy on administering financial aid programs.

Extended Learning Institute courses will not be included in any calculation used to determine a student's eligibility for any financial aid funds or loan deferments.

Additional information on scholarships, grants, loans, and on-campus employment may be found in the 1991-92 *Student Financial Aid Services Brochure*.

## Satisfactory Progress

To be eligible for financial aid, you must maintain satisfactory academic progress for all periods of enrollment. If you are a degree-seeking student, you may be eligible for financial aid for no more than the equiv-

alent of six full-time semesters of enrollment. If you are a certificate-seeking student, you may be eligible for financial aid for no more than the equivalent of three full-time semesters of enrollment. If you are required to take developmental studies, you are limited to receiving financial aid for 30 credits of developmental studies and 30 credits of ESL courses.

You must demonstrate satisfactory academic progress by completing the minimum number of required credits and achieving the minimum required GPA as measured by the Credit Completion Schedule. Completed credits are those for which a grade of "A", "B", "C", "D", "P", "R", or "S" was earned. You may receive financial aid for up to seven (7) credits of pass/fail coursework. The schedule is prorated if you are a part-time student. An evaluation of satisfactory academic progress will be done at the end of each summer session for degree-seeking students and at the end of each fall semester and summer session for students enrolled in certificate programs.

**CREDIT COMPLETION SCHEDULE**

| Total Full-Time Semester Equivalent | Required Credits Completed | Required Cumulative GPA* |
|-------------------------------------|----------------------------|--------------------------|
| 1                                   | 12                         | *                        |
| 2                                   | 24                         | 1.75                     |
| 3                                   | 36                         | 1.75                     |
| 4                                   | 48                         | 2.00                     |
| 5                                   | 60                         | 2.00                     |
| 6                                   | 72                         | 2.00                     |

\*13-23 credits requires a 1.5 G.P.A.

If your academic standing is "Suspension", you will be immediately ineligible for aid until you have achieved a cumulative GPA of at least 1.50, and made up any other deficiencies under this policy.

You may apply to the Financial Aid Office for probationary eligibility when unusual and mitigating circumstances have prevented you from meeting the terms of this policy. You may appeal your status under this policy through the NVCC Student Grievance Procedures.

If you withdraw from or fail to attend classes, you are subject to repaying financial aid. Additional information is available in your Financial Aid Office.

**Scholarships**

Private citizens, businesses, non-profit institutions, and associations have generously donated scholarship funds for students. Recipients are selected by the Student Financial Aid Committee, the donor, or the campus. Most scholarships require that you provide a statement of financial need, and some are curriculum or career related. The Financial Aid Office on each campus can provide information about the current availability of individual scholarships as well as application materials.

The following scholarships are generally available each year:

- Administration of Justice Scholarship
- AFCEA Scholarship
- Kathy Ahern Memorial Scholarship
- Alexandria Art Scholarship
- Robert Altomare Endowed Scholarship
- Alumni Federation Scholarship
- County of Fairfax Dept. of Animal Control Scholarship
- Annandale Music Scholarship
- Apple Federal Credit Union Scholarship
- Philip Arnow Purchase Award in Art
- Aviation Technology Scholarship
- Berkley Ball Photo Scholarship
- Eleanor Becci Memorial Scholarship
- William Brian Beha Endowed Scholarship
- Biology Student Recognition Scholarship Fund
- Marilyn S. Blois Emergency Fund
- Joseph E. Boneta Physical Security Endowed Scholarship
- Book Publishers Scholarship
- Deanna Bronder Endowed Scholarship
- Mary M. Brown Scholarship
- George L. Buc Memorial Award (Endowed)
- Jeff Carroll Memorial Fund Scholarship Endowment
- Commonwealth Republican Women's Club Scholarship
- Jim Cote Memorial Scholarship
- Judy Mann DiStefano Memorial Scholarship
- Early Childhood Education Scholarship
- Extended Learning Institute Scholarship
- Emergency Nursing Scholarship
- Fairfax County Home Economists in Homemaking Scholarship
- Falls Church Garden Club Scholarship
- Falls Church Women's Club Nursing Scholarship
- F.B.I. Scholarship
- Leslie V. Forte Minority Student Endowed Scholarship
- James Freimuth Memorial Book Scholarship Endowment Fund
- Samuel C. Giles Memorial Scholarship
- Goose Creek Herb Guild Horticulture Award Scholarship
- Greater Rosslyn Business & Professional Association Scholarship
- Christopher Guerrero Memorial Scholarship
- Hazleton Labs Scholarship
- Paula Hickey Nursing Endowed Scholarship
- HRIM Scholarship
- Humanities Tuition Scholarship
- Interstate Van Lines Endowed Scholarship
- Clifford Alan James Memorial Endowed Scholarship
- James L. Jones, Jr. Endowed Scholarship
- Merriam A. Jones Scholar Award
- Dr. Barnard D. Joy Memorial Scholarship Endowment
- Kaiser Permanente Health Sciences Endowed Scholarship
- Liberty Savings Bank Scholarship
- George F. Lowerre Memorial Scholarship Endowment
- Manassas Rotary Club Scholarship
- Marketing Scholarship
- Martin Luther King Memorial Tuition Assistance Fund
- Herbert Earl McCartney Automotive Technology Scholarship

- James McKenna Scholarship
- Media General Cable Scholarship
- Mobil Oil Honors Scholarship
- Charles S. Monroe & Jean M. Porter Endowed Scholarship
- Murphy/Lyceum Accounting Scholarship
- Music Benefit Scholarship Fund
- William B. Nafey Memorial Scholarship
- Nissan "PROCAP" Scholarship
- Northern Virginia Community College Educational Foundation Endowed Scholarship
- Northern Virginia Community Foundation Endowed Scholarship
- NVAA Cherry Caldwell Scholarship
- NVDS Dental Lab Technology Scholarship
- David T. Oliver Memorial Scholarship Endowment
- Omicron Chi Omega Book Scholarship
- Opera Workshop Scholarship
- Irene Payne Scholarship Fund
- Phi Theta Kappa Book Scholarship
- Security Administration Scholarship
- L. G. Sheldon Scholarship
- Joseph W. Sobien Memorial Scholarship Endowment
- Stonewall Jackson Real Estate Appraisal Scholarship
- Theta Rho Lambda's Rhonda A. Gilliam Memorial Scholarship
- TRW Scholarship
- Tutorial Services Scholarship
- Evelyn Amuedo Wade Literary Scholarship
- Visual/Performing Arts Scholarship
- Washington Forrest Foundation Endowed Scholarship
- Zonta Club of Fairfax Scholarship

**Career Planning and Job Counseling**

The College maintains a job referral service for off-campus jobs. Employment opportunities may be available while attending NVCC, during vacations, and even after graduation.

Local businesses cooperate with the College to provide part-time employment for students. An effort is made to refer you to a job in a field related to your College program. If you work more than 20 hours per week, you should adjust your course load accordingly. Referral information is available from the Career Planning and Job Counseling Office on each campus.

**Student Accident and Sickness Insurance**

A student accident and sickness insurance policy is available. You are encouraged to consider the coverage provided by this policy if you do not have other accident and sickness insurance.

**Services for Students with Disabilities**

NVCC is committed to serving persons with physical and learning disabilities. A goal of NVCC is that each qualified student have an equal opportunity to pursue a col-

lege education regardless of the presence or absence of a disability. To reach that goal, NVCC will provide the course, program and building modifications and auxiliary services which are necessary to assure equal access. NVCC assumes that if you are a disabled student, you will assist the College in identifying needed resources and possible agency sources.

Campus resources provide the direct services to students and some of the administrative support with the additional administrative support provided by college staff. Questions of compliance with section 504 of the Rehabilitation Act of 1973, as amended, should be addressed to the Coordinator of Affirmative Action and Grants Development.

Each campus and the Extended Learning Institute has identified one or more staff members to assist you. Areas of assistance include counseling, registration, special academic needs and liaison with area rehabilitative service agencies. Information regarding special parking permits can be obtained in the Security Office.

If you require any of these special services, you should contact the special services counselor four to six weeks prior to the beginning of classes. Early requests for special services enable the College to better assist you with your individual needs.

## Student Activities

A variety of educational, cultural and social experiences are open to you at NVCC. Many of these learning opportunities are available outside of the classroom.

A counselor/coordinator of student activities on campus assists in planning extracurricular events and with the development of student organizations. The Student Government Association provides support for student groups who are promoting activities on campus. Student activities and organizations are open to all interested students, faculty and staff.

Student organizations which are recognized by the College include:

Academic Association of Vietnamese Students  
Administration of Justice Club  
Alexandria Campus Historical Association  
Alexandria Campus Music Club  
All-Afrikan Student Union  
American Student Association  
Animal Science Club  
Anthropology Club  
Arab Students Association  
Arabic Club  
Art Students League  
Association for Cooperative Education Students  
Auto Association  
Baptist Student Union  
Black Studies Association  
Chinese Students Association  
Cooperative Education Association  
Dancers, Etc.  
Data Processing Management Association  
Dental Assistants Association  
Dental Hygienists Association

Dental Laboratory Technology Club  
Deutscher Klub  
Deutscher Verein  
Free Speech Society  
Friends of Pakistan  
Horticulture Club  
Hotel Sales Management Association  
International Club  
Korean Christian Student Fellowship  
Korean Student Organization  
Le Cercle Francais  
Medieval Society  
Model United Nations Club  
Musica NOVA  
Muslim Students Association  
Newman Student Association  
NOVA Art Association  
NOVA Jazz Club  
NOVAN Theatre Players  
Nurses Christian Fellowship  
Omega Engineering Students  
Outdoor Adventure Club  
Phi Beta Lambda (National Business Organization)  
Phi Theta Kappa Alumni Association  
Phi Theta Kappa Fraternity (National Junior College Honorary Scholastic Society)  
Physical Therapist Assistants Club  
Psychology Club  
Radiography Association  
Recreation and Parks Society  
Science Club  
Shoes of the Fisherman  
Spanish-American Latin Student Association  
Spanish Club  
Special Olympics Advocate Program Club  
Student Activities Board  
Student Government Association  
Student Nurses Association  
Student Photography Association  
Thespians of Northern Virginia  
Virginia Air Conditioning and Refrigeration Association  
Woodbridge Honors Organization

## Vocational Rehabilitation

The College cooperates with the Virginia State Department of Vocational Rehabilitation in providing education and training for persons who are handicapped.

## Virginia Army National Guard Educational Benefits

The College participates in the Virginia Army National Guard Tuition Assistance Program. If you are a member of the Virginia Army National Guard, you may be eligible for educational benefits. You should contact your VaARNG Education Officer or the campus Veterans Office for details.

## Veterans Affairs Office

The College participates in the Veterans Education Outreach Program. This federal program is designed to assist veterans in becoming students and supporting educational endeavors while enrolled. The Office of Veterans Affairs coordinates all veterans activities for the College. Veterans benefits,

information, and counseling services for veterans are available at each campus.

## Veterans Benefits

All degree and certificate programs of the College are approved for training eligible servicepersons, veterans, and dependents. Additional information is available from the Veterans Office on each campus.

If you are a veteran or a veteran's dependent, you may be eligible for educational benefits from the Department of Veterans Affairs. You should contact your campus Veterans Office each semester to complete the necessary forms to establish and maintain your eligibility for benefits. Full-time educational benefits are available to you if you are registering for and maintaining 12 or more credits in degree program courses. Three-quarter-time benefits are paid for 9 to 11 credits and half-time benefits are paid for 6 to 8 credits per semester. Active duty servicepersons and those registered for less than 6 credits are entitled to tuition reimbursement only. Certificate programs are measured differently for payment. Courses taken through the Extended Learning Institute (ELI) and accelerated courses are also measured differently. Certification for ELI courses will be done when the course is completed. See your campus Veterans Office for details.

You may have earned credits at another college, vocational school, or technical school. Credits may have also been earned by taking CLEP, ABLE, DANTES, or USAFI exams. You must insure that an official transcript is sent to the Admissions and Records Office during your first semester of enrollment. You must have your military training evaluated along with your transcripts from non-military schools. DD Form 214s (Certificate of Release or Discharge from Active Duty) originals or copy #4 should be copied by Admissions and Records for evaluation and returned to you. Generally, repeating courses which have been previously passed will not be certified to the Department of Veterans Affairs for payment.

If you receive educational benefits, you must report your enrollment each semester to the Veterans Office on your home campus. The information will then be certified and reported to the Department of Veterans Affairs Regional Office. Any changes to your registration must also be reported to the Veterans Office. Changes include: canceled classes, dropped classes, withdrawing from classes, adding classes, or any other type of change that may affect your eligibility to receive benefits from the Department of Veterans Affairs. Excessive absences may result in the dismissal from the course and adjustment of benefits from the Department of Veterans Affairs. Any change in status must be reported to the Department of Veterans Affairs as soon as possible, but no more than 30 days after the change has been officially completed at the College.



## Satisfactory Progress Policy for Recipients of Veterans' Benefits

To be eligible for veterans' educational benefits, you must maintain satisfactory academic progress in accordance with Northern Virginia Community College standards. The following standards must be met:

1. You will be reported to the Department of Veterans Affairs as making unsatisfactory progress if your cumulative GPA falls below the required level based on the following schedule:

| Regular Credits Attempted (Grades A, B, C, D, F) | Minimum Cumulative GPA Requirement |
|--|------------------------------------|
| 13-23 credits                                    | 1.5                                |
| 24-47 credits                                    | 1.75                               |
| 48 or more credits                               | 2.0                                |

This standard will be applied each term. However, if you do not achieve the above minimum cumulative GPA requirement, but you do achieve a GPA of at least a 2.0 for the term being evaluated, you may be certified for that term as making satisfactory progress.

2. When your academic record does not meet the above standards, you will be notified in writing by the veterans advisor that your next term will be "probationary." You will be required to meet with a counselor or faculty advisor to develop a written plan to indicate how you will successfully complete your educational objective and how you will satisfy the GPA requirement for satisfactory progress toward graduation. This plan will be kept on file in the Veterans Office.
3. If you do not meet the minimum cumulative GPA requirement or do not earn a minimum GPA of 2.0 for your probationary term, you will be reported to the Department of Veterans Affairs as making unsatisfactory progress. You may be certified on a retroactive basis for the following term if you receive a minimum GPA of 2.0 for that semester. When

your cumulative GPA meets or exceeds the minimum requirement, educational benefits will be restored on a regular basis.

4. If you are subject to academic suspension, you must be reported to the Department of Veterans Affairs as making unsatisfactory progress. Benefits will not be resumed until you are making satisfactory progress.
5. Questions regarding this policy should be addressed to the campus veterans advisor.

## Virginia War Orphans Education Program

The Virginia War Orphans Education Program provides educational assistance for children, or surviving children, of certain veterans or service personnel. To be eligible for assistance under this program, an applicant must meet some basic eligibility requirements. For more information or applications, contact the Veterans Office on your campus.

## Tuition Benefits for Survivors of Deceased Public Safety Officers of Virginia

The *Code of Virginia* (Sec. 23-7.1:01) provides tuition benefits for certain children and spouses of deceased public safety officers. You may be eligible for free tuition at the College if your parent or spouse was killed in the line of duty as a Virginia law enforcement officer, fire fighter, rescue squad member, or agent of the Department of Alcoholic Beverage Control while employed in Virginia. Children must be between the ages of 16 and 25. For more information on eligibility requirements and application procedures, you should contact your campus Office of Admissions and Records.

## Servicemembers Opportunity College

NVCC has been designated as an insti-

tutional member of Servicemembers Opportunity Colleges (SOC), a group of over 700 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, NVCC recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

In addition to its SOC membership, NVCC is one of approximately 50 institutions providing occupational and flexible Servicemembers Opportunity Colleges Associate Degree programs on over 200 Army installations worldwide. These programs lead to associate degrees and most of them correspond to enlisted and warrant officer job specialties. Through prior agreement, students in SOCAD programs:

1. have residency credit limited to 1/4 of total degree requirements taken at any time;
2. are awarded credit for experience in their military occupational specialty (MOS) and service schools as appropriate to their program;
3. are awarded credit for non-traditional learning based on results of national tests, such as CLEP and SSTs, as appropriate to their program;
4. have a SOCAD Student Agreement completed as their official evaluation stating remaining degree requirements and eliminating the need for reevaluation of previous credit;
5. are guaranteed that courses listed in transferability charts in the SOCAD Handbook will be accepted for degree requirements within each curriculum area.

Northern Virginia Community College offers many types of credit and non-credit programs. This section of the *College Catalog* will help you understand what these programs are.

This section contains a description of each of the one-year and two-year curricula of the College. Special courses are available to help you upgrade your skills in specific subjects. Cooperative Education courses allow you to work and earn college credits at the same time. The credit programs of the College are outlined and explained in this section.

## Community Service

The Office of Continuing Education on each campus helps to plan and provide many types of credit and non-credit programs to meet special interests within the community. Various community education programs and seminars focus attention on social issues. Business, industry and professional organizations provide special courses at NVCC for their employees. These programs can be set up at the College or where you work.

Many non-credit programs are offered each semester to serve special community needs. A listing of community service courses is included in each *Schedule of Classes*.

Courses and workshops often result from requests by individuals or groups within the community. The topics vary from job skills to personal enrichment interests. The programs pay for themselves through fees charged to participants. State funds are not used for setting up or offering a course, or paying the instructor. Fees for community service courses vary depending upon the actual cost of each course. Community service course information and registration instructions are available at each campus Office of Continuing Education.

Cultural affairs are available through short courses, special lectures, music presentations and art festivals. Community groups and organizations may also make special arrangements to use facilities of the College for their own programs or meetings.

## Continuing Education Units for Non-Credit Courses

The College awards Continuing Education Units (CEU) upon completion of most non-credit courses. One CEU represents ten hours of participation in community service courses which meet the following standards:

1. The non-credit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.
3. Content is selected and organized in a sequential manner.
4. There is evidence of pre-planning.
5. The activity is instructional and is approved by an academic or administrative unit of the institution best qualified to

affect the quality of the program content and to approve the resource personnel utilized.

6. There is provision for registration for individual participants.
7. Evaluation procedures are utilized.
8. Criteria are established for awarding Continuing Education Units to individual students prior to the beginning of the activity.

## Developmental Studies

If you are coming to the College without some high school courses or prerequisites needed for admission to a curriculum, or if you wish to upgrade your skills, the developmental studies program may be the place for you to begin your course of study at NVCC.

Once you are accepted by the College (see Administrative Information section), you may take developmental courses until you are ready to go into the program of your choice. Developmental courses are offered at all campuses of the College. These courses (numbered 001 through 009) are available in biology, chemistry, English composition, spelling, English as a second language, reading and mathematics (arithmetic through trigonometry).

Counselors will help you determine the areas in which your skills and knowledge are below college entry level. In some cases you must complete your developmental courses before enrolling in certain courses or being admitted to a curriculum. In other cases, you can take college level courses along with developmental courses. The approval of a counselor or faculty advisor in the curriculum would be required.

Developmental courses carry credits, but these are primarily for administrative purposes such as calculating tuition and student course loads. The credits do not apply toward graduation and are not counted in your grade point average.

There is a wide variety of instructional methods and materials used at the College for developmental courses. In some courses there is a choice of either the classroom type of lecture/discussion or individualized (programmed) instruction in which you can work at your own rate of learning. Also, with some of these courses you can sign up during the semester and complete the work at a pace suited to your needs. Some developmental courses are offered through the Extended Learning Institute. If you have any questions, please check with a counselor or faculty advisor.

## Cooperative Education

Cooperative Education courses are designed to provide you with practical on-the-job learning experience in your career field. You earn college credit and a grade while working in an approved job.

Cooperative Education bridges the gap between theory and practice by providing the opportunity for you to apply the concepts and skills learned in the classroom to

a job situation. The professional and technical experience you gain through Cooperative Education establishes a record of performance in your career field and eases your entry into a permanent career position. Over 80% of the Cooperative Education graduates remain with their Co-op employers upon graduation. If you Co-op with a federal government agency, you can be retained *non-competitively* in a permanent position upon graduation.

To be eligible to participate in Cooperative Education courses, you must:

1. Be program placed in a degree or certificate program which offers co-op experience.
2. Have completed 15 semester hours of college work or the equivalent, including transfer credit.
3. Have completed a minimum of two courses in your major area of study.
4. Have a 2.00 or better grade point average.
5. Obtain divisional approval after a review of your academic/employment record and a determination of your potential for success in a Co-op position.

Before registering for Co-op, you must have written approval from a faculty member in your curriculum and be hired by an approved Co-op employer.

Credit earned in Cooperative Education courses may be used to substitute for up to 10 credits of course work in selected degree programs with the approval of your faculty advisor, may be used for elective credit, or earned as additive credit.

## Curricula of Study

Northern Virginia Community College offers two-year associate degrees, one-year certificates and short career studies certificates. The requirements for these awards for completion of curricula are determined by the faculty of the College and are intended to meet the requirements specified by the Commonwealth of Virginia, the Southern Association of Colleges and Schools, and certain specialized accrediting agencies.

### 1. Associate in Applied Science Degree (A.A.S.)

This degree is awarded for completion of two-year curricula which are designed to prepare the student for employment immediately following graduation. In some A.A.S. degree programs one or more summer terms may be required. The general education requirement for A.A.S. degrees is less than for other two-year degrees. In some selected programs, transfer arrangements may be available for A.A.S. degree graduates.

### 2. Associate in Arts Degree (A.A.)

This degree is awarded for the completion of two-year curricula in Fine Arts, Liberal Arts, and Music. The A.A. degree is designed for those who plan to transfer to a four-year degree-granting institution for the completion of a Bachelor of Arts (B.A.) degree. A significant portion of the A.A. degree is in general education designed to

meet the majority of the requirements of most four-year B.A. degrees.

### 3. Associate in Science (A.S.)

This degree is awarded for the completion of two-year curricula in a variety of pre-professional programs. The A.S. degree is designed for those who plan to transfer to a four-year degree-granting institution for the completion of a Bachelor of Science (B.S.) degree. A significant portion of the A.S. degree is in general education designed to meet the majority of the requirements of most four-year B.S. degrees.

### 4. Certificate

A certificate is awarded for the completion of various one-year occupational/technical curricula. Most certificates prepare the student for a specific job or aspect of a job. Some certificates are part of an associate degree program, in which case the credit earned in the certificate may be used toward the degree.

### 5. Career Studies Certificate

The career studies certificate is a response to the short-term training needs of many individuals, and can be completed in less time than conventional certificates or degrees. The career studies programs are designed for expansion of job and life skills, retraining for career change, and investigating new career possibilities. Credit earned in a career studies certificate curriculum may be used to meet the requirements in other certificates and degrees which require similar courses.

### 6. Multiple Degrees

You may earn more than one degree or certificate at NVCC. All of the graduation requirements for each individual curriculum must be completed prior to the award of the degree or certificate for that program. When the Associate in Science degree in General Studies is one of the multiple degrees to be awarded, the A.S. degree in General Studies shall include a minimum of 9 semester hours beyond the requirements of any other degree awarded to you by the College.

## A.A.S. Degree Requirements

### Major Courses and Credit Requirements:

1. Approximately 50% of the courses or credit hours in all A.A.S. degree curricula are in the given major area of study.
2. Approximately 25% of the courses or credit hours are in closely related and supporting areas.
3. A minimum of 65 credits is required for the A.A.S. degree.

### General Education Requirements

Each A.A.S. degree curriculum contains a minimum of 15 credits in the following general education areas:

1. **English/Speech**  
A minimum of 6 credits is required. ENG 111 (3 cr.) and a speech course must be taken as part of the minimum 6 credit requirement. ENG 131 may be substituted for ENG 111, if specified in the curriculum.
2. **Social Sciences**  
A minimum of 6 credits is required and

may be selected from:  
Anthropology (listed as a Sociology course)  
Economics  
Geography  
History  
Political Science  
Psychology  
Sociology  
Social Science

### 3. Mathematics/Natural Sciences

A minimum of 3 credits is required, with at least one course in mathematics.

### Special Requirements for A.A.S. Degrees:

1. STD 100 Orientation (1 credit)
2. PED (total of 2 credits). PED 101 Fundamentals of Physical Activity (1 cr.) is required. The remaining 1 credit may be selected from the various 1 credit-hour activity courses.
3. Electives. Each A.A.S. degree includes an elective outside of the major area. The elective is frequently in the social sciences.
4. Computer component. Each A.A.S. degree contains a computer component which is either as a portion of a course or a discrete computer course.
5. Only courses designated with 100-level and above numbers are counted toward degree requirements.

## A.A. and A.S. Degree Requirements

### Major Course and Credit Requirements

1. Between 2 and 30 credit hours in A.A. and A.S. degree curricula are in the given major of study.
2. A minimum of 65 credits is required for the A.A. and A.S. degrees.

### General Education Requirements

Each A.A. degree curriculum contains a minimum of 46 credits and each A.S. degree curriculum contains a minimum of 35 credits in the following general education areas:

1. **English/Speech/Humanities**  
A minimum of 12 credits is required for the A.A. degree and 9 credits for the A.S. degree:  
ENG 111-112 College Composition (6 credits)  
Speech (3 credits)  
Humanities (3 credits—A.A.)  
music, art, drama, humanities, language, philosophy, literature, speech, or English.
2. **Foreign Language Requirement for the A.A. Degree in Liberal Arts**  
To receive an Associate in Arts degree in Liberal Arts, you must demonstrate proficiency in one foreign language through the intermediate level. Ordinarily, this will be fulfilled by the sequence of 101-102, 201-202. Proficiency may also be demonstrated by examination. If you have previously studied a foreign language and wish to continue the same language, you must arrange with the foreign language faculty of the Humanities Division to take a placement test.

### 3. Social Sciences

A.A. degree requirements include 6 credits in history (American or Western) and 6 credits in economics, political science, psychology, sociology or social science.

A.S. degree requirements include a minimum of 3 credits in history (American or Western) and 6 credits in economics, political science, psychology, sociology or social science.

### 4. Mathematics

A minimum of 6 credits is required. Mathematics courses for transfer should be selected from one of the following course sequences:

- a. **Non-Science, Non-Mathematics, and Non-Engineering Majors:**  
MTH 181-182 Finite Mathematics I-II  
MTH 166 College Algebra and Trigonometry and MTH 271 Applied Calculus I  
MTH 151-152 Mathematics for the Liberal Arts I-II
- b. **Science, Mathematics, and Engineering Majors:**  
MTH 173-174 Calculus with Analytic Geometry I-II  
MTH 166 College Algebra and Trigonometry and MTH 271 Applied Calculus I  
MTH 277 Multi-Variable Calculus and MTH 285 Linear Algebra and MTH 291 Ordinary Differential Equations

### 5. Natural Sciences

A minimum of 8 credits in natural science courses with labs may be selected from transfer-level sequences in the following areas:

- Biology
- Chemistry
- Physics
- Geology
- Natural Science (non-science majors only)

### Special Requirements for A.A. and A.S. Degrees

1. STD 100 Orientation (1 credit)
2. PED Physical Education (total of 2 credits). PED 101 Fundamentals of Physical Activity (1 credit) is required. The remaining one credit may be selected from the various one-credit-hour activity courses.
3. Electives. Each A.A. or A.S. degree includes an elective outside of the major area. The elective is frequently in the social sciences.
4. Computer component. Each A.A. or A.S. degree contains a computer component which is either as a portion of a course or a discrete computer course.
5. Only courses designated with 100-level and above numbers are counted toward degree requirements.

## Certificate Requirements

1. The minimum number of credits required for certificates is 30 credits. The total

number of credits required for a given certificate is specified for each curriculum.

2. All major courses and possible substitutions are given with each curriculum.
3. The required general education component is incorporated in each curriculum listing.

#### **Career Studies Certificate Requirements**

A minimum of 10 credits is required to complete a career studies certificate. The total number of credits required for a given career studies certificate is specified for

each curriculum, with generally a 10–18 credit-hour range.

#### **General Information**

In the following section, the degree and certificate curricula are listed. They are arranged in alphabetical order according to title of the major or special area of study. Immediately following each major will be any specializations or related certificates of the major. The Nursing and Health Technologies curricula are listed after other areas of study. Each curricular listing:

1. States the purpose of the program, including information concerning occupational or transfer objectives;
2. States special curriculum admission requirements, if any, beyond those for acceptance by the College;
3. Specifies the required courses and minimum number of credit hours for completion;
4. Suggests a sequence for taking courses; and
5. Provides an outline to follow for completion of the curriculum with full-time study.



*Art classes*



**Curricula**

The list on these two pages shows the curricula offered by the College. All general education, orientation, and physical education

courses which are required for the degree or certificate are offered on all campuses of the College. Specialized major courses required for some degree curricula are not offered on all campuses. Those campuses offering all of

the courses required for a given degree or certificate are noted in the right-hand column. Campus symbols are: AL—Alexandria, AN—Annandale, LO—Loudoun, MA—Manassas, WO—Woodbridge.

|  | AL | AN | LO | MA | WO |
|--|----|----|----|----|----|
| Accounting—A.A.S.  | X  | X  | X  | X  | X  |
| Acquisition and Procurement—A.A.S.                                     | X  |    |    |    |    |
| Administration of Justice—A.A.S.                                       |    | X  |    |    | X  |
| Administration of Justice Certificate                                  |    | X  |    |    | X  |
| Air Conditioning and Refrigeration—A.A.S.                              |    |    |    |    | X  |
| Air Conditioning and Refrigeration Certificate                         |    |    |    |    | X  |
| Air Conditioning and Refrigeration Career Studies Certificate          |    |    |    |    | X  |
| Architecture—A.A.S.  | X  | X  |    | X  |    |
| Architectural Drafting Certificate                                     | X  | X  | X  | X  | X  |
| Art Education—A.S.   | X  |    |    | X  |    |
| Automotive Technology—A.A.S.   | X  |    |    | X  |    |
| Diagnostician Specialization   | X  |    |    |    |    |
| Automotive Body Technology Certificate                                 | X  |    |    | X  |    |
| Automotive Diagnosis and Tune-Up Certificate                           | X  |    |    | X  |    |
| Automotive Electrical Technician Certificate                           | X  |    |    |    |    |
| Automotive Machinist Career Studies Certificate                        | X  |    |    | X  |    |
| Aviation Technology—A.A.S.   |    |    |    | X  |    |
| Career Pilot Specialization  | X  | X  | X  | X  | X  |
| Business Administration—A.S.   | X  | X  | X  | X  | X  |
| Business Management—A.A.S.   | X  | X  | X  |    |    |
| International Business Specialization                                  | X  | X  | X  | X  | X  |
| Small Business Management Certificate                                  | X  | X  | X  |    |    |
| International Business Career Studies Certificate                      | X  | X  |    |    |    |
| Civil Engineering—A.A.S.   |    | X  |    |    |    |
| Land Surveying Specialization  | X  | X  |    | X  |    |
| Civil Engineering Technician Certificate                               | X  | X  |    |    |    |
| Site Management Certificate  | X  |    | X  |    |    |
| Communication Design—A.A.S.  | X  |    | X  |    |    |
| Computer Graphics Design Specialization                                | X  |    | X  |    |    |
| Illustration Specialization  |    |    |    |    |    |
| Computer Information Systems—A.A.S.                                    | X  | X  | X  | X  | X  |
| Microcomputer Usage Specialization                                     | X  | X  | X  | X  | X  |
| Programming Specialization   | X  | X  | X  | X  | X  |
| System Analyst Specialization  | X  | X  | X  | X  | X  |
| Technical Support Specialization                                       | X  | X  | X  | X  | X  |
| Microcomputer Usage Career Studies Certificate                         | X  | X  | X  | X  | X  |
| Computer Science—A.S.  | X  |    |    | X  |    |
| Construction Management Technology—A.A.S.                              | X  |    |    |    |    |
| Construction Inspection Certificate                                    |    | X  |    |    |    |
| Dental Hygiene—A.A.S.  |    |    |    |    |    |
| Dietetic Technology (See Hotel, Restaurant & Institutional Management) | X  |    |    |    |    |
| Early Childhood Development—A.A.S.                                     | X  |    |    |    |    |
| Early Childhood Development Assistant Certificate                      | X  |    |    |    |    |
| Early Childhood Education: Child Home Care (Nanny) Certificate         | X  | X  | X  | X  | X  |
| Education—A.S.   |    | X  |    |    | X  |
| Electronics—A.A.S.   |    | X  |    |    | X  |
| Computer Technology Specialization                                     |    | X  |    |    | X  |
| Electronics Technician Certificate                                     |    | X  |    |    | X  |
| Microcomputer Repair Career Studies Certificate                        |    | X  |    |    |    |
| Emergency Medical Services Technology—A.A.S.                           |    | X  |    |    |    |
| Emergency Medical Services Technology Certificate                      |    | X  |    |    |    |
| Cardiac Care Technician Career Studies Certificate                     | X  | X  |    |    |    |
| Engineering—A.S.   |    | X  |    |    |    |
| Electrical Engineering Specialization                                  | X  | X  |    | X  |    |
| Engineering Drafting Certificate                                       | X  | X  | X  | X  | X  |
| Fine Arts—A.A.   | X  |    | X  |    |    |
| Photography Specialization   |    | X  |    |    |    |
| Fire Science Administration—A.A.S.                                     |    | X  |    |    |    |
| Fire Protection Technology Specialization                              |    | X  |    |    |    |
| Fire Science Investigation Specialization                              |    | X  |    |    |    |
| Fire Protection Technology Certificate                                 |    | X  |    |    |    |
| Fire Science Administration Certificate                                |    | X  |    |    |    |
| Fire Science Investigation Certificate                                 | X  | X  | X  | X  | X  |
| Fitness Instructor Career Studies Certificate                          | X  | X  | X  | X  | X  |
| General Studies—A.S.   |    |    |    |    |    |

|  | AL | AN | LO | MA | WO |
|--|----|----|----|----|----|
| Gerontology—A.A.S.   |    |    |    |    |    |
| Horticulture Technology—A.A.S.   | X  |    |    |    |    |
| Floriculture Specialization  |    |    | X  |    |    |
| Landscape Technician Career Studies Certificate  |    |    | X  |    |    |
| Turf and Grounds Management Career Studies Certificate                                 |    |    | X  |    |    |
| Hotel, Restaurant & Institutional Management—A.A.S.                                    |    |    | X  |    |    |
| Dietetic Technology Specialization   |    | X  |    |    |    |
| Food Service Management Specialization   |    | X  |    |    |    |
| Hotel Management Specialization  |    | X  |    |    |    |
| Hotel, Restaurant and Institutional Management:<br>Food Service Management Certificate |    | X  |    |    |    |
| Hotel, Restaurant and Institutional Management:<br>Hotel Management Certificate        |    | X  |    |    |    |
| Human Services Associate—A.A.S.  |    |    |    |    |    |
| Interior Design—A.A.S.   | X  |    |    |    |    |
| Legal Assisting—A.A.S.   |    |    | X  |    |    |
| Liberal Arts—A.A.  | X  |    |    |    |    |
| Art History Specialization   | X  | X  | X  | X  | X  |
| International Studies Specialization   | X  | X  | X  | X  | X  |
| Music Specialization   | X  | X  | X  |    | X  |
| Philosophy Specialization  | X  | X  | X  |    |    |
| Religion Specialization  | X  | X  |    |    | X  |
| Speech Communication Specialization  | X  | X  |    |    | X  |
| Marketing—A.A.S.   | X  | X  | X  | X  | X  |
| Fashion Specialization   | X  | X  |    |    | X  |
| Mechanical Engineering—A.A.S.  | X  | X  |    |    | X  |
| Computer-Aided Drafting and Manufacturing Specialization                               |    | X  |    |    |    |
| Electro-Mechanical Technology Specialization   |    | X  |    |    |    |
| Machine Tool Operation Certificate   |    | X  |    |    |    |
| Medical Laboratory Technology—A.A.S.   |    | X  |    |    |    |
| Histotechnology Career Studies Certificate   |    | X  |    |    |    |
| Phlebotomy Career Studies Certificate  |    | X  |    |    |    |
| Medical Record Technology—A.A.S.   |    | X  |    |    |    |
| Medical Office Assisting Career Studies Certificate                                    |    | X  |    |    |    |
| Music—A.A.   |    |    |    |    |    |
| Jazz/Popular Music Specialization  | X  | X  | X  |    |    |
| Sacred Music Specialization  | X  | X  | X  |    |    |
| Music Recording Technology Certificate   | X  | X  | X  |    |    |
| Nursing—A.A.S.   |    |    | X  |    |    |
| Office Administration & Management—A.A.S.  |    | X  |    |    |    |
| Office Systems Technology—A.A.S.   | X  |    |    |    | X  |
| Executive/Secretary Specialization   | X  |    |    |    | X  |
| Word Processing Specialization   | X  |    |    |    | X  |
| Office Systems Technology Certificate  | X  |    |    |    | X  |
| Desktop Publishing Career Studies Certificate  | X  |    |    |    | X  |
| Photography—A.A.S.   | X  |    |    |    |    |
| Studio Photography Specialization  | X  |    | X  |    |    |
| Physical Therapist Assistant—A.A.S.  | X  |    | X  |    |    |
| Planning Career Studies Certificate  |    | X  |    |    |    |
| Professional Writing for Business, Government, and Industry Certificate                | X  |    |    |    |    |
| Radiography—A.A.S.   | X  | X  |    |    | X  |
| Real Estate—A.A.S.   |    |    |    |    |    |
| Real Estate Certificate  | X  | X  |    | X  |    |
| Recreation and Parks—A.A.S.  | X  |    |    | X  |    |
| Respiratory Therapy—A.A.S.   |    | X  |    |    |    |
| Respiratory Therapy Certificate  |    | X  |    |    |    |
| Science—A.S.   |    |    |    |    |    |
| Mathematics Specialization   | X  | X  | X  | X  | X  |
| Security Administration—A.A.S.   | X  | X  | X  | X  | X  |
| Industrial and Commercial Security Career Studies Certificate                          |    | X  |    |    | X  |
| Physical Security Career Studies Certificate   |    | X  |    |    | X  |
| Substance Abuse Rehabilitation—A.A.S.  |    | X  |    |    | X  |
| Substance Abuse Rehabilitation Counselor Certificate                                   | X  |    |    |    |    |
| Technical Illustration Career Studies Certificate                                      | X  |    |    |    |    |
| Travel and Tourism—A.A.S.  | X  |    |    |    |    |
| Travel and Tourism Certificate   |    | X  |    |    |    |
| Veterinary Technology—A.A.S.   |    | X  |    |    |    |
| Welding Certificate  |    |    | X  |    |    |
| Welding: Advanced Techniques Career Studies Certificate                                |    |    |    | X  |    |
| Welding: Basic Techniques Career Studies Certificate                                   |    |    |    | X  |    |



*Medical Laboratory Technology program*

**ACCOUNTING**

**Associate in Applied Science Degree  
Business Management Degree Program**

*Purpose:* The curriculum is designed for persons who seek employment in the accounting field or for those presently in accounting who desire to increase their knowledge and update their skills. The occupational objectives include: accounting trainee, accounting technician, junior accountant, accountant.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic.

| First Year  | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| BUS 100 Introduction to Business .....  | 3            |              |
| CIS 150 Intro. to Microcomputer Software ..                                     | 3            |              |
| MTH 120 Introduction to Mathematics .....                                       | 3            |              |
| PED 101 Fund. of Physical Activity .....  | 1            |              |
| STD 100 Orientation .....   | 1            |              |
| ACC 211-212 Principles of Accounting I-II .....                                 | 3            | 3            |
| <sup>1</sup> ENG 111-112 College Composition I-II .....                         | 3            | 3            |
| BUS 125 Applied Business Mathematics or<br>BUS 121 Business Mathematics I ..... |              | 3            |
| BUS 150 Principles of Management .....  |              | 3            |
| ECO 120 Survey of Economics .....   |              | 3            |
| PED Elective .....  |              | 1            |
| <b>Total Credits</b>  | <b>17</b>    | <b>16</b>    |

| Second Year                                   | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| ACC 231 Cost Accounting I .....               | 3            |              |
| ACC 261 Prin. of Federal Taxation I .....     | 3            |              |
| BUS 241 Business Law I .....                  | 3            |              |
| SPD 110 Intro. to Speech Communication ....   | 3            |              |
| — Social science elective .....               | 3            |              |
| ACC 221-222 Intermediate Accounting I-II .... | 3            | 3            |
| ACC 241 Auditing I .....                      |              | 3            |
| <sup>2</sup> ACC Elective .....               |              | 3            |
| <sup>2</sup> ACC Elective .....               |              | 3            |
| BUS 225 Applied Business Statistics .....     |              | 3            |
| FIN 215 Financial Management .....            |              | 3            |
| <b>Total Credits</b>                          | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Accounting major (A.A.S. Degree) = 69.

<sup>1</sup> ENG 113 or ENG 116 may be substituted for ENG 112.

<sup>2</sup> ACC 215, ACC 219, ACC 232, ACC 242, and ACC 262 are acceptable electives.

**ACQUISITION AND PROCUREMENT**

**Associate in Applied Science Degree  
Business Management Degree Program**

*Purpose:* The curriculum is designed for persons who plan to seek employment in acquisition and procurement positions and for those presently in acquisition and procurement positions who seek career advancement.

*Occupational Objectives:* Project manager, procurement analyst, contract administrator, contract specialist, contract negotiator, contract price analyst, contract termination specialist.

*Admission Requirements:* In addition to the general admission requirements of the College, entry into the program requires proficiency in high school English and mathematics. Students with deficiencies will require developmental studies.

*Program Description:* The first two semesters of the curriculum are similar to other curricula in business. However, in the second year students will pursue an individual specialty in acquisition and procurement. The curriculum includes technical courses in acquisition and procurement, courses in related areas, and courses in general education. Instruction will include both the theoretical concepts and the practical applications needed for future success in the acquisition and procurement field.

| First Year  | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| ACQ 121 Intro. to Procurement & Acquisition<br>Management I .....   | 3            |              |
| CIS 150 Intro. to Microcomputer Software ..                         | 3            |              |
| ECO 120 Survey of Economics .....                                   | 3            |              |
| ENG 111 College Composition I .....                                 | 3            |              |
| MTH 120 Intro. to Mathematics .....                                 | 3            |              |
| STD 100 Orientation .....   | 1            |              |
| ACQ 122 Intro. to Procurement & Acquisition<br>Management II .....  |              | 3            |
| BUS 125 Applied Business Math. or BUS 121<br>Business Math. I ..... |              | 3            |
| ENG 112 College Composition II .....                                |              | 3            |
| PED 101 Fundamentals of Physical Activity ..                        |              | 1            |
| — Social science elective .....                                     |              | 3            |
| SPD 110 Intro. to Speech Communication ....                         |              | 3            |
| <b>Total Credits</b>  | <b>16</b>    | <b>16</b>    |

| Second Year   | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| ACC 211 Principles of Accounting I .....                                  | 3            |              |
| ACQ 216 Cost and Price Analysis .....                                     | 3            |              |
| ACQ 221 Adv. Procurement & Acquisition<br>Management I .....              | 3            |              |
| BUS 225 Applied Business Statistics .....                                 | 3            |              |
| BUS 241 Business Law I .....  | 3            |              |
| BUS 150 Principles of Management .....                                    | 3            |              |
| ACC 212 Principles of Accounting II .....                                 |              | 3            |
| ACQ 222 Adv. Procurement & Acquisition<br>Management II .....             |              | 3            |
| ACQ 215 Contract Law .....  |              | 3            |
| ACQ 218 Negotiations of Contracts & Con-<br>tract Modification .....      |              | 3            |
| ACQ 297 Coop. Ed. in Acquisition & Procure-<br>ment or ACQ elective ..... |              | 3            |
| PED Elective .....  |              | 1            |
| <b>Total Credits</b>  | <b>18</b>    | <b>16</b>    |

Total minimum credits for the Acquisition and Procurement major (A.A.S. Degree) = 66.

<sup>1</sup> PLS 211 U. S. Government I is recommended.

**ADMINISTRATION OF JUSTICE**

**Associate in Applied Science Degree  
Protective Services Degree Program**

*Purpose:* The curriculum is designed to provide a broad foundation which will prepare the student to enter any of the varied fields in the criminal justice system or to prepare for professional advancement. The occupational objectives include: local, state and federal enforcement officers, police officers, private or government investigators, adult/juvenile corrections officers, probation/parole officers and counselors.

*Transfer Program to George Mason University:* All credits awarded in this degree program will transfer to George Mason University under the "2 + 2" curricula agreement. Exceptions are STD 100 (Orientation) and PED courses (Physical Education). The program is designed to accommodate those students who plan to transfer to George Mason University to complete a Bachelor of Science degree in Law Enforcement.

*Special Curriculum Admission Requirements:* Students are advised that many criminal justice agencies require excellent moral character and a written record of conduct prior to consideration for employment. Adjustments in curriculum may be made with faculty approval to enable a student to transfer to a four-year criminal justice program. This program is included under the Safe Streets Act of 1968 for S.L.E.O.E.P. grants and loans. See a financial aid counselor for details.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ADJ                  | 100 Survey of Criminal Justice .....                                     | 3            |              |
| ADJ                  | 107 Survey of Criminology .....  | 3            |              |
| ADJ                  | 111 Law Enf. Organ. & Admin. I or<br>ADJ 140 Intro. to Corrections ..... | 3            |              |
| ENG                  | 111 College Composition I .....  | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..                                 | 1            |              |
| 1                    | — Social science elective .....  | 3            |              |
| STD                  | 100 Orientation .....  | 1            |              |
| ADJ                  | 105 The Juvenile Justice System .....                                    |              | 3            |
| ADJ                  | 112 Law Enf. Organ. & Admin. II or<br>ADJ 241 Correctional Law I .....   |              | 3            |
| —                    | General elective .....   |              | 3            |
| 2                    | MTH Elective .....   |              | 3            |
| PED                  | Elective .....   |              | 1            |
| 1                    | — Social science elective .....  |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>16</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ADJ                  | 211 Criminal Law, Evid. & Proc. I .....   | 3            |              |
| ADJ                  | 216 Organized Crime & Corruption .....  | 3            |              |
| ADJ                  | 236 Principles of Criminal Invest. ....   | 3            |              |
| ADJ                  | Elective .....  | 3            |              |
| 3                    | CIS 100 Intro. to Information Systems .....                                       | 3            |              |
| SPD                  | 110 Intro. to Speech Communication ....   |              | 3            |
| ADJ                  | 212 Criminal Law, Evid. & Proc. II .....  |              | 3            |
| ADJ                  | 215 Report Writing .....  |              | 3            |
| ADJ                  | 237 Adv. Criminal Investigation or ADJ<br>248 Probation, Parole & Treatment ..... |              | 3            |
| ADJ                  | Elective .....  |              | 3            |
| PLS                  | 135 American National Politics or PLS<br>211 U.S. Government I .....              |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>15</b>    |

Total minimum credits for the Administration of Justice major (A.A.S. Degree) = 66.

1 PSY 201-202 or SOC 201-202 are recommended.

2 MTH elective approved by faculty advisor.

3 Or CIS elective approved by faculty advisor.

## ADMINISTRATION OF JUSTICE

### Certificate

*Purpose:* The certificate curriculum in Administration of Justice is designed for those students who wish to take only those courses which relate directly to the law enforcement field. Courses taken in the certificate program can be applied to the A.A.S. Degree.

*Special Curriculum Admission Requirements:* The same requirements apply as stated for the A.A.S. curriculum.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ADJ                  | 100 Survey of Criminal Justice .....        | 3            |              |
| ADJ                  | 211 Criminal Law, Evid. & Proc. I .....     | 3            |              |
| ADJ                  | Elective .....                              | 3            |              |
| ENG                  | 111 College Composition I .....             | 3            |              |
| 1                    | — Social science elective .....             | 3            |              |
| STD                  | 100 Orientation .....                       | 1            |              |
| ADJ                  | 105 The Juvenile Justice System .....       |              | 3            |
| ADJ                  | 215 Report Writing .....                    |              | 3            |
| ADJ                  | 212 Criminal Law, Evid. & Proc. II .....    |              | 3            |
| ADJ                  | Elective .....                              |              | 3            |
| 2                    | CIS 100 Intro. to Information Systems ..... |              | 3            |
| 1                    | — Social science elective .....             |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>18</b>    |

Total minimum credits for the Administration of Justice Certificate = 34.

1 PSY 201-202 or SOC 201-202 are recommended.

2 Or CIS elective approved by faculty advisor.

## AIR CONDITIONING AND REFRIGERATION

### Associate in Applied Science Degree Environmental Control Degree Program

*Purpose:* This curriculum is designed to prepare students for jobs in the refrigeration and air conditioning field. The occupational objectives include: service, maintenance, repair and installation of refrigeration and air conditioning equipment.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AIR                  | 111 Air Cond. & Ref. Controls I .....       | 3            |              |
| AIR                  | 155 Heating Systems .....                   | 4            |              |
| PED                  | 101 Fundamentals of Physical Activity ..    | 1            |              |
| STD                  | 100 Orientation .....                       | 1            |              |
| AIR                  | 101-102 Principles of Refrigeration I-II .. | 4            | 4            |
| MTH                  | 103-104 Basic Tech. Math I-II .....         | 3            | 3            |
| AIR                  | 134 Circuits & Controls I .....             |              | 3            |
| AIR                  | 199 Supervised Study .....                  |              | 1            |
| * ENG                | 111 College Composition I .....             |              | 3            |
| PED                  | Elective .....                              |              | 1            |
| *                    | — Social science elective .....             |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AIR                  | 205 Hydronics & Zoning .....                    | 4            |              |
| AIR                  | 211 Air Conditioning Controls .....             | 4            |              |
| AIR                  | 251 Air Cond. Systems I .....                   | 4            |              |
| SPD                  | 110 Intro. to Speech Communication ....         | 3            |              |
| *                    | — Social science elective .....                 | 3            |              |
| AIR                  | 238 Advanced Troubleshooting &<br>Service ..... |              | 3            |
| AIR                  | 252 Air Cond. Systems II .....                  |              | 4            |
| AIR                  | 207 Heat Loads & Psychometrics .....            |              | 4            |
| AIR                  | 245 Electric Heat & Heat Pumps .....            |              | 4            |
| —                    | Technical elective .....                        |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Air Conditioning and Refrigeration major (A.A.S. Degree) = 70.

\* For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

## AIR CONDITIONING AND REFRIGERATION

### Certificate

*Purpose:* The certificate program is intended to prepare students for jobs in the refrigeration and air conditioning field. Upon successful completion of the program, the student is enabled to take full-time employment. The occupational objectives include: service, maintenance, repair and installation of refrigeration and air conditioning equipment.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AIR                  | 111 Air Cond. & Ref. Controls I .....     | 3            |              |
| AIR                  | 155 Heating Systems .....                 | 4            |              |
| —                    | Social science elective .....             | 3            |              |
| AIR                  | 101-102 Prin. of Refrigeration I-II ..... | 4            | 4            |
| MTH                  | 103-104 Basic Technical Math I-II .....   | 3            | 3            |
| AIR                  | 134 Circuits & Controls I .....           |              | 3            |
| AIR                  | 199 Supervised Study .....                |              | 1            |
| AIR                  | 211 Air Conditioning Controls I .....     |              | 4            |
| ENG                  | 111 College Composition I .....           |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

Total minimum credits for the Air Conditioning and Refrigeration Certificate = 35.

## AIR CONDITIONING AND REFRIGERATION

### Career Studies Certificate

*Purpose:* The Air Conditioning and Refrigeration Career Studies Certificate is designed to prepare the student for entry-level positions in the air con-



ditioning and refrigeration industry. The occupational objectives include instruction in basic principles, service, maintenance, repair and installation procedures of air conditioning refrigeration and heating equipment.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AIR                  | 111 Air Conditioning & Refrigeration Controls I ..... | 3            |              |
| AIR                  | 155 Heating Systems .....                             | 4            |              |
| AIR                  | 101-102 Principles of Refrigeration I-II ..           | 4            | 4            |
| AIR                  | 134 Circuits and Controls I .....                     |              | 3            |
| AIR                  | 199 Supervised Study .....                            |              | 1            |
| ENG                  | /SPD elective .....                                   |              | 3            |
| <b>Total Credits</b> |   | <b>11</b>    | <b>11</b>    |

Total minimum credits for the Air Conditioning and Refrigeration Career Studies Certificate = 22.

## ARCHITECTURAL DRAFTING

Certificate  
(See "Architecture.")

## ARCHITECTURE

Associate in Applied Science Degree  
Architectural and Construction Technology  
Degree Program

*Purpose:* This curriculum is designed to prepare students for employment in an architectural firm or a construction office. This program is also transferable to selected four-year colleges. Occupational objectives include: architectural draftsman, design assistant, specifications assistant, junior architect, urban planning assistant.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ARC                  | 200 History of Architecture .....               | 4            |              |
| ENG                  | 111 College Composition I .....                 | 3            |              |
| STD                  | 100 Orientation .....                           | 1            |              |
| ARC                  | 121-122 Architectural Drafting I-II .....       | 3            | 3            |
| ARC                  | 133-134 Materials/Methods of Constr. I-II ..... | 3            | 3            |
| MTH                  | 115-116 Technical Math I-II .....               | 3            | 3            |
| DRF                  | 231 Computer Aided Drafting I .....             |              | 3            |
| ENG                  | 115 Technical Writing .....                     |              | 3            |
| PED                  | 101 Fund. of Physical Activity .....            |              | 1            |
| PED                  | Elective .....                                  |              | 1            |
| SPD                  | 127 Workshop in Interpersonal Skills .....      |              | 1            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ARC                  | 225 Site Planning and Technology .....   | 3            |              |
| DRF                  | 232 Computer Aided Drafting II .....   | 3            |              |
| EGR                  | 130 Statics & Strength of Materials for Engineering Tech. or Tech. elect. .... | 5            |              |
| ARC                  | 231-232 Adv. Architectural Drafting I-II .....                                 | 4            | 4            |
| —                    | Social science electives .....   | 3            | 3            |
| ARC                  | 243 Environmental Systems .....  |              | 4            |
| CIV                  | 210 Structural Systems or Tech. elect. ....                                    |              | 5            |
| —                    | Technical elective .....   |              | 2-3          |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18-19</b> |

Total minimum credits for the Architecture major (A.A.S. Degree) = 71.

## ARCHITECTURAL DRAFTING

Certificate

*Purpose:* This program is designed to prepare the student for entry-level employment in an architectural firm or a construction office. The student who completes the certificate may continue study toward the A.A.S. Degree in Architecture. Occupational objectives include: architectural draftsman, engineering aide.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                     | 3            |              |
| MTH                  | 115 Technical Math. I .....                         | 3            |              |
| —                    | Social science elective .....                       | 3            |              |
| STD                  | 100 Orientation .....                               | 1            |              |
| ARC                  | 121-122 Architectural Drafting I-II .....           | 3            | 3            |
| ARC                  | 133-134 Materials and Methods of Construction ..... | 3            | 3            |
| ARC                  | 225 Site Planning and Technology .....              |              | 3            |
| DRF                  | 231 Computer Aided Drafting I .....                 |              | 3            |
| ENG                  | 115 Technical Writing .....                         |              | 3            |
| —                    | Technical elective .....                            |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>18</b>    |

Total minimum credits for the Architectural Drafting Certificate = 34.

## ART EDUCATION

Associate in Science Degree  
Education Degree Program

*Purpose:* The Associate in Science in Art Education major curriculum is designed for students who plan to transfer to a four-year program in a professional art school or to a college or university baccalaureate degree program in Art Education.

*Special Curriculum Admission Requirements:* Entry into the Art Education curriculum requires a satisfactory aptitude in visual art and applicants may be required to submit a portfolio for placement.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| STD                  | 100 Orientation .....                          | 1            |              |
| ART                  | 101-102 Hist. & Appreciation of Art I-II ..... | 3            | 3            |
| ART                  | 121-122 Drawing I-II .....                     | 4            | 4            |
| ART                  | 131-132 Fundamentals of Design I-II .....      | 4            | 4            |
| ENG                  | 111-112 College Composition I-II .....         | 3            | 3            |
| —                    | Social science electives .....                 | 3            | 3            |
| PED                  | 101 Fundamentals of Physical Activity ..       |              | 1            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| 2                    | ART 253 Design III .....                      | 4            |              |
| 3                    | — Studio/general elective .....               | 4            |              |
| 4                    | ENG Electives .....                           | 3            | 3            |
|                      | MTH 151-152 Math for the Liberal Arts I-II .. | 3            | 3            |
| 5                    | — Science/lab electives .....                 | 4            | 4            |
|                      | — General elective .....                      |              | 1            |
|                      | HIS 121 U. S. History I .....                 |              | 3            |
|                      | PED Elective .....                            |              | 1            |
|                      | SPD 110 Intro. to Speech Communication ....   |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Art Education major (A.S. Degree) = 72.

<sup>1</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology (anthropology).

<sup>2</sup> Or approved studio elective

<sup>3</sup> Electives should be chosen carefully and after investigation of transfer requirements of the institution to which transfer is contemplated.

<sup>4</sup> 200-level literature course

<sup>5</sup> Science courses may be selected from biology, chemistry, or geology.

### AUTOMOTIVE BODY TECHNOLOGY

Certificate  
(See "Automotive Technology.")

### AUTOMOTIVE DIAGNOSIS AND TUNE-UP

Certificate  
(See "Automotive Technology.")

### AUTOMOTIVE ELECTRICAL TECHNICIAN

Certificate  
(See "Automotive Technology.")

### AUTOMOTIVE MACHINIST

Career Studies Certificate  
(See "Automotive Technology.")

### AUTOMOTIVE TECHNOLOGY

Associate in Applied Science Degree  
Vehicle and Equipment Degree Program

*Purpose:* This curriculum is designed to train technicians for the automotive field. Students completing this program will be ready for full-time employment as automotive technicians. The occupational objectives include: line technician, new car make-ready, and customer service representative.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AUT                  | 100 Intro. to Automotive Shop Practices .....   | 2            |              |
| AUT                  | 111 Automotive Engines I .....  | 4            |              |
| AUT                  | 241 Automotive Electricity I .....  | 4            |              |
| ENG                  | 111 College Composition I or ENG 131 Technical Report Writing I .....   | 3            |              |
| MTH                  | 103 Basic Technical Math I .....  | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..  | 1            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| AUT                  | 112 Automotive Engines II .....   |              | 4            |
| AUT                  | 121 Automotive Fuel Systems I .....   |              | 4            |
| AUT                  | 242 Automotive Electricity II .....   |              | 4            |
| SPD                  | 110 Intro. to Speech Communication or ENG 132 Technical Report Writing II plus SPD 127 Workshop in Interpersonal Skills ..... |              | 3            |
| —                    | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| AUT                  | 122 Automotive Fuel Systems II .....     | 4            |              |
| AUT                  | 141 Auto Power Trains I .....            | 4            |              |
| AUT                  | 245 Automotive Electronics .....         | 4            |              |
| AUT                  | 267 Auto. Susp. & Braking Systems ....   | 4            |              |
| PED                  | Elective .....                           | 1            |              |
| AUT                  | 215 Emissions Sys. Diag. & Repair .....  |              | 2            |
| AUT                  | 142 Auto Power Trains II .....           |              | 4            |
| AUT                  | 236 Automotive Climate Control .....     |              | 4            |
| AUT                  | 266 Auto. Align., Susp. & Steering ..... |              | 4            |
| —                    | Social science elective .....            |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>17</b>    |

Total minimum credits for the Automotive Technology major (A.A.S. Degree) = 70.

### Diagnostician Specialization

*Purpose:* This curriculum is designed to train technicians for the automotive field. Students completing this program will be ready for full-time employment as automotive technicians. The occupational objectives include: line technician, new car make-ready, and customer service representative.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| AUT                  | 100 Intro. to Auto. Shop Practices .....       | 2            |              |
| AUT                  | 111 Automotive Engines I .....                 | 4            |              |
| AUT                  | 241 Automotive Electricity I .....             | 4            |              |
| ENG                  | 111 College Composition I .....                | 3            |              |
| MTH                  | 103 Basic Technical Math I .....               | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..       | 1            |              |
| STD                  | 100 Orientation .....                          | 1            |              |
| AUT                  | 215 Emissions Syst. Diagnosis & Repair.        |              | 2            |
| AUT                  | 121 Automotive Fuel Systems I .....            |              | 4            |
| AUT                  | 242 Automotive Electricity II .....            |              | 4            |
| AUT                  | 267 Automotive Suspension & Braking Syst. .... |              | 4            |
| SPD                  | 110 Intro. to Speech Communication ....        |              | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>17</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AUT                  | 122 Automotive Fuel Systems II .....          | 4            |              |
| AUT                  | 141 Auto Power Trains I .....                 | 4            |              |
| AUT                  | 266 Auto. Align., Suspension & Steering ..... | 4            |              |
| AUT                  | 273 Automotive Driveability I .....           | 3            |              |
| —                    | Social science elective .....                 | 3            |              |
| AUT                  | 142 Auto Power Trains II .....                |              | 4            |
| AUT                  | 274 Auto. Driveability & Tune-Up II ....      |              | 3            |
| AUT                  | 236 Automotive Climate Control .....          |              | 4            |
| PED                  | Elective .....                                |              | 1            |
| —                    | Social science elective .....                 |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>15</b>    |

Total minimum credits for the Automotive Technology major/Diagnostician Specialization (A.A.S. Degree) = 68.

## AUTOMOTIVE BODY TECHNOLOGY

### Certificate

*Purpose:* The curriculum is intended to prepare people for immediate employment in automotive body repair work. The curriculum provides experience in evaluation, repair and refinishing of automotive body damage. Occupational objectives include: automotive body refinisher, automotive sheet metal repairman, automotive frame repairman, damage estimator, auto body analyst.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AUB                  | 106 Basic Sheet Metal Operations .....            | 4            |              |
| AUB                  | 117 Automotive Frame Repair .....                 | 4            |              |
| AUB                  | 125 Auto Body Welding .....                       | 4            |              |
| AUT                  | 195 Topics In: Shop Operations & Procedures ..... |              | 3            |
| MTH                  | 103 Basic Technical Math. ....                    |              | 3            |
| AUB                  | 116 Auto Body Repair .....                        |              | 4            |
| AUB                  | 118 Automotive Paint Preparation .....            |              | 4            |
| AUB                  | 119 Automotive Painting .....                     |              | 4            |
| ENG                  | /Speech elective .....                            |              | 3            |
| PSY                  | 120 Human Relations .....                         |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Automotive Body Technology Certificate = 36.

## AUTOMOTIVE DIAGNOSIS & TUNE-UP

### Certificate

*Purpose:* This curriculum is designed to provide current theory, experience and development for those who desire careers as diagnosticians. Also includes recent technical innovations in electronics, automatic engine controls, fuel management and emission controls. Occupational objectives include: diagnostician specialists, emission control technicians, and service technicians.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AUT                  | 100 Intro. to Automotive Shop Practices .....                                 |              | 2            |
| AUT                  | 111 Automotive Engines I .....  |              | 4            |
| AUT                  | 121 Automotive Fuel Systems I .....   |              | 4            |
| AUT                  | 241 Automotive Electricity I .....  |              | 4            |
| ENG                  | 111 College Composition or ENG 131 Technical Report Writing I .....           |              | 3            |
| AUT                  | 122 Automotive Fuel Systems II .....  |              | 4            |
| AUT                  | 215 Emissions Systems Diagnosis & Repair .....                                |              | 2            |
| AUT                  | 242 Automotive Electricity II .....   |              | 4            |
| AUT                  | 273 Automotive Driveability & Tune-Up I or AUT 142 Auto Power Trains II ..... |              | 3-4          |
| —                    | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>16-17</b> |

Total minimum credits for the Automotive Diagnosis and Tune-Up Certificate = 33.

## AUTOMOTIVE ELECTRICAL TECHNICIAN

### Certificate

*Purpose:* This curriculum is designed for persons who seek full-time employment as entry-level automotive service technicians. The curriculum includes electrical theory and application to advance the student as an automotive electrical technician. Occupational objectives include: diagnostician specialist, emission control technicians, and service technicians.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AUT                  | 100 Intro. to Automotive Shop Practices .....                         |              | 2            |
| AUT                  | 111 Automotive Engines I .....  |              | 4            |
| AUT                  | 241 Auto. Electricity I .....   |              | 4            |
| ENG                  | 111 College Composition I or ENG 131 Technical Report Writing I ..... |              | 3            |
| MTH                  | 103 Basic Tech. Math. I .....   |              | 3            |
| AUT                  | 122 Automotive Fuel Systems II .....                                  |              | 4            |
| AUT                  | 215 Emissions Systems Diagnosis & Repair .....                        |              | 2            |
| AUT                  | 242 Auto. Electricity II .....  |              | 4            |
| AUT                  | 245 Automotive Electronics .....                                      |              | 4            |
| —                    | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>17</b>    |

Total minimum credits for the Automotive Electrical Technician Certificate = 33.

## AUTOMOTIVE MACHINIST

### Career Studies Certificate

*Purpose:* This curriculum is designed for persons who seek full-time employment as an entry-level automotive machinist. The curriculum includes theory and application to advance the student as an automotive machinist.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| AUT                  | 111 Automotive Engines I .....              | 4            |              |
| AUT                  | 112 Automotive Engines II .....             | 4            |              |
| AUT                  | 120 Intro. to Automotive Machine Shop ..... | 3            |              |
| AUT                  | 113 Cylinder Block Service .....            |              | 3            |
| —                    | ENG/Speech elective .....                   |              | 3            |
| MTH                  | 103 Basic Technical Math I .....            |              | 3            |
| <b>Total Credits</b> |   | <b>11</b>    | <b>9</b>     |

Total minimum credits for the Automotive Machinist Career Studies Certificate = 20.

## AVIATION TECHNOLOGY

### Associate in Applied Science Degree Transportation Degree Program

*Purpose:* The curriculum is designed to prepare the graduate to enter the field of aviation with a broad base of aeronautical knowledge upon which to build a career. The occupational objectives include: transportation agent, reservation sales agent, station agent, passenger service agent, assistant airport manager, operations agent, airline dispatcher, airline office manager, airport security specialist, and other related jobs. Graduates will also have an advantage in taking the Civil Service examinations for appointment to positions with the Federal Aviation Administration as: air traffic controllers, flight service specialists, and tower operators.

| First Year           | Credits  |              |
|----------------------|--|--------------|
|                      | 1st Semester                                       | 2nd Semester |
| ARO                  | 100 Aviation in the U. S. ....                     | 3            |
| ARO                  | 195 Topics In: Intro. to Air Traffic Control ..... | 3            |
| CIS                  | 100 Intro. to Information Systems .....            | 3            |
| ENG                  | 111 College Composition I .....                    | 3            |
| PED                  | 101 Fund. of Physical Activity .....               | 1            |
| PSY                  | 201 Intro. to Psychology I .....                   | 3            |
| STD                  | 100 Orientation .....                              | 1            |
| ARO                  | 130 History of Air Transportation .....            | 3            |
| ARO                  | 220 Meteorology .....                              | 3            |
| ENG                  | 112 College Composition II .....                   | 3            |
| MTH                  | 150 Topics in Geometry .....                       | 3            |
| PED                  | Elective .....                                     | 1            |
| PSY                  | 202 Intro. to Psychology II .....                  | 3            |
| <b>Total Credits</b> |  | <b>17</b>    |

16

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| ARO                  | 240 Aircraft Support Operations .....   | 3            |              |
| BUS                  | 100 Intro. to Business .....            | 3            |              |
| —                    | General elective .....                  | 3            |              |
| MTH                  | 151 Math for the Liberal Arts I .....   | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .... | 3            |              |
| ARO                  | 140 Aviation Safety .....               |              | 3            |
| ARO                  | 210 Aviation Law .....                  |              | 3            |
| ARO                  | 245 Airport Operations & Mgmt. ....     |              | 3            |
| BUS                  | 111 Principles of Supervision I .....   |              | 3            |
| GEO                  | Elective .....                          |              | 3            |
| MTH                  | 152 Math for the Liberal Arts II .....  |              | 3            |
| <b>Total Credits</b> |   | <b>15</b>    | <b>18</b>    |

Total minimum credits for the Aviation Technology major (A.A.S. Degree) = 66.

### Career Pilot Specialization

*Purpose:* This curriculum is designed to prepare the graduate to enter the aviation profession with commercial and instrument pilot ratings. This specialization will facilitate entry into all pilot related careers, including the field of air traffic control.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ARO                  | 100 Aviation in the U.S. ....                      | 3            |              |
| ARO                  | 121 Private Pilot Ground School .....              | 4            |              |
| ARO                  | 195 Topics In: Private Pilot Flight Training ..... | 2            |              |
| ENG                  | 111 College Composition I .....                    | 3            |              |
| MTH                  | 150 Topics in Geometry .....                       | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....               | 1            |              |
| STD                  | 100 Orientation .....                              | 1            |              |
| ARO                  | 122 Instrument Pilot Ground School ....            |              | 4            |
| ARO                  | 130 History of Air Transportation .....            |              | 3            |
| ARO                  | 195 Topics In: Instr. Pilot Flight Training .....  |              | 2            |
| ARO                  | 220 Meteorology .....                              |              | 3            |
| ENG                  | 112 College Composition II .....                   |              | 3            |
| GEO                  | Elective .....                                     |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| ARO                  | 123 Comm. Pilot Ground School .....                   | 3            |              |
| ARO                  | 195 Topics In: Commercial Pilot Flight Training ..... | 2            |              |
| ARO                  | 230 Air Navigation .....                              | 3            |              |
| MTH                  | 151 Math. for the Liberal Arts I .....                | 3            |              |
| PED                  | Elective .....  | 1            |              |
| PSY                  | 201 Introduction to Psychology I .....                | 3            |              |
| SPD                  | 110 Intro. to Speech Communication ....               | 3            |              |
| ARO                  | 140 Aviation Safety .....                             |              | 3            |
| ARO                  | 210 Aviation Law .....                                |              | 3            |
| ARO                  | 257 Certified Flight Instructor—Airplane .....        |              | 5            |
| MTH                  | 152 Math. for the Liberal Arts II .....               |              | 3            |
| PSY                  | 202 Introduction to Psychology II .....               |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Aviation Technology major/Career Pilot Specialization (A.A.S. Degree) = 70.

### BUSINESS ADMINISTRATION

#### Associate in Science Degree Business Administration Degree Program

*Purpose:* The Associate in Science 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.

*Special Curriculum Admission Requirements:* Satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English; 2 units of mathematics (algebra and geometry); 1 unit of laboratory science; 1 unit of social studies.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....        | 3            |              |
| <sup>1</sup> HIS     | Elective .....                         | 3            |              |
| <sup>2</sup> MTH     | Elective .....                         | 3-5          |              |
| <sup>3</sup> —       | Natural science/lab elective .....     | 4            |              |
| —                    | Speech and Drama elective .....        | 3            |              |
| STD                  | 100 Orientation .....                  | 1            |              |
| ENG                  | 112 College Composition II .....       |              | 3            |
| <sup>1</sup> HIS     | Elective .....                         |              | 3            |
| <sup>2</sup> MTH     | Elective .....                         |              | 3-5          |
| <sup>3</sup> —       | Natural science/lab elective .....     |              | 4            |
| <sup>4</sup> —       | General elective .....                 |              | 3            |
| PED                  | 101 Fund. of Physical Activity I ..... |              | 1            |
| <b>Total Credits</b> |  | <b>17-19</b> | <b>17-19</b> |

|                      |                                  | Credits      |              |
|----------------------|----------------------------------|--------------|--------------|
| Second Year          |                                  | 1st Semester | 2nd Semester |
| ACC                  | 211 Prin. of Accounting I .....  | 3            |              |
| ECO                  | 201 Prin. of Economics I .....   | 3            |              |
| <sup>5</sup> ENG     | Elective .....                   | 3            |              |
| <sup>4</sup> —       | General elective .....           | 3            |              |
| <sup>4</sup> —       | General elective .....           | 3            |              |
| PED                  | Elective .....                   | 1            |              |
| ACC                  | 212 Prin. of Accounting II ..... |              | 3            |
| ECO                  | 202 Prin. of Economics II .....  |              | 3            |
| <sup>5</sup> ENG     | Elective .....                   |              | 3            |
| <sup>4</sup> —       | General elective .....           |              | 3            |
| <sup>4</sup> —       | General elective .....           |              | 3            |
| <b>Total Credits</b> |                                  | <b>16</b>    | <b>15</b>    |

Total minimum credits for the Business Administration major (A.S. Degree) = 65.

- <sup>1</sup> HIS 101-102 History of Western Civ. I-II or HIS 121-122 U. S. History I-II.
- <sup>2</sup> MTH 165 and 271, College Algebra and Applied Calculus I or MTH 173-174, Calculus with Analytic Geometry I-II.
- <sup>3</sup> Science courses may be selected from biology, chemistry, physics, geology or the natural science 100 series courses, excluding NAS 161-162.
- <sup>4</sup> Electives should be chosen carefully and after investigation of transfer requirements of the institution to which transfer is contemplated.
- <sup>5</sup> ENG 241-242 Survey of American Lit. I-II, ENG 243-244 Survey of English Lit. I-II, ENG 251-252 Survey of World Lit. I-II, humanities (6 credits) or philosophy (6 credits).

### BUSINESS MANAGEMENT

#### Associate in Applied Science Degree Business Management Degree Program

*Purpose:* The curriculum is designed for persons who seek employment in business management or for those presently in management who are seeking promotion. The occupational objectives include: administrative assistant, management trainee, department head, branch manager, office manager, manager of small business, supervisor.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ACC                  | 211 Prin. of Accounting I .....                                    | 3            |              |
| BUS                  | 100 Intro. to Business .....                                       | 3            |              |
| ENG                  | 111 College Composition I .....                                    | 3            |              |
| MTH                  | 120 Introduction to Math. ....                                     | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....                               | 1            |              |
| <sup>1</sup> —       | Social science elective .....                                      | 3            |              |
| STD                  | 100 Orientation .....  | 1            |              |
| ACC                  | 212 Prin. of Accounting II .....                                   |              | 3            |
| BUS                  | 125 Applied Business Mathematics or BUS 121 Business Math. I ..... |              | 3            |
| BUS                  | 150 Prin. of Management .....                                      |              | 3            |
| CIS                  | 100 Intro. to Information Systems .....                            |              | 3            |
| ENG                  | 112 College Composition II .....                                   |              | 3            |
| MKT                  | 100 Principles of Marketing .....                                  |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| Second Year          |   |              |              |
| BUS                  | 115 Organizational Behavior .....       | 3            |              |
| BUS                  | 155 Applied Management Principles ..... | 3            |              |
| BUS                  | 241 Business Law I .....                | 3            |              |
| ECO                  | 120 Survey of Economics .....           | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .... | 3            |              |
| BUS                  | 205 Human Resource Management .....     |              | 3            |
| BUS                  | 225 Applied Business Statistics .....   |              | 3            |
| <sup>2</sup> BUS     | 226 Microcomputer Appl. in Business ... |              | 3            |
| <sup>2</sup> BUS     | 242 Business Law II .....               |              | 3            |
| FIN                  | 215 Financial Management .....          |              | 3            |
| PED                  | Elective .....                          |              | 1            |
| <b>Total Credits</b> |   | <b>15</b>    | <b>16</b>    |

Total minimum credits for the Business Management major (A.A.S. Degree) = 66.

<sup>1</sup> Substitutes for social science courses for A.A.S. degrees are listed in the "A.A.S. Degree Requirements" section. At least one ECO course is required in the Business Management degree program.

<sup>2</sup> A BUS elective may be substituted for BUS 242 Business Law II and/or BUS 226 Microcomputer Application in Business.

### International Business Specialization

*Purpose:* This specialization provides knowledge and skills in international business and is designed to prepare students for initial full-time employment or advancement in present employment. The occupational objectives include: administrative assistant, branch manager, supervisor, or office manager, in an international firm. Careers exist in import-export management for small business and as an international marketing specialist.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| First Year           |   |              |              |
| ACC                  | 211 Prin. of Accounting I .....         | 3            |              |
| BUS                  | 100 Intro. to Business .....            | 3            |              |
| ENG                  | 111 College Composition I .....         | 3            |              |
| MTH                  | 120 Introduction to Mathematics .....   | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....    | 1            |              |
| —                    | Social science elective .....           | 3            |              |
| STD                  | 100 Orientation .....                   | 1            |              |
| ACC                  | 212 Prin. of Accounting II .....        |              | 3            |
| BUS                  | 150 Principles of Management .....      |              | 3            |
| BUS                  | 125 Applied Business Math .....         |              | 3            |
| CIS                  | 100 Intro. to Information Systems ..... |              | 3            |
| ENG                  | 112 College Composition II .....        |              | 3            |
| MKT                  | 100 Principles of Marketing .....       |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| Second Year          |  |              |              |
| BUS                  | 155 Applied Management Principles .....    | 3            |              |
| BUS                  | 241 Business Law I .....                   | 3            |              |
| BUS                  | 280 Intro. to International Business ..... | 3            |              |
| ECO                  | 120 Survey of Economics .....              | 3            |              |
| <sup>1</sup> —       | Foreign language .....                     | 3            |              |
| SPD                  | Elective .....                             | 1            |              |
| BUS                  | 225 Applied Business Statistics .....      |              | 3            |
| FIN                  | 215 Financial Management .....             |              | 3            |
| FIN                  | 275 International Banking .....            |              | 3            |
| <sup>1</sup> —       | Foreign language .....                     |              | 3            |
| MKT                  | 275 International Marketing .....          |              | 3            |
| PED                  | Elective .....                             |              | 1            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Business Management major/International Business Specialization (A.A.S. Degree) = 67.

<sup>1</sup> Foreign language—103-104 or equivalent.

### SMALL BUSINESS MANAGEMENT

#### Certificate

*Purpose:* The one-year certificate program is designed to acquaint present and potential small business owners and employees with the business fundamentals essential to starting a small business.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....                                     | 3            |              |
| BUS                  | 125 Applied Business Math .....  | 3            |              |
| BUS                  | 241 Business Law I .....   | 3            |              |
| ECO                  | 120 Survey of Economics .....  | 3            |              |
| ENG                  | 111 College Composition I .....  | 3            |              |
| MKT                  | 100 Prin. of Marketing or MKT 115 Retail Organization & Management ..... | 3            |              |
| BUS                  | 111 Principles of Supervision I .....                                    |              | 3            |
| BUS                  | 165 Small Business Management .....                                      |              | 3            |
| BUS                  | 226 Microcomputer Application in Business .....                          |              | 3            |
| FIN                  | 215 Financial Management .....   |              | 3            |
| MKT                  | 110 Principles of Selling .....  |              | 3            |
| STD                  | 100 Orientation .....  |              | 1            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>16</b>    |

Total minimum credits for the Small Business Management Certificate = 34.

### INTERNATIONAL BUSINESS

#### Career Studies Certificate

*Purpose:* To provide in-depth information about a country or a region for persons who are presently in management and who wish to do business with that country or region. To provide information about international business that can be adapted to an administrative staff or line job.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| BUS                  | 280 Intro. to International Business .....          | 3            |              |
| <sup>1</sup> ENG     | 111 College Composition I or English elective ..... | 3            |              |
| <sup>2</sup> —       | Foreign language .....                              | 3-5          |              |
| <sup>3</sup> —       | Social science elective .....                       | 3            |              |
| FIN                  | 275 International Banking .....                     |              | 3            |
| <sup>2</sup> —       | Foreign language .....                              |              | 3-5          |
| MKT                  | 275 International Marketing .....                   |              | 3            |
| <sup>3</sup> —       | Social science elective .....                       |              | 3            |
| <b>Total Credits</b> |   | <b>12-14</b> | <b>12-14</b> |

Total minimum credits for the International Business Career Studies Certificate = 24.

<sup>1</sup> English elective related to country or region.

<sup>2</sup> Foreign language—103-104 or equivalent.

<sup>3</sup> Social science electives related to country, regional specialization or world economics.

### CARDIAC CARE TECHNICIAN

Career Studies Certificate  
(See "Health Technologies" at the end of these curricular listings.)

### CIVIL ENGINEERING

Associate in Applied Science Degree  
Civil Engineering Degree Program

*Purpose:* This curriculum is designed to prepare the student for employment in the construction industry as an engineering technician or for those individuals already employed who seek to expand their knowledge or skills. Occupational objectives include: structural draftsman, construction supervisor or foreman, soils technician, civil engineering technician.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

*Related Certificates:* Civil Engineering Technician and Site Management



| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| MEC                  | 127 Computer Prog. for Engr. Tech. ....   | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..  | 1            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| ARC                  | 133-134 Mat./Meth. of Construction I-II.  | 3            | 3            |
| CIV                  | 171-172 Surveying I-II .....  | 3            | 3            |
| DRF                  | 151-152 Engineering Drawing Fund. I-II<br>or ARC 121-122 Architectural Drafting |              |              |
|                      | I-II .....  | 3            | 3            |
| MTH                  | 115-116 Technical Math. I-II .....  | 3            | 3            |
| DRF                  | 231 Computer Aided Drafting I .....   |              | 3            |
| ENG                  | 111 College Composition I .....   |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| CIV                  | 217 Structural Drafting .....             | 2            |              |
| CIV                  | 225 Soil Mechanics .....                  | 2            |              |
| CIV                  | 226 Soil Mechanics Lab. ....              | 1            |              |
| DRF                  | 232 Computer Aided Drafting II .....      | 3            |              |
| EGR                  | 130 Statics & Strength of Materials ..... | 5            |              |
| PED                  | Elective .....                            | 1            |              |
| —                    | Social science electives .....            | 3            | 3            |
| CIV                  | 210 Structural Systems .....              |              | 5            |
| CIV                  | 228 Concrete Technology .....             |              | 2            |
| CIV                  | 229 Concrete Lab. ....                    |              | 1            |
| CIV                  | 297 Cooperative Education/Tech. elec. ..  |              | 3            |
| ENG                  | 115 Technical Writing .....               |              | 3            |
| SPD                  | 127 Workshop in Interpersonal Skills .... |              | 1            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

Total minimum credits for the Civil Engineering major (A.A.S. Degree) = 70.

### Land Surveying Specialization

*Purpose:* The Land Surveying Specialization is designed to prepare students for employment as a civil engineering technician. Occupational objectives include: highway or building inspector, surveyor, civil engineering draftsman.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                  | 3            |              |
| MEC                  | 127 Computer Programming for Engr.<br>Tech. .... | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..         | 1            |              |
| STD                  | 100 Orientation .....                            | 1            |              |
| CIV                  | 171-172 Surveying I-II .....                     | 3            | 3            |
| DRF                  | 151-152 Engr. Drawing Fundamentals<br>I-II ..... | 3            | 3            |
| MTH                  | 115-116 Technical Math. I-II .....               | 3            | 3            |
| DRF                  | 231 Computer Aided Drafting I .....              |              | 3            |
| ENG                  | 115 Technical Writing .....                      |              | 3            |
| PED                  | Elective .....                                   |              | 1            |
| —                    | Technical elective/Cooperative Ed. ....          |              | 2            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| DRF                  | 232 Computer Aided Drafting II or CIV<br>115 Civil Engineering Drafting ..... | 3            |              |
| EGR                  | 130 Statics/Strength of Materials .....                                       | 5            |              |
| CIV                  | 201-202 Suburban Development I-II .....                                       | 3            | 3            |
| CIV                  | 261-262 Advanced Surveying I-II .....   | 3            | 3            |
| —                    | Social science electives .....  | 3            | 3            |
| CIV                  | 217 Structural Drafting or CIV 116 Topographic Drafting .....                 |              | 2-3          |
| CIV                  | 225-226 Soil Mechanics/Soils Lab or<br>CIV 241 Appl. Hydraulics & Drainage I. |              | 3            |
| CIV                  | 298/297 Sem. & Project/Coop. Educ. ....                                       |              | 2            |
| SPD                  | 127 Workshop in Interpersonal Skills ....                                     |              | 1            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17-18</b> |

Total minimum credits for the Civil Engineering major/Land Surveying Specialization (A.A.S. Degree) = 69.

### CIVIL ENGINEERING TECHNICIAN

#### Certificate

*Purpose:* This program is designed to prepare drafting and technical professionals to serve in the building construction and civil engineering industries. Employment opportunities include: highway draftsman, surveyor, engineering aide. Transfer to the A.A.S. programs in Civil Engineering is also possible.

*Special Curriculum Requirements:* Two years of high school algebra.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ARC                  | 133 Materials & Methods of Construction .....                                 | 3            |              |
| DRF                  | 151 Engineering Drawing Fund. I or<br>ARC 121 Architectural Drafting I .....  | 3            |              |
| ENG                  | 111 College Composition I .....   | 3            |              |
| MEC                  | 127 Comp. Programming for Engr.<br>Tech. ....                                 | 3            | 3            |
| CIV                  | 171-172 Surveying I-II .....  | 3            | 3            |
| *MTH                 | 103-104 Basic Technical Math I-II or<br>MTH 115-116 Technical Math I-II ..... | 3            | 3            |
| CIV                  | 115 Civil Engineering Drafting .....  |              | 3            |
| CIV                  | 145 Applied Soil Erosion/Sediment Control .....                               |              | 2            |
| CIV                  | 201 Suburban Development I .....  |              | 3            |
| DRF                  | 231 Computer Aided Drafting I .....   |              | 3            |
| STD                  | 100 Orientation .....   |              | 1            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Civil Engineering Technician Certificate = 36.

\* Students intending to pursue an A.A.S. degree are encouraged to take MTH 115-116.

### SITE MANAGEMENT

#### Certificate

*Purpose:* This curriculum is designed to prepare employees of public agencies and firms, and other individuals for employment or further training as building inspectors and supervisors in the site development industry.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ARC                  | 140 Principles of Construction Safety ....                                      | 2            |              |
| CIV                  | 145 Applied Soil Erosion & Sediment Control .....                               | 2            |              |
| CIV                  | 171 Surveying I .....   | 3            |              |
| CIV                  | 225 Soil Mechanics .....  | 2            |              |
| CIV                  | 226 Soil Mechanics Laboratory .....   | 1            |              |
| ENG                  | 111 College Composition I .....   | 3            |              |
| SPD                  | 127 Workshop in Interpersonal Skills ....                                       |              | 1            |
| MTH                  | 103-104 Basic Technical Math. I-II or<br>MTH 115-116 Technical Math. I-II ..... | 3            | 3            |
| ARC                  | 225 Site Planning & Technology .....  |              | 3            |
| BUS                  | 115 Organizational Behavior .....   |              | 3            |
| CIV                  | 228 Concrete Technology .....   |              | 2            |
| CIV                  | 229 Concrete Laboratory .....   |              | 1            |
| CIV                  | 241 Applied Hydraulics & Drainage I ....  |              | 3            |
| ENG                  | 115 Technical Writing .....   |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

Total minimum credits for the Site Management Certificate = 35.

### COMMUNICATION DESIGN

#### Associate in Applied Science Degree Graphic Communications Degree Program

*Purpose:* The curriculum is designed for persons who seek full-time employment in the communication design field. The occupational objectives include graphic designer in the communication design marketplace.

*Special Curriculum Admission Requirements:* Proficiency in high school English and a satisfactory aptitude for drawing. Applicants may be required to submit a portfolio before final admission is granted.

**Equipment and Supplies:** Communication Design students are required to purchase certain basic equipment and materials necessary to achieve professionally-oriented objectives. Most of the equipment is purchased in the beginning class (Introduction to Graphic Skills) and can be used throughout the two-year program.

**Special Curriculum Completion Requirements:** After completion of the first year, the student's work will be reviewed to ascertain that development is sufficient to enter the communication design field. After this, the student will be permitted to complete the requirements for this degree program.

| First Year   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 135 Visual Communications .....  | 4            |              |
| ART 140 Intro. to Graphic Skills .....                                     | 4            |              |
| PED 101 Fund. of Physical Activity .....                                   | 1            |              |
| STD 100 Orientation .....  | 1            |              |
| ART 121-122 Drawing I-II .....   | 4            | 4            |
| ART 131-132 Fund. of Design I-II .....                                     | 4            | 4            |
| ART 141 Typography I or ART 247 Painting Techniques for Illustrators ..... |              | 4            |
| <sup>1</sup> ENG 111 College Composition I .....                           |              | 3            |
| <sup>2</sup> MTH 151 Math for the Liberal Arts I .....                     |              | 3            |
| <b>Total Credits</b>   | <b>18</b>    | <b>18</b>    |

| Second Year  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 142 Typography II .....  | 4            |              |
| ART 250 History of Design .....  | 3            |              |
| ART 265 Graphic Techniques .....   | 4            |              |
| ART 251-252 Communication Design I-II or ART 261-262 Illustration I-II ..... | 4            | 4            |
| <sup>1</sup> Social science electives .....                                  | 3            | 3            |
| ART 288 Thesis: Illustration or ART 289 Thesis: Communication Design .....   |              | 3-4          |
| General elective .....   |              | 1            |
| PED Elective .....   |              | 1            |
| PHT 101 Photography I .....  |              | 3            |
| SPD 110 Intro. to Speech Communication .....                                 |              | 3            |
| <b>Total Credits</b>   | <b>18</b>    | <b>18-19</b> |

Total minimum credits for the Communication Design major (A.A.S. Degree) = 72.

<sup>1</sup> For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

<sup>2</sup> Or MTH 120. Departmental approval required.

### Computer Graphics Design Specialization

**Purpose:** The curriculum is designed for persons who seek full-time employment in the communication design field. The occupational objectives include graphic designer with applied computer skills in the communication design marketplace.

**Special Curriculum Admission Requirements:** Proficiency in high school English and a satisfactory aptitude for drawing. Applicants may be required to submit a portfolio before final admission is granted.

**Equipment and Supplies:** Communication Design students are required to purchase certain basic equipment and materials necessary to achieve professionally-oriented objectives. Most of the equipment is purchased in the beginning class (Introduction to Graphic Skills) and can be used throughout the two-year program.

**Special Curriculum Completion Requirements:** After completion of the first year, the student's work will be reviewed to ascertain that development is sufficient to enter the communication design field. After this, the student will be permitted to complete the requirements for this degree program.

| First Year   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 135 Visual Communications .....  | 4            |              |
| ART 140 Introduction to Graphic Skills .....                               | 4            |              |
| PED 101 Fund. of Physical Activity .....                                   | 1            |              |
| STD 100 Orientation .....  | 1            |              |
| ART 121-122 Drawing I-II .....   | 4            | 4            |
| ART 131-132 Fundamentals of Design I-II .....                              | 4            | 4            |
| ART 141 Typography I or ART 247 Painting Techniques for Illustrators ..... |              | 4            |
| <sup>1</sup> ENG 111 College Composition I .....                           |              | 3            |
| <sup>2</sup> MTH 151 Math for the Liberal Arts I .....                     |              | 3            |
| <b>Total Credits</b>   | <b>18</b>    | <b>18</b>    |

| Second Year  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 142 Typography II .....  | 4            |              |
| ART 250 History of Design .....  | 3            |              |
| ART 265 Graphic Techniques .....   | 4            |              |
| ART 283-284 Computer Graphics I-II .....                                   | 4            | 4            |
| <sup>1</sup> Social science electives .....                                | 3            | 3            |
| ART 288 Thesis: Illustration or ART 289 Thesis: Communication Design ..... |              | 3-4          |
| General elective .....   |              | 1            |
| PED Elective .....   |              | 1            |
| PHT 101 Photography I .....  |              | 3            |
| SPD 110 Intro. to Speech Communication .....                               |              | 3            |
| <b>Total Credits</b>   | <b>18</b>    | <b>18-19</b> |

Total minimum credits for the Communication Design major/Computer Graphics Design Specialization (A.A.S. Degree) = 72.

<sup>1</sup> For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

<sup>2</sup> Or MTH 120. Departmental approval required.

### Illustration Specialization

**Purpose:** The curriculum is designed for persons who seek full-time employment in the communication design field. The occupational objectives include commercial illustrator in the communication design marketplace.

**Special Curriculum Admission Requirements:** Proficiency in high school English and a satisfactory aptitude for drawing. Applicants may be required to submit a portfolio before final admission is granted.

**Equipment and Supplies:** Communication Design students are required to purchase certain basic equipment and materials necessary to achieve professionally-oriented objectives. Most of the equipment is purchased in the beginning class (Introduction to Graphic Skills) and can be used throughout the two-year program.

**Special Curriculum Completion Requirements:** After completion of the first year, the student's work will be reviewed to ascertain that development is sufficient to enter the communication design field. After this, the student will be permitted to complete the requirements for this degree program.

| First Year   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 135 Visual Communications .....  | 4            |              |
| ART 140 Intro. to Graphic Skills .....                                     | 4            |              |
| PED 101 Fund. of Physical Activity .....                                   | 1            |              |
| STD 100 Orientation .....  | 1            |              |
| ART 121-122 Drawing I-II .....   | 4            | 4            |
| ART 131-132 Fund. of Design I-II .....                                     | 4            | 4            |
| ART 141 Typography I or ART 247 Painting Techniques for Illustrators ..... |              | 4            |
| <sup>1</sup> ENG 111 College Composition I .....                           |              | 3            |
| <sup>2</sup> MTH 151 Math for the Liberal Arts I .....                     |              | 3            |
| <b>Total Credits</b>   | <b>18</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ART                  | 221 Drawing III .....   | 4            |              |
| ART                  | 250 History of Design .....   | 3            |              |
| ART                  | 265 Graphic Techniques .....  | 4            |              |
| ART                  | 261-262 Illustration I-II or ART 251-252<br>Communication Design I-II ..... | 4            | 4            |
| <sup>1</sup> —       | Social science electives .....  | 3            | 3            |
| ART                  | 288 Thesis: Illustration or ART 289 Thesis:<br>Communication Design .....   |              | 3-4          |
| <sup>3</sup> —       | General elective .....  |              | 3            |
| PED                  | Elective .....  |              | 1            |
| SPD                  | 110 Intro. to Speech Communication .....                                    |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>17-18</b> |

Total minimum credits for the Communication Design major/Illustration Specialization (A.A.S. Degree) = 71.

<sup>1</sup> For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

<sup>2</sup> Or MTH 120. Departmental approval required.

<sup>3</sup> Drawing IV is recommended.

## COMPUTER INFORMATION SYSTEMS

### Associate in Applied Science Degree Computer Information Systems Degree Program

*Purpose:* This curriculum is designed for persons who seek employment in the field of business computer information systems, for those who are presently in that field and who desire to increase their knowledge and update their skills, and for those who must augment their abilities in other fields with knowledge and skills regarding computer information systems. Occupational objectives include: computer programmer, information systems analyst, technical support specialist, and microcomputer user.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| BUS                  | 100 Introduction to Business .....                             | 3            |              |
| CIS                  | 100 Intro. to Information Systems .....                        | 3            |              |
| CIS                  | 125 Computer Program Design .....                              | 3            |              |
| ENG                  | 111 College Composition I .....                                | 3            |              |
| MTH                  | 120 Introduction to Mathematics .....                          | 3            |              |
| STD                  | 100 Orientation .....  | 1            |              |
| BUS                  | 150 Principles of Management .....                             |              | 3            |
| CIS                  | Programming elective .....                                     |              | 4            |
| CIS                  | 150 Intro. To Microcomputer Software ..                        |              | 3            |
| ENG                  | 115 Technical Writing or ENG 116 Writing<br>for Business ..... |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity ...                      |              | 1            |
| —                    | Social science elective .....                                  |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>17</b>    |

In order to qualify for this degree, students must complete one of the four specializations.

### Microcomputer Usage Specialization

*Purpose:* This specialization provides knowledge and skills regarding hardware, software, and application of microcomputers. Occupational objectives include: careers as information center microcomputer specialist, microcomputer training specialist, and microcomputer sales; and augmentation of non-computer careers which require the use and knowledge of microcomputers.

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....                     | 3            |              |
| CIS                  | 157 Microcomputer Spreadsheet Sftwr. ...                 | 3            |              |
| CIS                  | 228 Microcomputers: Op. Sys. Arch.<br>and Hardware ..... | 3            |              |
| PED                  | Elective .....   | 1            |              |
| —                    | Social science elective .....                            | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....                 | 3            |              |
| CIS                  | 158 Microcomputer Database Mgmt.<br>Sftwr. ....          |              | 3            |
| CIS                  | 225 Computer Info. System Develop-<br>ment .....         |              | 3            |
| CIS                  | 230 Intro. to Telecommunications .....                   |              | 3            |
| CIS                  | Elective .....   |              | 3            |
| —                    | General elective .....                                   |              | 4            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Computer Information Systems major/Microcomputer Usage Specialization (A.A.S. Degree) = 65.

In order to qualify for this specialization, students must complete the first year curriculum, common to all specializations.

### Programming Specialization

*Purpose:* This specialization provides knowledge and skills in computer programming. Occupational objectives include: computer programmer, microcomputer programmer, applications programmer, and programmer/analyst.

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....   | 3            |              |
| <sup>1</sup> CIS     | Programming elective .....   | 4            |              |
| CIS                  | 228 Microcomputers: Op. Sys. Arch. &<br>Hardware or CIS 229 Mainframes: Op.<br>Sys. Arch. & Hardware ..... | 3            |              |
| PED                  | Elective .....   | 1            |              |
| —                    | Social science elective .....  | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....   | 3            |              |
| <sup>2</sup> CIS     | Programming elective .....   |              | 4            |
| CIS                  | 225 Computer Info. System Develop. ....  |              | 3            |
| CIS                  | 245 Database Management .....  |              | 3            |
| CIS                  | Elective .....   |              | 3            |
| —                    | General elective .....   |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>16</b>    |

Total minimum credits for the Computer Information Systems major/Programming Specialization (A.A.S. Degree) = 66.

<sup>1</sup> Programming elective must be chosen from advanced level programming courses: CIS 231, 241, 251, 261, 275, and 276.

<sup>2</sup> Any additional programming courses may be chosen.

In order to qualify for this specialization, students must complete the first year curriculum, common to all specializations.

### System Analyst Specialization

*Purpose:* This specialization provides knowledge and skills regarding the analysis and design of information systems, and the selection of hardware and software. Occupational objectives include: information systems analyst, programmer/analyst, hardware analyst, and hardware systems selection analyst.

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....                | 3            |              |
| CIS                  | 225 Computer Info. System Develop.....              | 3            |              |
| CIS                  | 230 Intro. to Telecommunications .....              | 3            |              |
| PED                  | Elective .....                                      | 1            |              |
| —                    | Social science elective.....                        | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....            | 3            |              |
| CIS                  | 227 Computer Systems Selection and Acquisition..... |              | 3            |
| CIS                  | 245 Database Management .....                       |              | 3            |
| CIS                  | 287 System Development Project .....                |              | 3            |
| CIS                  | Elective .....                                      |              | 3            |
| —                    | General elective .....                              |              | 4            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Computer Information Systems major/System Analyst Specialization (A.A.S. Degree) = 65.

In order to qualify for this specialization, students must complete the first year curriculum, common to all specializations.

### Technical Support Specialization

*Purpose:* This specialization provides technical knowledge and skills regarding computer system components, functions, and capabilities. Occupational objectives include: information center specialist, database specialist, system programmer, and teleprocessing specialist.

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....   | 3            |              |
| CIS                  | 161 Comp. Prog: Assembler I or CIS   |              |              |
|                      | 265 Comp. Prog: Micro Assembler .....  | 4            |              |
| CIS                  | 228 Microcomputers: Op. Sys. Arch. & Hardware or CIS 229 Mainframes: Op. Sys. Arch. and Hardware ..... | 3            |              |
| PED                  | Elective .....   | 1            |              |
| —                    | Social science elective.....   | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....   | 3            |              |
| CIS                  | 225 Computer Info. System Develop.....   |              | 3            |
| CIS                  | 230 Intro. to Telecommunications .....   |              | 3            |
| CIS                  | 245 Database Management.....   |              | 3            |
| CIS                  | Elective .....   |              | 3            |
| —                    | General elective .....   |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>15</b>    |

Total minimum credits for the Computer Information Systems major/Technical Support Specialization (A.A.S. Degree) = 65.

In order to qualify for this specialization, students must complete the first year curriculum, common to all specializations.

### MICROCOMPUTER USAGE

#### Career Studies Certificate

*Purpose:* The Microcomputer Usage Career Studies Certificate provides those students already employed with the necessary microcomputer background needed to adapt to their field's increasing use of and dependency on microcomputers.

*Special Admission Requirements:* High school degree or equivalent.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| CIS                  | 125 Computer Program Design.....                      | 3            |              |
| CIS                  | 150 Intro. to Microcomputer Software ...              | 3            |              |
| ENG                  | 111 College Composition I .....                       | 3            |              |
| CIS                  | 228 Microcomputers: Op. Sys., Arch. and Hardware..... |              | 3            |
| 1                    | Elective .....  |              | 3-4          |
| 1                    | Elective .....  |              | 3-4          |
| <b>Total Credits</b> |   | <b>9</b>     | <b>9-11</b>  |

Total minimum credits for the Microcomputer Usage Career Studies Certificate = 18.

<sup>1</sup> Electives may be chosen from CIS 157, 158, 159, 166, 259, ACC 215, ART 283, or OFT 231.

### COMPUTER SCIENCE

#### Associate in Science Degree

#### Computer and Information Sciences Degree Program

*Purpose:* The curriculum is designed primarily for students who wish to transfer to a four-year college or university to complete the baccalaureate degree in Computer Science. The curriculum emphasizes the study of the science of computing and the use of computing in a scientific setting.

*Special Curriculum Admission Requirements:* Satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English/4 units of college preparatory mathematics.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| CSC                  | 100 Intro. to Computer Usage .....        | 1            |              |
| STD                  | 100 Orientation .....                     | 1            |              |
| CSC                  | 201-202 Computer Science I-II .....       | 4            | 4            |
| ENG                  | 111-112 College Composition I-II .....    | 3            | 3            |
| MTH                  | 173-174 Calculus with Analytic Geom....   | 5            | 5            |
| 1                    | Social science electives .....            | 3            | 3            |
| PED                  | 101 Fundamentals of Physical Activity ... |              | 1            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>16</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| HIS                  | 101 History of Western Civilization I or HIS 121 United States History I ..... | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....                                       | 3            |              |
| 2                    | General electives.....   | 4            | 6            |
| 3                    | Math/computer science electives .....  | 3-4          | 3-4          |
| 4                    | Natural science with lab .....   | 3-4          | 3-4          |
| 5                    | Humanities/Fine Arts elective.....   |              | 3            |
| PED                  | Elective.....  |              | 1            |
| <b>Total Credits</b> |  | <b>16-18</b> | <b>16-18</b> |

Total minimum credits for the Computer Science major (A.S. Degree) = 65.

<sup>1</sup> Two-semester social science course sequence may be selected from one of the disciplines of ECO, GEO, PLS, PSY, SOC, SSC. Social science electives should be selected in conjunction with an advisor and after examining the requirements at the transfer institution.

<sup>2</sup> General electives should be selected in conjunction with an advisor and after examining the requirements at the transfer institution.

<sup>3</sup> Math/computer science electives should constitute 2 semester courses chosen from the following categories:

a. Computer science courses numbered above 202.

b. MTH 277 Multivariate Calculus and/or MTH 285 Linear Algebra  
MTH 286 Discrete Mathematics  
MTH 291 Ordinary Differential Equations  
MTH 292 Topics in Differential Equations

c. Mathematical Statistics (MTH 241, 242, 243, 244)

Math/computer science electives should be selected in conjunction with an advisor and after examining the requirements at the transfer institution.

<sup>4</sup> Natural science with laboratory numbered 100 or above may be chosen from BIO, CHM (except 101-102), PHY (201 or above), or GOL.

<sup>5</sup> Humanities/fine arts elective should be selected in conjunction with an advisor and after examining the requirements at the transfer institution.

### CONSTRUCTION INSPECTION

#### Certificate

(See "Construction Management Technology.")

### CONSTRUCTION MANAGEMENT TECHNOLOGY

#### Associate in Applied Science Degree

#### Architectural and Construction Technology Degree Program

*Purpose:* The curriculum is designed to qualify personnel in both engineering technology and management for employment in all areas of a construction firm. Occupational objectives include: engineering aide, construction

project manager, construction supervisor, estimator, building maintenance supervisor.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| BLD                  | 165 Construction Field Operations.....    | 2            |              |
| ENG                  | 111 College Composition I .....           | 3            |              |
| MTH                  | 115 Technical Mathematics I .....         | 3            |              |
| ARC                  | 121-122 Architectural Drafting I-II ..... | 3            | 3            |
| ARC                  | 133-134 Mat. & Meth. of Const. I-II ..... | 3            | 3            |
| BLD                  | 101-102 Construction Management I-II ..   | 3            | 3            |
| BLD                  | 231 Construction Estimating I.....        |              | 3            |
| ENG                  | 115 Technical Writing .....               |              | 3            |
| —                    | Social science elective.....              |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ARC                  | 243 Environmental Systems .....           | 4            |              |
| BLD                  | 232 Construction Estimating II .....      | 3            |              |
| CIV                  | 171 Surveying I.....                      | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....  | 3            |              |
| STD                  | 100 Orientation .....                     | 1            |              |
| BLD                  | 241-242 Construction Management I-II ..   | 3            | 3            |
| ARC                  | 225 Site Planning and Technology .....    |              | 3            |
| BLD                  | 247 Construction Planning & Sched. ....   |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity ... |              | 1            |
| PED                  | Elective.....                             |              | 1            |
| —                    | Social science elective.....              |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>14</b>    |

Total minimum credits for the Construction Management Technology major (A.A.S. Degree) = 66.

### CONSTRUCTION INSPECTION

#### Certificate

*Purpose:* The curriculum is designed for persons who seek full-time employment in areas of construction inspection or for those presently employed who are seeking advancement and further training in construction inspection.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| BLD                  | 100 Const. Inspec., Plan Rev. & Codes .        | 4            |              |
| BLD                  | 103 Prin. of Res. Building Const. Insp. .      | 3            |              |
| BLD                  | 165 Construction Field Operations .....        | 2            |              |
| ENG                  | 111 College Composition I .....                | 3            |              |
| FIR                  | 117 Industrial Fire Protection .....           | 3            |              |
| MTH                  | 115 Technical Mathematics I .....              | 3            |              |
| BLD                  | 104 Prin. of Concrete & Steel Frame Insp. .... |              | 4            |
| BLD                  | 112 Prin. of Electrical Inspection .....       |              | 3            |
| BLD                  | 113 Prin. of Mechanical & Plumbing Insp. ....  |              | 4            |
| ENG                  | 115 Technical Writing .....                    |              | 3            |
| FIR                  | 221 Building Construction & Codes .....        |              | 4            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Construction Inspection Certificate = 36.

### DENTAL HYGIENE

Associate in Applied Science Degree  
(See "Health Technologies" at the end of these curricular listings.)

### DESKTOP PUBLISHING

Career Studies Certificate  
(See "Office Systems Technology.")

### DIETETIC TECHNOLOGY

Specialization  
(See Hotel, Restaurant, & Institutional Management.)

### EARLY CHILDHOOD DEVELOPMENT

Associate in Applied Science Degree  
Educational Services Degree Program

*Purpose:* The curriculum is designed for persons who seek full-time employment involving the care and direction of young children, or for those persons presently employed in these situations who wish to update and enhance their competencies. Occupational objectives include: assistants, managers, and/or directors in day care and child development facilities.

*Special Curriculum Admission Requirements:* Students must successfully complete a personal interview with a program faculty member.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| EDU                  | 100 Introduction to Education .....                                 | 1            |              |
| CHD                  | 118 Methods & Materials in the Language Arts for Children .....     | 3            |              |
| EDU                  | 155 Parent Education .....  | 3            |              |
| PSY                  | 231 Life Span Human Development I ...                               | 3            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| CHD                  | 121-122 Childhood Educational Dev. I-II .....                       | 3            | 3            |
| ENG                  | 111-112 College Composition I-II .....                              | 3            | 3            |
| CHD                  | 109 Methods in Movement and Music Education for Children .....      |              | 3            |
| CHD                  | 125 Creative Activities for Children .....                          |              | 3            |
| CHD                  | 126 Meth. & Mat. for Dev. Science & Math Concepts in Children ..... |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>15</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| CHD                  | 166 Infant and Toddler Programs .....                  | 3            |              |
| CHD                  | 205 Guiding the Behavior of Children ...               | 3            |              |
| CHD                  | 210 Introduction to Exceptional Children .....         | 3            |              |
| CHD                  | 215 Models of Early Childhood Education Programs ..... | 3            |              |
| HLT                  | 110 Concepts of Personal & Community Health .....      | 3            |              |
| PSY                  | 232 Life Span Human Development II ..                  | 3            |              |
| CHD                  | 298 Seminar and Project .....                          |              | 3            |
| EDU                  | 235 Health, Safety and Nutrition Education .....       |              | 3            |
| HLT                  | 100 First Aid and CPR .....                            |              | 3            |
| MTH                  | 151 Math for the Liberal Arts I .....                  |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity ..               |              | 1            |
| PED                  | Elective .....   |              | 1            |
| SPD                  | 110 Introduction to Speech Communication .....         |              | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Early Childhood Development major (A.A.S. Degree) = 67.



## EARLY CHILDHOOD DEVELOPMENT ASSISTANT

### Certificate

*Purpose:* The curriculum is designed to prepare individuals for employment in situations wherein care and maintenance of young children is the primary object. Occupational objectives include: aides in child development centers, day care centers, nursery school, residential facilities, family day care homes.

*Special Curriculum Admission Requirements:* Students must successfully complete a personal interview with a program faculty member.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| CHD                  | 118 Methods & Materials in the Language Arts for Children ..... | 3            |              |
| CHD                  | 121 Childhood Educational Dev. I.....                           | 3            |              |
| EDU                  | 100 Introduction to Education .....                             | 1            |              |
| EDU                  | 160 Techniques of Observation in Early Education .....          | 3            |              |
| HLT                  | 135 Child Health and Nutrition .....                            | 3            |              |
| SOC                  | 216 Child-Parent Comm. Relations .....                          | 3            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| CHD                  | 125 Creative Activities for Children.....                       |              | 3            |
| CHD                  | 298 Seminar and Project .....                                   |              | 3            |
| EDU                  | 156 Single Parent Families .....                                |              | 3            |
| ENG                  | 111 College Composition .....                                   |              | 3            |
| PSY                  | 231 Life Span Human Development I .....                         |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>15</b>    |

Total minimum credits for the Early Childhood Development Assistant Certificate = 32.

## EARLY CHILDHOOD EDUCATION: CHILD HOME CARE (NANNY)

### Certificate

*Purpose:* The Nanny Program trains the candidate for a career in private home settings to provide care and supervision of children of that family. A foundation in the theoretical bases of development and learning is provided. Because the Nanny is often a parent surrogate, the sociology/psychology of family, school and community are covered, as well as nutrition, physical and social development, learning skills and appropriate aspects of handicapped education, and perceptual motor development. Supervised practicum is required.

The Nanny Program awards a certificate and requires 34 credit hours plus a Red Cross First Aid Card, dated within one year of graduation.

*Special Curriculum Admission Requirement:* Students must successfully complete a successful interview with an Education faculty advisor.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| CHD                  | 118 Meth. & Mat. in Lang. Arts for Children .....      | 3            |              |
| CHD                  | 121 Childhood Educational Development I.....           | 3            |              |
| EDU                  | 100 Introduction to Education .....                    | 1            |              |
| EDU                  | 160 Techniques of Observation in Early Education ..... | 3            |              |
| ENG                  | 111 College Composition I .....                        | 3            |              |
| PSY                  | 231 Life Span Human Development I .....                | 3            |              |
| STD                  | 100 Orientation .....                                  | 1            |              |
| CHD                  | 105 Interpersonal Skills for Nannies .....             |              | 4            |
| CHD                  | 106 Health Education for Nannies .....                 |              | 4            |
| CHD                  | 205 Guiding the Behavior of Children .....             |              | 3            |
| CHD                  | 298 Seminar & Project .....                            |              | 3            |
| ECO                  | 120 Survey of Economics .....                          |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>17</b>    |

Total minimum credits for the Early Childhood Education: Child Home Care (Nanny) Certificate = 34.

## EDUCATION

### Associate in Science Degree Education Degree Program

*Purpose:* The curriculum is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Teacher Education. The curriculum is designed to accommodate all teacher education majors or specialty areas of study—elementary and secondary.

*Special Curriculum Admission Requirements:* Satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English, 2 units of mathematics (algebra and geometry), 1 unit of laboratory science, and 1 unit of social science.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| First Year           |   |              |              |
| STD                  | 100 Orientation .....                     | 1            |              |
| ENG                  | 111-112 College Composition I-II .....    | 3            | 3            |
| HIS                  | 121-122 U.S. History I-II .....           | 3            | 3            |
| <sup>1</sup> MTH     | Electives.....                            | 3-5          | 3-5          |
| <sup>2</sup> ---     | Natural science (with lab) .....          | 4            | 4            |
| <sup>3</sup> ---     | General electives.....                    | 3            | 3            |
| PED                  | 101 Fundamentals of Physical Activity ... |              | 1            |
| <b>Total Credits</b> |   | <b>17-19</b> | <b>17-19</b> |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| Second Year          |  |              |              |
| <sup>3</sup> ---     | General elective .....                         | 3            |              |
| PED                  | Elective .....                                 | 1            |              |
| <sup>4</sup> ENG     | Electives.....                                 | 3            | 3            |
| ---                  | Social science electives .....                 | 3            | 3            |
| PSY                  | 201-202 Intro. to Psychology I-II .....        | 3            | 3            |
| <sup>3</sup> ---     | General electives.....                         | 3            | 3            |
| SPD                  | 110 Introduction to Speech Communication ..... |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>15</b>    |

Total minimum credits for the Education major (A.S. Degree) = 65.

<sup>1</sup> Mathematics, Engineering and Science Education majors may select MTH 173-174 or MTH 165 and MTH 271. Other Education majors may select from: MTH 150, 151, 152, 165, 166, 173, 174, 241, 242, 250, 271, or 272. Math Education majors must take MTH 250.

<sup>2</sup> Science courses may be selected from the following: biology, chemistry, physics, or geology.

<sup>3</sup> Electives should be chosen carefully and after investigation of transfer requirements of the institution to which transfer is contemplated. One elective needs to be selected from courses that introduce the student to the computer.

<sup>4</sup> ENG 241-242 Survey of American Lit. I-II, ENG 243-244 Survey of English Lit. I-II, or ENG 251-252 Survey of World Lit. I-II.

## ELECTRONICS

### Associate in Applied Science Degree Electrical/Electronics Engineering Degree Program

*Purpose:* This curriculum is designed to prepare persons for employment in the electronics industry. In addition, the student who completes the program may choose to transfer to a four-year institution to pursue a bachelor's degree in Electronics Technology. Occupational objectives include: electronics technician, computer technician, telecommunications technician, radio and television technician, metrology technician, research and development technician, industrial control technician.

*Special Curriculum Admission Requirements:* Successful completion of high school algebra and geometry.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....          | 3            |              |
| MEC                  | 126 Computer Prog. for Technologists ... | 2            |              |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PHY                  | 111 Technical Physics I .....            | 4            |              |
| STD                  | 100 Orientation .....                    | 1            |              |
| ETR                  | 113-114 D.C. & A.C. Fundamentals .....   | 4            | 4            |
| MTH                  | 115-116 Technical Math I-II .....        | 3            | 3            |
| ENG                  | 115 Technical Writing .....              | 3            | 3            |
| ETR                  | 144 Devices and Applications II .....    | 4            | 4            |
| ETR                  | 167 Logic Circuits and Systems I .....   |              | 4            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| ETR                  | 250 Intermediate Electronics .....                            | 4            |              |
| ETR                  | 261 Microprocessor Appl. I .....                              | 4            |              |
| MTH                  | 213 Advanced Engineering Tech. Math<br>I .....                | 3            |              |
| ETR                  | 241-242 Electronic Communications I-II.                       | 4            | 4            |
| —                    | Social science electives .....                                | 3            | 3            |
| ETR                  | 221 Electronic Controls I .....                               |              | 4            |
| ETR                  | 284 Digital Communication or ETR 247<br>Display Systems ..... |              | 4-3          |
| PED                  | Elective .....  |              | 1            |
| SPD                  | 127 Workshop in Interpersonal Skills ...                      |              | 1            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>17/16</b> |

Total minimum credits for the Electronics major (A.A.S. Degree) = 70.

### Computer Technology Specialization

*Purpose:* This program is designed for students seeking to enter the field of computer technology as a maintenance and repair technician, or to receive additional training or expand skills already obtained if presently employed. Occupational objectives include: computer technician, microcomputer technician, bench technician, industrial electronics technician.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....          | 3            |              |
| MEC                  | 126 Computer Programming for Tech. ...   | 2            |              |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PHY                  | 111 Technical Physics I .....            | 4            |              |
| STD                  | 100 Orientation .....                    | 1            |              |
| ETR                  | 113-114 D.C. & A.C. Fundamentals .....   | 4            | 4            |
| MTH                  | 115-116 Technical Math I-II .....        | 3            | 3            |
| ENG                  | 115 Technical Writing .....              | 3            | 3            |
| ETR                  | 144 Devices and Applications II .....    | 4            | 4            |
| ETR                  | 167 Logic Circuits & Systems I .....     |              | 4            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| ETR                  | 250 Intermediate Electronics .....               | 4            |              |
| ETR                  | 298 Seminar and Project .....                    | 2            |              |
| MTH                  | 213 Advanced Engineering Tech. Math<br>I .....   | 3            |              |
| PED                  | Elective .....                                   | 1            |              |
| SPD                  | 127 Workshop in Interpersonal Skills ...         | 1            |              |
| ETR                  | 261-262 Microprocessor Application<br>I-II ..... | 4            | 4            |
| —                    | Social science electives .....                   | 3            | 3            |
| ETR                  | 221 Electronic Controls I .....                  |              | 4            |
| ETR                  | 277 Computer Interfacing .....                   |              | 3            |
| ETR                  | 284 Digital Communication .....                  |              | 4            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Electronics major/Computer Technology Specialization (A.A.S. Degree) = 72.

### ELECTRONICS TECHNICIAN

#### Certificate

*Purpose:* The purpose of this certificate is to prepare graduates for entry-level employment in the field of electronics. Occupational objectives in-

clude: test technician, assembler, prototype fabricator, electronics draftsman. Students completing the certificate may continue their education toward the A.A.S. degree in Electronics. Persons with experience in the field who are seeking formal training, or who might wish to explore a career in electronics, may enroll in this certificate program.

*Special Curriculum Admission Requirements:* Successful completion of high school algebra and geometry.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....          | 3            |              |
| MEC                  | 126 Computer Prog. for Technologists ... | 2            |              |
| PHY                  | 111 Technical Physics I .....            | 4            |              |
| STD                  | 100 Orientation .....                    | 1            |              |
| ETR                  | 113-114 D.C. & A.C. Fundamentals .....   | 4            | 4            |
| MTH                  | 115-116 Technical Math I-II .....        | 3            | 3            |
| DRF                  | 245 Electronic Drafting .....            |              | 2            |
| ETR                  | 144 Devices and Applications .....       |              | 4            |
| ETR                  | 167 Logic Circuits and Systems .....     |              | 4            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>17</b>    |

Total minimum credits for the Electronics Technician Certificate = 34.

### MICROCOMPUTER REPAIR

#### Career Studies Certificate

*Purpose:* This certificate is designed to prepare students for employment in the electronics industry as microcomputer repair maintenance and repair technicians. Jobs for which students are eligible include field service technician, test technician, computer repair technician. Individuals already employed in industry who would benefit from formal education, as well as high school graduates, or anyone interested in exploring a career in electronics, are encouraged to investigate this program.

*Special Curriculum Admission Requirements:* High school algebra.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ETR                  | 158 Electronic Circuits for Computers ...                  | 4            |              |
| ETR                  | 229 Digital Logic and Microprocessor<br>Fundamentals ..... | 4            |              |
| MEC                  | 126 Computer Programming for Technol-<br>ogists .....      | 2            |              |
| ENG                  | /SPD elective .....  |              | 3            |
| ETR                  | 159 Computer Peripherals .....                             |              | 4            |
| ETR                  | 285 Fund. of Microcomputer Repair .....                    |              | 4            |
| <b>Total Credits</b> |  | <b>10</b>    | <b>11</b>    |

Total minimum credits for the Microcomputer Repair Career Studies Certificate = 21.

### EMERGENCY MEDICAL SERVICES TECHNOLOGY

Associate in Applied Science Degree  
(See "Health Technologies" at the end of these curricular listings.)

### EMERGENCY MEDICAL SERVICES TECHNOLOGY

Certificate  
(See "Health Technologies" at the end of these curricular listings.)

### ENGINEERING

Associate in Science Degree  
Engineering Degree Program

*Purpose:* The curriculum is designed to prepare the student to transfer into a baccalaureate degree program in engineering fields such as: mechanical

engineering, civil engineering, chemical engineering, aeronautical engineering and naval architecture/marine engineering.

**Special Curriculum Admission Requirements:** High school courses: 4 units of English, 2 units of algebra, 1 unit of geometry, 1 unit of trigonometry, 1 unit of laboratory science (chemistry or physics). Proficiency tests in mathematics, chemistry, physics and English are required prior to taking courses in these disciplines and engineering course sequences at NVCC. Developmental studies may be undertaken to satisfy these requirements.

**Special Curriculum Completion Requirements:** Grades of "C" and above are required in those courses in the program that are intended to be transferred for credit to a baccalaureate degree-granting college/university. The only courses to which this does not apply are PED and STD.

| First Year  | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| EGR 115 Engineering Graphics .....                  | 2            |              |
| EGR 120 Introduction to Engineering .....           | 2            |              |
| PED 101 Fundamentals of Physical Activity ..        | 1            |              |
| STD 100 Orientation .....                           | 1            |              |
| CHM 111-112 College Chemistry I-II .....            | 4            | 4            |
| ENG 111-112 College Composition I-II .....          | 3            | 3            |
| MTH 173-174 Calculus with Analytic Geom. I-II ..... | 5            | 5            |
| EGR 126 Computer Programming for Engineers .....    |              | 3            |
| <sup>1</sup> Social science elective .....          |              | 3            |
| <b>Total Credits</b>                                | <b>18</b>    | <b>18</b>    |

| Second Year                                    | Credits   |              |              |
|--|-----------|--------------|--------------|
|  | 1st Sem.  | 2nd Sem.     | 3rd Sem.     |
| EGR 140 Engineering Mechanics—Statics .....    | 3         |              |              |
| MTH 277 Multivariable Calculus .....           | 4         |              |              |
| PED Elective .....                             | 1         |              |              |
| SPD Elective .....                             | 3         |              |              |
| <sup>1</sup> Social science elective .....     | 3         |              |              |
| PHY 241-242 University Physics I-II .....      | 4         | 4            |              |
| EGR 245 Engineering Mechanics—Dynamics ..      |           | 3            |              |
| MTH 291 Ordinary Differential Equations .....  |           | 3            |              |
| <sup>2</sup> EGR Electives .....               |           | 2-3          | 2-3*         |
| <sup>3</sup> Technical electives .....         |           | 3-5          | 3-5*         |
| MTH 285 Linear Algebra .....                   |           |              | 3*           |
| MTH 292 Topics in Differential Equations ..... |           |              | 3*           |
| <b>Total Credits</b>                           | <b>18</b> | <b>15-18</b> | <b>11-14</b> |

Total minimum credits for the Engineering major (A.S. Degree) = 69.

<sup>1</sup> Must include one semester of history (American or Western Civilization) plus a second semester of history, economics, psychology, sociology or social science. A two semester sequence of courses is optimum for transfer.

<sup>2</sup> EGR 206 (2 credits) required at VPI and desirable elsewhere; EGR 246 (3 credits) required for ME and CE students; EGR 248 (3 credits) desirable for ME students; EGR 225 (3 credits) required at UMCP; EGR 250 (3 credits) and EGR 255 (1 credit) desirable for all non-EE students.

<sup>3</sup> CIV 171 (3 credits) and CIV 172 (3 credits) desirable for CE students transferring to VPI; CHM 241 (3 credits) plus CHM 245 (2 credits), CHM 242 (3 credits) plus CHM 246 (2 credits) desirable for all CHEME students.

\* These courses are not required for the A.S. Degree; however, completion of them is desirable for transfer as a junior in Engineering.

### Electrical Engineering Specialization

**Purpose:** The curriculum is designed to permit the student to transfer into a baccalaureate degree program in Electrical Engineering. All B.S. (EE) degree granting colleges/universities require specific preparation in the sophomore year for EE majors.

**Special Curriculum Admission Requirements:** High school courses: 4 units of English, 2 units of algebra, 1 unit of geometry, 1 unit of trigonometry, 1 unit of laboratory science (chemistry or physics). Proficiency tests in mathematics, chemistry, physics and English are required prior to taking courses in these disciplines and engineering course sequences at NVCC. Developmental studies may be undertaken to satisfy these requirements.

**Special Curriculum Completion Requirements:** Grades of "C" and above are required in those courses in the program that are intended to be transferred for credit to a baccalaureate degree-granting college/university. The only courses to which this does not apply are PED and STD.

| First Year   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| EGR 115 Engineering Graphics .....                     | 2            |              |
| EGR 120 Introduction to Engineering .....              | 2            |              |
| PED 101 Fundamentals of Physical Activity ..           | 1            |              |
| STD 100 Orientation .....                              | 1            |              |
| CHM 111-112 College Chemistry I-II .....               | 4            | 4            |
| ENG 111-112 College Composition I-II .....             | 3            | 3            |
| MTH 173-174 Calculus with Analytic Geometry I-II ..... | 5            | 5            |
| EGR 126 Computer Programming for Engineers .....       |              | 3            |
| <sup>1</sup> Social science elective .....             |              | 3            |
| <b>Total Credits</b>                                   | <b>18</b>    | <b>18</b>    |

| Second Year                                    | Credits   |              |              |
|--|-----------|--------------|--------------|
|  | 1st Sem.  | 2nd Sem.     | 3rd Sem.     |
| EGR 140 Engineering Mechanics—Statics .....    | 3         |              |              |
| MTH 277 Multivariable Calculus .....           | 4         |              |              |
| <sup>1</sup> Social science elective .....     | 3         |              |              |
| SPD Elective .....                             | 3         |              |              |
| PHY 241-242 University Physics I-II .....      | 4         | 4            |              |
| EGR 245 Engineering Mechanics—Dynamics ..      |           | 3            |              |
| MTH 291 Ordinary Differential Equations .....  |           | 3            |              |
| PED Elective .....                             |           | 1            |              |
| <sup>2</sup> EGR Electives .....               |           | 2-3          | 2-3*         |
| EGR 251-252 Basic Electric Circuits I-II ..... |           | 3            | 3*           |
| EGR 255 Electric Circuits Laboratory .....     |           |              | 1*           |
| EGR 265 Digital Elec. & Logic Design .....     |           |              | 4*           |
| MTH 285 Linear Algebra .....                   |           |              | 3*           |
| MTH 292 Topics in Differential Equations ..... |           |              | 3*           |
| <b>Total Credits</b>                           | <b>17</b> | <b>16-17</b> | <b>16-17</b> |

Total minimum credits for the Engineering major/Electrical Engineering Specialization (A.S. Degree) = 69.

<sup>1</sup> Must include one semester of history (American or Western Civilization) plus a second semester of history, economics, psychology, sociology or social science. A two semester sequence of courses is optimum for transfer.

<sup>2</sup> EGR 206 (2 credits) required at VPI and desirable elsewhere; EGR 248 (3 credits) desirable for those transferring to UVA and UMCP; EGR 225 (3 credits) required at UMCP.

\* These courses are not required for the A.S. Degree; however, completion of them is desirable for transfer as a junior in Electrical Engineering.

### ENGINEERING DRAFTING

#### Certificate

**Purpose:** This program is designed to provide the student with the skills to obtain employment as a draftsman in any of the many engineering firms and other organizations requiring drafting and design professionals. This program will also transfer to the associate degree program in Mechanical Engineering. Occupational objectives include: mechanical draftsman, electronics draftsman, engineering aide, electromechanical draftsman, CAD operator.

|  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ENG 111 College Composition I .....  | 3            |              |
| MEC 120 Principles of Machine Technology ..                                    | 3            |              |
| MEC 127 Computer Prog. for Engr. Tech. ....                                    | 3            |              |
| STD 100 Orientation .....  | 1            |              |
| DRF 151-152 Engineering Drawing Fund. I-II ..                                  | 3            | 3            |
| MTH 103-104 Basic Technical Math I-II or MTH 115-116 Technical Math I-II ..... | 3            | 3            |
| DRF 231 Computer Aided Drafting I .....  |              | 3            |
| DRF 245 Electronic Drafting or Tech. Elec. ..                                  |              | 2            |
| MEC 112 Processes of Industry .....  |              | 3            |
| — Social science elective .....  |              | 3            |
| <b>Total Credits</b>   | <b>16</b>    | <b>17</b>    |

Total minimum credits for the Engineering Drafting Certificate = 33.

**FINE ARTS**

**Associate in Arts Degree  
Visual and Performing Arts Degree Program**

*Purpose:* The Associate in Arts in Fine Arts is designed for students who plan to transfer to a four-year program in a professional school or to a college or university baccalaureate degree program in Fine Arts.

*Special Curriculum Admission Requirements:* Entry into Fine Arts requires a satisfactory aptitude in visual art. Applicants may be required to submit a portfolio for placement.

| First Year                                   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 101-102 Hist. & Appreciation of Art I-II | 3            | 3            |
| ART 121-122 Drawing I-II                     | 4            | 4            |
| ART 131-132 Fundamentals of Design I-II      | 4            | 4            |
| ENG 111-112 College Composition I-II         | 3            | 3            |
| <sup>1</sup> Social science electives        | 3            | 3            |
| STD 100 Orientation                          | 1            |              |
| PED 101 Fundamentals of Physical Activity    |              | 1            |
| <b>Total Credits</b>                         | <b>18</b>    | <b>18</b>    |

| Second Year                                  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 221-222 Drawing III-IV                   | 4            | 4            |
| <sup>2</sup> Art Studio or general electives | 4            | 4            |
| ENG Electives                                | 3            | 3            |
| MTH 151 Math for the Liberal Arts I          | 3            |              |
| PED Elective                                 |              | 1            |
| SPD 110 Intro. to Speech Communication       |              | 3            |
| <b>Total Credits</b>                         | <b>14</b>    | <b>15</b>    |

Total minimum credits for the Fine Arts major (A.A. Degree) = 65.

<sup>1</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology (anthropology).

<sup>2</sup> Students may be required to take math, natural science or a foreign language by the college of transfer. Recommended studio electives: painting, sculpture, printmaking, ceramics. Electives should be chosen carefully and after investigation of transfer requirements of the institution to which transfer is contemplated.

**Photography Specialization**

*Purpose:* The Associate in Arts in Fine Art/Photography is designed for students who plan to transfer to a four-year program in a professional school or to a college or university baccalaureate degree program in Fine Arts.

*Special Admission Requirements:* Entry into the Photography Specialization requires a satisfactory aptitude in visual art, and applicants may be required to submit a portfolio for placement.

| First Year                                   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ART 101-102 Hist. & Appreciation of Art I-II | 3            | 3            |
| ART 121-122 Drawing I-II                     | 4            | 4            |
| ART 131-132 Fundamentals of Design I-II      | 4            | 4            |
| ENG 111-112 College Composition I-II         | 3            | 3            |
| PHT 101-102 Photography I-II                 | 3            | 3            |
| STD 100 Orientation                          | 1            |              |
| PED 101 Fundamentals of Physical Activity    |              | 1            |
| <b>Total Credits</b>                         | <b>18</b>    | <b>18</b>    |

| Second Year                                | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| PHT 110 History of Photography             | 3            |              |
| <sup>1</sup> ENG Electives                 | 3            | 3            |
| <sup>2</sup> Social science electives      | 3            | 3            |
| <sup>3</sup> HIS Electives                 | 3            | 3            |
| MTH 151-152 Math for the Liberal Arts I-II | 3            | 3            |
| SPD 110 Intro. to Speech Communication     |              | 3            |
| PED Elective                               |              | 1            |
| <b>Total Credits</b>                       | <b>15</b>    | <b>16</b>    |

Total minimum credits for the Fine Arts major/Photography Specialization (A.A. Degree) = 67.

<sup>1</sup> ENG 241-242 Survey of American Literature I-II, ENG 243-244 Survey of English Literature I-II, or ENG 251-252 Survey of World Literature I-II.

<sup>2</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology (anthropology).

<sup>3</sup> HIS 101-102 History of Western Civilization I-II or HIS 121-122 U. S. History I-II.

The Specialization in Photography is designed for students who expect to transfer to a four-year or liberal arts college. Because of the differences in transfer requirements between art and liberal arts colleges, second year electives should be carefully matched with programs of study at prospective transfer institutions.

**FIRE PROTECTION TECHNOLOGY**

**Certificate  
(See "Fire Science Administration.")**

**FIRE SCIENCE ADMINISTRATION**

**Associate in Applied Science Degree  
Protective Services Degree Program**

*Purpose:* This curriculum is designed for persons seeking or currently holding employment in the fire protection field who desire to specialize in administration and management. The occupational objectives include national standards (NFPA 1021) for the position of fire officer, as well as insurance investigation/sales and service.

| First Year  | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| FIR 100 Introduction to Fire Science              | 3            |              |
| FIR 111 Hazardous Materials I                     | 3            |              |
| FIR 125 Fire Service Administration               | 3            |              |
| <sup>1</sup> MTH Elective                         | 3            |              |
| PED 101 Fundamentals of Physical Activity         | 1            |              |
| STD 100 Orientation                               | 1            |              |
| ENG 111-112 College Composition I-II              | 3            | 3            |
| FIR 106 Fire Suppression Methods & Oper.          |              | 3            |
| FIR 112 Hazardous Materials II                    |              | 3            |
| FIR 116 Fire Prevention Fundamentals              |              | 3            |
| PED Elective                                      |              | 1            |
| RPK 200 Microcomputers in Public Service Agencies |              | 3            |
| <b>Total Credits</b>                              | <b>17</b>    | <b>16</b>    |

| Second Year                                   | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| BUS 205 Human Resource Management             | 3            |              |
| FIR 205 Fire Hydraulics and Distribution Sys. | 4            |              |
| <sup>2</sup> Science elective                 | 3-4          |              |
| SPD 110 Introduction to Speech Communication  | 3            |              |
| <sup>3</sup> Social science electives         | 3            | 3            |
| FIR 221 Building Construction & Codes         |              | 4            |
| FIR 237 Emergency Service Supervision         |              | 3            |
| FIR 245 Urban Fire and Risk Analysis          |              | 3            |
| General elective                              |              | 3            |
| <b>Total Credits</b>                          | <b>16-17</b> | <b>16</b>    |

Total minimum credits for the Fire Science Administration major (A.A.S. Degree) = 65.

<sup>1</sup> Please consult your program head or faculty advisor before selecting your MTH course.

<sup>2</sup> Science elective may be selected from: CHM 101, CHM 111, PHY 101, PHY 102, PHY 201, or PHY 221.

<sup>3</sup> Social science electives may be selected from: U.S. History, economics, political science, psychology, sociology, or social science.

### Fire Protection Technology Specialization

*Purpose:* This curriculum is designed for persons seeking employment in the broad field of fire protection systems design. The occupational objectives include: design of automatic fire detection and suppression systems, fire prevention and insurance service, equipment sales, service and installation.

| First Year   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ENG 111 College Composition I .....                        | 3            |              |
| FIR 100 Introduction to Fire Science .....                 | 3            |              |
| FIR 111 Hazardous Materials I .....                        | 3            |              |
| FIR 125 Fire Service Administration .....                  | 3            |              |
| PED 101 Fundamentals of Physical Activity ..               | 1            |              |
| STD 100 Orientation .....                                  | 1            |              |
| <sup>1</sup> MTH Electives .....                           | 3            | 3            |
| FIR 112 Hazardous Materials II .....                       |              | 3            |
| FIR 116 Fire Prevention Fundamentals .....                 |              | 3            |
| SPD 110 Introduction to Speech Communica-<br>tion .....    |              | 3            |
| PED Elective .....   |              | 1            |
| RPK 200 Microcomputers in Public Service<br>Agencies ..... |              | 3            |
| <b>Total Credits</b>                                       | <b>17</b>    | <b>16</b>    |

| Second Year                                  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| FIR 205 Fire Hydraulics and Distr. System .. | 4            |              |
| FIR 211 Auto. Sprinkler System Design I .... | 3            |              |
| FIR 215 Fire Suppression & Detection Sys. .  | 3            |              |
| <sup>2</sup> Science elective .....          | 3-4          |              |
| <sup>3</sup> Social science electives .....  | 3            | 3            |
| FIR 212 Auto. Sprinkler System Design II ... |              | 3            |
| FIR 221 Building Construction & Codes .....  |              | 4            |
| FIR 245 Urban Fire & Risk Analysis .....     |              | 3            |
| General elective .....                       |              | 3            |
| <b>Total Credits</b>                         | <b>16-17</b> | <b>16</b>    |

Total minimum credits for the Fire Science Administration major/Fire Protection Technology Specialization (A.A.S. Degree) = 65.

- <sup>1</sup> Please consult your program head or faculty advisor before selecting your MTH courses.
- <sup>2</sup> Science elective may be selected from: CHM 101, CHM 111, PHY 101, PHY 102, PHY 201, or PHY 221.
- <sup>3</sup> Social science electives may be selected from: U.S. History, economics, political science, psychology, sociology, or social science.

### Fire Science Investigation Specialization

*Purpose:* This curriculum is designed for persons seeking employment or currently employed in the fire service, desiring to specialize in the areas of fire prevention and/or fire investigation. Course objectives include national standards for fire prevention and investigation officers, insurance investigation, and public education on fire safety.

| First Year   | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ENG 111 College Composition I .....                        | 3            |              |
| FIR 100 Introduction to Fire Science .....                 | 3            |              |
| FIR 111 Hazardous Materials I .....                        | 3            |              |
| FIR 125 Fire Service Administration .....                  | 3            |              |
| <sup>1</sup> MTH Elective .....                            | 3            |              |
| PED 101 Fundamentals of Physical Activity ..               | 1            |              |
| STD 100 Orientation .....                                  | 1            |              |
| FIR 112 Hazardous Materials II .....                       |              | 3            |
| FIR 116 Fire Prevention Fundamentals .....                 |              | 3            |
| <sup>1</sup> MTH Elective .....                            |              | 3            |
| PED Elective .....   |              | 1            |
| RPK 200 Microcomputers in Public Service<br>Agencies ..... |              | 3            |
| SPD 110 Intro. to Speech Communication ....                |              | 3            |
| <b>Total Credits</b>                                       | <b>17</b>    | <b>16</b>    |

| Second Year                                  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| ADJ 211 Criminal Law, Evid. & Proc. I .....  | 3            |              |
| FIR 230 Investigation Procedures .....       | 3            |              |
| General elective .....                       | 3            |              |
| <sup>2</sup> Science elective .....          | 4            |              |
| <sup>3</sup> Social science elective .....   | 3            |              |
| ADJ 212 Criminal Law, Evid. & Proc. II ..... |              | 3            |
| FIR 221 Building Construction & Codes .....  |              | 4            |
| FIR 245 Urban Fire and Risk Analysis .....   |              | 3            |
| <sup>2</sup> Science elective .....          |              | 4            |
| <sup>3</sup> Social science elective .....   |              | 3            |
| <b>Total Credits</b>                         | <b>16</b>    | <b>17</b>    |

Total minimum credits for the Fire Science Administration major/Fire Science Investigation Specialization (A.A.S. Degree) = 66.

- <sup>1</sup> Please consult your program head or faculty advisor before selecting your MTH electives.
- <sup>2</sup> Science requirements may be selected from: CHM 101-102, or 111-112.
- <sup>3</sup> Social science electives may be selected from: U.S. History, economics, political science, psychology, sociology, or social science.

### FIRE PROTECTION TECHNOLOGY

#### Certificate

*Purpose:* The certificate curriculum is designed for those students who wish to take principal courses which relate directly to the Fire Protection Technology field. Courses taken in the certificate program can be applied to the A.A.S. Degree.

|   | Credits      |              |
|---|--------------|--------------|
|   | 1st Semester | 2nd Semester |
| FIR 100 Introduction to Fire Science .....              | 3            |              |
| FIR 111 Hazardous Materials I .....                     | 3            |              |
| FIR 205 Fire Hydraulics & Dist. Systems ....            | 4            |              |
| FIR 211 Auto. Sprinkler System Design I ....            | 3            |              |
| * MTH Elective .....                                    | 3            |              |
| STD 100 Orientation .....                               | 1            |              |
| ENG 111 College Composition I .....                     |              | 3            |
| FIR 116 Fire Prevention Fundamentals .....              |              | 3            |
| FIR 212 Auto. Sprinkler System Design II ...            |              | 3            |
| FIR 215 Fire Suppression & Det. Systems<br>Design ..... |              | 3            |
| Science elective .....                                  |              | 4            |
| <b>Total Credits</b>                                    | <b>17</b>    | <b>16</b>    |

Total minimum credits for the Fire Protection Technology Certificate = 33.

- \*Please consult your program head or faculty advisor before selecting your MTH course.

### FIRE SCIENCE ADMINISTRATION

#### Certificate

*Purpose:* The certificate curriculum is designed for those students who wish to take principal courses which relate directly to the fire service administration field. Courses taken in the certificate program can be applied to the A.A.S. Degree.



|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                        | 3            |              |
| FIR                  | 100 Introduction to Fire Science .....                 | 3            |              |
| FIR                  | 111 Hazardous Materials I .....                        | 3            |              |
| FIR                  | 125 Fire Service Administration .....                  | 3            |              |
| *MTH                 | Elective .....   | 3            |              |
| SPD                  | 110 Intro. to Speech Communication ....                | 3            |              |
| FIR                  | 106 Fire Supp. Methods & Operations ..                 |              | 3            |
| FIR                  | 116 Fire Prevention Fundamentals .....                 |              | 3            |
| FIR                  | 221 Building Construction and Codes ....               |              | 4            |
| FIR                  | 237 Emergency Service Supervision .....                |              | 3            |
| RPK                  | 200 Microcomputers in Public Service<br>Agencies ..... |              | 3            |
| STD                  | 100 Orientation .....                                  |              | 1            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Fire Science Administration Certificate = 35.

\*Please consult your program head or faculty advisor before selecting your MTH course.

### FIRE SCIENCE INVESTIGATION

#### Certificate

*Purpose:* The certificate curriculum is designed for those students who wish to take principal courses which relate directly to the fire service investigation field. Courses in the certificate program can be applied to the A.A.S. Degree.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ADJ                  | 211 Criminal Law Evidence & Proced.<br>I .....         |              | 3            |
| ENG                  | 111 College Composition .....                          |              | 3            |
| FIR                  | 100 Introduction to Fire Science .....                 |              | 3            |
| FIR                  | 111 Hazardous Materials I .....                        |              | 3            |
| FIR                  | 125 Fire Service Administration .....                  |              | 3            |
| FIR                  | 230 Investigation Procedures .....                     |              | 3            |
| FIR                  | 116 Fire Prevention Fundamentals .....                 |              | 3            |
| FIR                  | 221 Building Construction and Codes ....               |              | 4            |
| *MTH                 | Elective .....   |              | 3            |
| RPK                  | 200 Microcomputers in Public Service<br>Agencies ..... |              | 3            |
| —                    | Science elective .....                                 |              | 4            |
| STD                  | 100 Orientation .....                                  |              | 1            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Fire Science Investigation Certificate = 36.

\*Please consult your program head or faculty advisor before selecting your MTH course.

### FITNESS INSTRUCTOR

#### Career Studies Certificate

*Purpose:* This curriculum is designed to train students to become knowledgeable fitness instructors in health clubs, recreation departments, and fitness facilities in business and industry.

*Special Curriculum Admission Requirements:* Students are expected to attain high levels of fitness during this program and, consequently, should be in good health to participate in vigorous workouts.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| HLT                  | 105 Cardiopulmonary Resuscitation .....  | 1            |              |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PED                  | 103 Aerobic Fitness I .....              | 1            |              |
| PED                  | 111 Weight Training I .....              | 1            |              |
| PED                  | 105 Aerobic Dance I .....                |              | 1            |
| PED                  | 107 Slimnastics I .....                  |              | 1            |
| PED                  | 190 Internship .....                     |              | 1-2          |
| SPD                  | 110 Intro. to Speech Communication ....  |              | 3            |
| <b>Total Credits</b> |  | <b>4</b>     | <b>6-7</b>   |

Total minimum credits for the Fitness Instructor Career Studies Certificate = 10.

### GENERAL STUDIES

#### Associate in Science Degree General Studies Degree Program

*Purpose:* The curriculum is designed for students who have accumulated credits through a variety of formal and experiential sources and wish to structure a program to suit their needs. It is also for students who wish to tailor a degree to fit the requirements of the institution to which the student is transferring. It is recommended that students pursuing the General Studies degree seek counseling during the first semester of their enrollment to plan their program carefully.

|                      |                                      | Credits      |              |
|----------------------|--------------------------------------|--------------|--------------|
|                      |                                      | 1st Semester | 2nd Semester |
| <b>First Year</b>    |                                      |              |              |
| <sup>1</sup> CIS     | /CSC elective .....                  | 3            |              |
| ENG                  | 111 College Composition I .....      | 3            |              |
| —                    | General elective .....               | 3-4          |              |
| HIS                  | Elective .....                       | 3            |              |
| PED                  | 101 Fund. of Physical Activity ..... | 1            |              |
| SPD                  | Elective .....                       | 3            |              |
| STD                  | 100 Orientation .....                | 1            |              |
| ENG                  | 112 College Composition II .....     |              | 3            |
| —                    | General electives .....              |              | 9            |
| MTH                  | Elective .....                       |              | 3            |
| PED                  | Elective .....                       |              | 1            |
| <b>Total Credits</b> |                                      | <b>17-18</b> | <b>16</b>    |

|                      |                                | Credits      |              |
|----------------------|--------------------------------|--------------|--------------|
|                      |                                | 1st Semester | 2nd Semester |
| <b>Second Year</b>   |                                |              |              |
| —                    | General electives .....        | 13           | 13           |
| <sup>2</sup> —       | Social science electives ..... | 3            | 3            |
| <b>Total Credits</b> |                                | <b>16</b>    | <b>16</b>    |

Total minimum credits for the General Studies major (A.S. Degree) = 65.

<sup>1</sup> This requirement may also be met by substituting a course which utilizes the computer in a specific discipline.

<sup>2</sup> Social science courses are to be selected from the following: economics, political science, psychology, sociology, geography, or history.

### GERONTOLOGY

#### Associate in Applied Science Degree Human Services Degree Program

*Purpose:* The curriculum is designed to provide a broad base of knowledge, methods and skills which underlie comprehensive delivery of human services with options or specialties in the gerontology field. The occupational objectives include: gerontology assistant.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <b>First Year</b>    |  |              |              |
| ENG                  | 111-112 College Composition I-II .....     | 3            | 3            |
| PSY                  | 231-232 Life Span Human Dev. I-II .....    | 3            | 3            |
| HMS                  | 121-122 Basic Counseling Skills I-II ..... | 3            | 3            |
| HMS                  | 239 Community Services for the Elderly ..  |              | 3            |
| HMS                  | 237 Health & Well-Being of the Elderly ..  | 3            |              |
| HMS                  | 109 Struc. Career Plan. in Human Serv. ..  | 3            |              |
| HMS                  | 238 Selected Topics in Aging .....         |              | 3            |
| SOC                  | 246 Death and Society .....                |              | 3            |
| STD                  | 100 Orientation .....                      | 1            |              |
| PED                  | 101 Fundamentals of Physical Activity ..   | 1            |              |
| PED                  | Elective .....                             | 1            |              |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| SPD                  | 110 Intro. to Speech Communication ....          | 3            |              |
| MTH                  | 151 Math for the Liberal Arts .....              | 3            |              |
| HMS                  | 141-142 Group Dynamics I-II .....                | 3            | 3            |
| HMS                  | 228 Productive Problem-Solving .....             |              | 3            |
| HMS                  | 231-232 Gerontology I-II .....                   | 3            | 3            |
| HMS                  | 266 Counseling Psychology .....                  |              | 3            |
| HMS                  | 225 Functional Family Intervention .....         | 3            |              |
| HMS                  | 227 The Helper as a Change Agent .....           |              | 3            |
| HMS                  | 297 Coop. Ed. or HMS 290 Coord. Internship ..... | 3            | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Gerontology major (A.A.S. Degree) = 72.

## HISTOTECHNOLOGY

### Career Studies Certificate

(See "Health Technologies" at the end of these curricular listings.)

## HORTICULTURE TECHNOLOGY

### Associate in Applied Science Degree Agricultural Business Degree Program

*Purpose:* The curriculum is designed to prepare students for full-time employment within the field of commercial horticulture as well as for those presently working who seek further knowledge and advancement.

Graduates of the program are prepared for managerial/supervisory level positions in areas which include: landscape design and installation, grounds maintenance, floristry, greenhouse and nursery management, garden center operation, and sales and marketing in related industries.

*Related Certificates:* Landscape Technician Career Studies Certificate and Turf and Grounds Management Career Studies Certificate.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| CHM                  | 135 Horticultural Chemistry .....        | 3            |              |
| ENG                  | 111 College Composition I .....          | 3            |              |
| HRT                  | 100 Introduction to Horticulture .....   | 3            |              |
| HRT                  | 115 Plant Propagation .....              | 3            |              |
| ---                  | Social science elective .....            | 3            |              |
| STD                  | 100 Orientation .....                    | 1            |              |
| CIS                  | 150 Intro. to Microcomputer Software ..  |              | 3            |
| ENG                  | 115 Technical Writing .....              |              | 3            |
| HRT                  | 127 Horticultural Botany .....           |              | 3            |
| HRT                  | 245 Woody Plants .....                   |              | 2            |
| MTH                  | 120 Introduction to Mathematics .....    |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .. |              | 1            |
| ---                  | Social science elective .....            |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| BUS                  | 165 Small Business Management .....              | 3            |              |
| HRT                  | 205 Soils .....                                  | 3            |              |
| HRT                  | 207 Plant Pest Management .....                  | 3            |              |
| HRT                  | 231 Planting Design I .....                      | 3            |              |
| MKT                  | 100 Principles of Marketing .....                | 3            |              |
| PED                  | Elective .....                                   | 1            |              |
| SPD                  | 127 Workshop in Interpersonal Skills ...         | 1            |              |
| HRT                  | 246 Herbaceous Plants .....                      |              | 2            |
| HRT                  | 269 Professional Turf Care .....                 |              | 3            |
| HRT                  | 275 Landscape Construction & Maintenance .....   |              | 3            |
| HRT                  | 285 Management of a Horticultural Business ..... |              | 3            |
| HRT                  | 290 Internship or HRT 297 Cooperative Educ. .... |              | 1-2          |
| HRT                  | Elective .....                                   |              | 2            |
| MKT                  | 110 Principles of Selling .....                  |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>17-18</b> |

Total minimum credits for the Horticulture Technology major (A.A.S. Degree) = 68.

## Floriculture Specialization

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| First Year           |   | 1st Semester | 2nd Semester |
| CHM                  | 135 Horticultural Chemistry .....       | 3            |              |
| ENG                  | 111 College Composition I .....         | 3            |              |
| HRT                  | 100 Introduction to Horticulture .....  | 3            |              |
| HRT                  | 115 Plant Propagation .....             | 3            |              |
| ---                  | Social science elective .....           | 3            |              |
| STD                  | 100 Orientation .....                   | 1            |              |
| CIS                  | 150 Intro. to Microcomputer Software .. |              | 3            |
| ENG                  | 115 Technical Writing .....             |              | 3            |
| HRT                  | 127 Horticultural Botany .....          |              | 3            |
| HRT                  | 247 Indoor Plants .....                 |              | 2            |
| MTH                  | 120 Introduction to Mathematics .....   |              | 3            |
| PED                  | 101 Fund. of Physical Activity .....    |              | 1            |
| ---                  | Social science elective .....           |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| BUS                  | 165 Small Business Management .....       | 3            |              |
| HRT                  | 205 Soils .....                           | 3            |              |
| HRT                  | 207 Plant Pest Management .....           | 3            |              |
| HRT                  | 260 Intro. to Floral Design .....         | 3            |              |
| MKT                  | 100 Principles of Marketing .....         | 3            |              |
| PED                  | Elective .....                            | 1            |              |
| SPD                  | 127 Workshop in Interpersonal Skills .... | 1            |              |
| HRT                  | 121 Greenhouse Crop Production I .....    |              | 3            |
| HRT                  | 246 Herbaceous Plants .....               |              | 2            |
| HRT                  | 266 Advanced Floral Design .....          |              | 3            |
| HRT                  | 285 Mgmt. of a Horticultural Business ..  |              | 3            |
| HRT                  | 290 Internship or HRT 297 Coop. Educ. ..  |              | 1-2          |
| HRT                  | Elective .....                            |              | 2            |
| MKT                  | 110 Principles of Selling .....           |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17-18</b> |

Total minimum credits for the Horticulture Technology major/Floriculture Specialization (A.A.S. Degree) = 68.

## LANDSCAPE TECHNICIAN

### Career Studies Certificate

*Purpose:* This curriculum prepares the student for entry-level landscape technician positions.

*Curriculum Admission Requirements:* Students must meet the general admission requirements established by the College.

*Cooperative Education:* Students must fulfill the Cooperative Education requirement in order to receive the certificate.

|                      |   | Credits      |
|----------------------|---|--------------|
|                      |   | 1st Semester |
| ENG                  | 100 Basic Occupational Communication .. | 3            |
| HRT                  | 108 Plant Identification .....          | 2            |
| HRT                  | 128 Landscape Tools and Methods .....   | 2            |
| HRT                  | 138 Landscape Planting Methods .....    | 2            |
| HRT                  | 197 Cooperative Education .....         | 3            |
| <b>Total Credits</b> |   | <b>12</b>    |

Total minimum credits for the Landscape Technician Career Studies Certificate = 12.

## TURF AND GROUNDS MANAGEMENT

### Career Studies Certificate

*Purpose:* This curriculum prepares the student for employment in the turf care industry. Theory is combined with laboratory and field experience to prepare graduates for entry level or supervisory positions with golf courses, lawn services, athletic fields, parks, and companies that install and maintain irrigation systems.

**Special Curriculum Admission Requirements:** Entry into the Turf and Grounds Management curriculum requires an interview by the program head.

|                      |   | Credits  |          |          |
|----------------------|---|----------|----------|----------|
|                      |   | 1st Sem. | 2nd Sem. | 3rd Sem. |
| HRT                  | 118 Turf Pests .....  | 2        |          |          |
| HRT                  | 269 Professional Turf Care .....  | 3        |          |          |
| HRT                  | 117 Tools and Equipment .....   |          | 2        |          |
| HRT                  | 119 Irrigation Systems for Turf & Ornamentals .....                       |          | 3        |          |
| HRT                  | 206 Pesticides in Horticulture .....                                      |          | 2        |          |
| ENG                  | 111 College Composition I or SPD 110 Intro. to Speech Communication ..... |          |          | 3        |
| HRT                  | 197 Cooperative Education .....   |          |          | 3        |
| <b>Total Credits</b> |   | <b>5</b> | <b>7</b> | <b>6</b> |

Total minimum credits for the Turf and Grounds Management Career Studies Certificate = 18.

### HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT

#### Associate in Applied Science Degree Business Management Degree Program

**Purpose:** The curriculum is designed to enable the student to enter executive training and management positions in the hospitality industry, and for those presently employed who desire updating in the field.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                           | 3            |              |
| HRI                  | 101 Hotel Restaurant Organization and Management I .....  | 3            |              |
| <sup>1</sup> HRI     | 120 Principles of Food Preparation .....                  | 4            |              |
| HRI                  | 158 Sanitation and Safety .....                           | 3            |              |
| <sup>2</sup> MTH     | Elective .....  | 3            |              |
| STD                  | 100 Orientation .....                                     | 1            |              |
| ACC                  | 211 Principles of Accounting I .....                      |              | 3            |
| HRI                  | 102 Hotel Restaurant Organization and Management II ..... |              | 3            |
| HRI                  | 125 Prin. of Commercial Food Prep. ....                   |              | 3            |
| <sup>3</sup> HRI     | Elective .....  |              | 4            |
| PED                  | 101 Fundamentals of Physical Activity I ...               |              | 1            |
| SPD                  | 110 Intro. to Speech Communication ....                   |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| HRI                  | 245 Labor Cost Control .....  | 3            |              |
| HRI                  | 251 Food and Beverage Cost Control I ..                                   | 3            |              |
| HRI                  | 255 Human Resources Management & Training for Hospitality & Tourism ..... | 3            |              |
| <sup>3</sup> HRI     | Elective .....  | 3            |              |
| PED                  | Elective .....  | 1            |              |
| <sup>4</sup> —       | Social science elective .....   | 3            |              |
| <sup>1</sup> HRI     | 256 Princ. & Applications of Catering ...                                 |              | 3            |
| HRI                  | 275 Hospitality Law .....   |              | 3            |
| <sup>3</sup> HRI     | Electives .....   |              | 6            |
| <sup>4</sup> —       | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>15</b>    |

Total minimum credits for the Hotel, Restaurant and Institutional Management major (A.A.S. Degree) = 65.

- <sup>1</sup> Special requirements for food laboratories: A current TB skin test or x-ray, and a white uniform are the financial responsibility of the student.
- <sup>2</sup> If you are planning to transfer to another college or university, select a math course which is equivalent to the other school's requirement.
- <sup>3</sup> Preapproved electives can be selected from any course offered with the HRI, TRV, and DIT prefix. See your faculty advisor for alternative procedures.
- <sup>4</sup> Select any 2 social science courses.

### Dietetic Technology Specialization

**Purpose:** The curriculum is designed to provide upward career mobility in dietetics. The technician is the middle management and service person,

working with a registered dietitian in a health care facility, nursing home, school, restaurant or other food service facility.

**Special Curriculum Admission Requirements:** A personal interview with a faculty member or counselor and good health.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....              | 3            |              |
| DIT                  | 121 Nutrition I .....                        | 3            |              |
| <sup>1</sup> HRI     | 120 Principles of Food Preparation .....     | 4            |              |
| HRI                  | 158 Sanitation and Safety .....              | 3            |              |
| <sup>2</sup> MTH     | Elective .....                               | 3            |              |
| STD                  | 100 Orientation .....                        | 1            |              |
| ACC                  | 211 Principles of Accounting I .....         |              | 3            |
| DIT                  | 122 Nutrition II .....                       |              | 3            |
| HRI                  | 125 Principles of Commercial Food Prep. .... |              | 3            |
| <sup>3</sup> HRI     | Elective .....                               |              | 4            |
| PED                  | 101 Fund. of Physical Activity I .....       |              | 1            |
| SPD                  | 110 Intro. to Speech Communication ....      |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>17</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| DIT                  | 190 Coordinated Internship .....                                     | 3            |              |
| HRI                  | 251 Food and Beverage Cost Control I ..                              | 3            |              |
| HRI                  | 255 Human Resources Mgmt. & Training for Hospitality & Tourism ..... | 3            |              |
| <sup>3</sup> HRI     | Elective .....   | 3            |              |
| PED                  | Elective .....   | 1            |              |
| <sup>4</sup> —       | Social science elective .....  | 3            |              |
| DIT                  | 290 Coordinated Internship .....                                     |              | 3            |
| DIT                  | 221 Therapeutic Nutrition .....                                      |              | 4            |
| <sup>3</sup> HRI     | Elective .....   |              | 3            |
| <sup>3</sup> HRI     | Elective .....   |              | 3            |
| <sup>4</sup> —       | Social science elective .....  |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Hotel, Restaurant, and Institutional Management major/Dietetic Technology Specialization (A.A.S. Degree) = 66.

- <sup>1</sup> Special requirements for Food Laboratories: A current TB skin test or x-ray, and a white uniform are the financial responsibility of the student.
- <sup>2</sup> If you are planning to transfer to another college or university, select a math course which is equivalent to the other school's requirement.
- <sup>3</sup> Preapproved electives can be selected from any course offered with the HRI and DIT prefix. See your faculty advisor for alternative procedures.
- <sup>4</sup> For further explanation of social science course options for A.A.S. degrees, see the "A.A.S. Degree Requirements" section of this catalog.

### Food Service Management Specialization

**Purpose:** The curriculum is designed to enable the student to enter executive training and management positions in restaurants and food service operations in institutions, hotels, resorts, or private clubs. The curriculum specializes in the food service management phase of the hospitality industry.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                           | 3            |              |
| HRI                  | 101 Hotel-Restaurant Organization and Management I .....  | 3            |              |
| <sup>1</sup> HRI     | 120 Principles of Food Preparation .....                  | 4            |              |
| HRI                  | 158 Sanitation and Safety .....                           | 3            |              |
| <sup>2</sup> MTH     | Elective .....  | 3            |              |
| STD                  | 100 Orientation .....                                     | 1            |              |
| ACC                  | 211 Principles of Accounting I .....                      |              | 3            |
| HRI                  | 102 Hotel-Restaurant Organization and Management II ..... |              | 3            |
| HRI                  | 125 Principles of Commercial Food Prep. ....              |              | 3            |
| <sup>1</sup> HRI     | 157 Advanced Principles of Food Prep. ..                  |              | 4            |
| PED                  | 101 Fundamentals of Physical Activity ..                  |              | 1            |
| SPD                  | 110 Intro. to Speech Communication ....                   |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| HRI                  | 225 Menu Planning & Dining Room Service .....                             | 3            |              |
| HRI                  | 245 Labor Cost Control .....  | 3            |              |
| HRI                  | 251 Food & Beverage Cost Control I ....                                   | 3            |              |
| HRI                  | 255 Human Resources Management & Training for Hospitality & Tourism ..... | 3            |              |
| PED                  | Elective .....  | 1            |              |
| <sup>3</sup> —       | Social science elective .....   | 3            |              |
| HRI                  | 217 Equipment Layout & Design .....                                       |              | 3            |
| <sup>1</sup> HRI     | 256 Princ. & Applications of Catering ...                                 |              | 3            |
| HRI                  | 275 Hospitality Law .....   |              | 3            |
| <sup>4</sup> HRI     | Elective .....  |              | 3            |
| <sup>3</sup> —       | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>15</b>    |

Total minimum credits for the Hotel, Restaurant and Institutional Management major/Food Service Management Specialization (A.A.S. Degree) = 65.

<sup>1</sup> Special requirements for food laboratories: A current TB skin test or x-ray, and a white uniform are the financial responsibility of the student.

<sup>2</sup> If you are planning to transfer to another college or university, select a math course which is equivalent to the other school's requirement.

<sup>3</sup> Select any 2 social science courses.

<sup>4</sup> Preapproved electives can be selected from any course offered with the HRI, TRV, and DIT prefix. See your faculty advisor for alternative procedures.

### Hotel Management Specialization

*Purpose:* The curriculum is designed to enable the student to enter executive training and management positions in hotels, motor inns, and clubs. The curriculum specializes in the hotel management phase of the hospitality industry.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                           | 3            |              |
| HRI                  | 101 Hotel Restaurant Organization and Management I .....  | 3            |              |
| <sup>1</sup> HRI     | 120 Principles of Food Preparation .....                  | 4            |              |
| HRI                  | 158 Sanitation and Safety .....                           | 3            |              |
| <sup>2</sup> MTH     | Elective .....  | 3            |              |
| STD                  | 100 Orientation .....                                     | 1            |              |
| ACC                  | 2H Principles of Accounting I .....                       |              | 3            |
| HRI                  | 102 Hotel Restaurant Organization and Management II ..... |              | 3            |
| HRI                  | 125 Principles of Commercial Food Prep. ....              |              | 3            |
| HRI                  | 165 Hotel Housekeeping & Engineering Mgt. ....            |              | 4            |
| PED                  | 101 Fundamentals of Physical Activity ..                  |              | 1            |
| SPD                  | 110 Intro. to Speech Communication ...                    |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| HRI                  | 245 Labor Cost Control .....  | 3            |              |
| HRI                  | 251 Food and Beverage Cost Control I ..                                   | 3            |              |
| HRI                  | 255 Human Resources Management & Training for Hospitality & Tourism ..... | 3            |              |
| HRI                  | 265 Hotel Front Office Operations .....                                   | 3            |              |
| PED                  | Elective .....  | 1            |              |
| <sup>3</sup> —       | Social science elective .....   | 3            |              |
| HRI                  | 235 Marketing of Hospitality Services ...                                 |              | 3            |
| <sup>1</sup> HRI     | 256 Princ. & Applications of Catering ...                                 |              | 3            |
| HRI                  | 275 Hospitality Law .....   |              | 3            |
| <sup>4</sup> HRI     | Elective .....  |              | 3            |
| <sup>3</sup> —       | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>15</b>    |

Total minimum credits for the Hotel, Restaurant and Institutional Management major/Hotel Management Specialization (A.A.S. Degree) = 65.

<sup>1</sup> Special requirements for food laboratories: A current TB skin test or x-ray, and a white uniform are the financial responsibility of the student.

<sup>2</sup> If you are planning to transfer to another college or university, select a math course which is equivalent to the other school's requirement.

<sup>3</sup> Select any 2 social science courses.

<sup>4</sup> Preapproved electives can be selected from any course offered with the HRI, TRV, and DIT prefix. See your faculty advisor for alternative procedures.

### HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT: FOOD SERVICE MANAGEMENT Certificate

*Purpose:* The curriculum is designed for persons seeking employment in the food service industry and for those presently employed who desire updating in the food service industry.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....   | 3            |              |
| HRI                  | 101 Hotel-Restaurant Organization and Management I .....                  | 3            |              |
| <sup>1</sup> HRI     | 120 Principles of Food Preparation .....                                  | 4            |              |
| HRI                  | 158 Sanitation and Safety .....   | 3            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| HRI                  | 102 Hotel-Restaurant Organization and Management II .....                 |              | 3            |
| HRI                  | 125 Principles of Commercial Food Prep. ....                              |              | 3            |
| <sup>1</sup> HRI     | 157 Advanced Principles of Food Prep. .                                   |              | 4            |
| HRI                  | 255 Human Resources Management & Training for Hospitality & Tourism ..... |              | 3            |
| <sup>2</sup> —       | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>14</b>    | <b>16</b>    |

Total minimum credits for the Hotel, Restaurant and Institutional Management: Food Service Management Certificate = 30.

<sup>1</sup> Special requirements for food laboratories: A current TB skin test or x-ray, and a white uniform are the financial responsibility of the student.

<sup>2</sup> Select any one social science course.

### HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT: HOTEL MANAGEMENT Certificate

*Purpose:* The curriculum is designed for persons seeking employment in the hospitality industry and for those presently employed who desire updating in the lodging industry.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| HRI                  | 101 Hotel-Restaurant Organization and Management I .....                  | 3            |              |
| <sup>1</sup> HRI     | 120 Principles of Food Preparation .....                                  | 4            |              |
| HRI                  | 255 Human Resources Management & Training for Hospitality & Tourism ..... | 3            |              |
| HRI                  | 265 Hotel Front Office Operations .....                                   | 3            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| ENG                  | 111 College Composition I .....   |              | 3            |
| HRI                  | 102 Hotel-Restaurant Organization and Management II .....                 |              | 3            |
| HRI                  | 165 Hotel Housekeeping & Engineering Mgt. ....                            |              | 4            |
| HRI                  | 235 Marketing of Hospitality Services ...                                 |              | 3            |
| <sup>2</sup> —       | Social science elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>14</b>    | <b>16</b>    |

Total minimum credits for the Hotel, Restaurant & Institutional Management: Hotel Management Certificate = 30.

<sup>1</sup> Special requirements for food laboratories: A current TB skin test or x-ray, and a white uniform are the financial responsibility of the student.

<sup>2</sup> Select any one social science course.

## HUMAN SERVICES ASSOCIATE

### Associate in Applied Science Degree Human Services Degree Program

**Purpose:** The curriculum is designed to provide a broad base of knowledge, methods and skills which underlie comprehensive delivery of human services. The occupational objectives include: mental health technicians and other associate professional positions in the helping field.

**Cooperative Education:** Students in this curriculum will participate in at least 3 semester hours of Cooperative Education unless they already have equivalent experience. For further information, contact the Cooperative Education Office.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....       | 3            | 3            |
| PSY                  | 231-232 Life Span Human Develop. I-II .....  | 3            | 3            |
| HMS                  | 121-122 Basic Counseling Skills I-II .....   | 3            | 3            |
| HMS                  | 251-252 Substance Abuse I-II .....           | 3            | 3            |
| HMS                  | 226 Helping Across Cultures .....            |              | 3            |
| HMS                  | 109 Struct. Career Plan. in Human Serv. .... | 3            |              |
| HMS                  | 145 Effects of Psychoactive Drugs .....      |              | 3            |
| STD                  | 100 Orientation .....                        | 1            |              |
| PED                  | 101 Fundamentals of Physical Activity ..     | 1            |              |
| PED                  | Elective .....                               | 1            |              |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| SPD                  | 110 Intro. to Speech Communication ....  | 3            |              |
| MTH                  | 151 Math for the Liberal Arts .....      | 3            |              |
| HMS                  | 141-142 Group Dynamics I-II .....        | 3            | 3            |
| HMS                  | 228 Productive Problem-Solving .....     |              | 3            |
| HMS                  | 231-232 Gerontology I-II .....           | 3            | 3            |
| HMS                  | 265 Personality Theory .....             | 3            |              |
| HMS                  | 266 Counseling Psychology .....          |              | 3            |
| HMS                  | 225 Functional Family Intervention ..... | 3            |              |
| HMS                  | 227 The Helper as a Change Agent .....   |              | 3            |
| HMS                  | 297 Coop. Educ. or HMS 290 Intern .....  |              | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Human Services Associate major (A.A.S. Degree) = 72.

## INDUSTRIAL AND COMMERCIAL SECURITY

### Career Studies Certificate (See "Security Administration.")

## INTERIOR DESIGN

### Associate in Applied Science Degree Interior Design Degree Program

**Purpose:** The Interior Design program is intended to prepare the graduate to enter the interior design field at the technician's level. The program is designed to give the student a basic foundation in: (1) the visual presentation skills (2) a knowledge of elements of formal and special design and color coordination (3) a knowledge of the evolution of furniture and interior styles, and (4) a basic knowledge of the business procedures in the profession. A personal interview with the head of the Interior Design department is helpful to a new student.

After completing two years (4 semesters) of the program, the graduate will earn an Associate in Applied Science Degree. Electives within the program enable the student to specialize in areas of interest and future potential employment. Career opportunities exist in the retail market, furniture, fabric or interior accessories, and in interior space planning and drafting with architectural firms.

**Coordinated Internship/Cooperative Education:** Each student, when he/she reaches the end of the curriculum, is required to spend 24 hours per week under the direct supervision of an interior designer, interior design firm or architectural design firm, for one semester. The student will apply for the internship as if he/she were applying for a full-time job. This program is most beneficial to the student in learning the practical side of the interior design business.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ART                  | 101-102 Hist. & Apprec. of Art I-II ..... | 3            | 3            |
| ART                  | 131-132 Fund. of Design I-II .....        | 4            | 4            |
| IDS                  | 100 Theory & Tech. of Int. Design .....   | 3            |              |
| IDS                  | 109 Styles of Furniture & Interiors ..... | 3            |              |
| ENG                  | 111 College Composition .....             | 3            |              |
| PSY                  | 100 Prin. of Applied Psychology .....     |              | 3            |
| IDS                  | 105 Arch. Drft. for Int. Design .....     |              | 3            |
| STD                  | 100 Orientation .....                     | 1            |              |
| PED                  | 101 Fund. of Physical Activity .....      | 1            |              |
| PED                  | Elective .....                            |              | 1            |
| SPD                  | 110 Intro. to Speech Communication ....   |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>17</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| IDS                  | 106 Three Dimen. Drawing & Rendering ..... | 3            |              |
| IDS                  | 225 Business Procedures .....              | 3            |              |
| IDS                  | 206 Lighting & Furnishings .....           | 3            |              |
| HRT                  | 107 Plantscaping for Interior Des. ....    |              | 2            |
| 1 IDS                | 290 Coord. Internship .....                |              | 3            |
| MTH                  | 151 Math for the Liberal Arts I .....      | 3            |              |
| IDS                  | 205 Materials and Sources .....            |              | 3            |
| IDS                  | 215 Theory & Research in Comm. Des. .      |              | 3            |
| —                    | Social science elective .....              | 3            |              |
| IDS                  | 221 Design. Comm. Interiors .....          |              | 4            |
| 2 IDS                | Electives .....                            | 3            | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Interior Design major (A.A.S. Degree) = 71.

<sup>1</sup> For those students interested in transfer, an IDS elective may be substituted (with divisional approval) for the internship.

<sup>2</sup> Areas of electives may also be selected from the following curricula which offer complimentary areas to Interior Design: Architecture, Communication Design, Art History, Business Administration, Horticulture Technology/Floriculture, Hotel Management, Marketing.

## INTERNATIONAL BUSINESS

### Career Studies Certificate (See "Business Management.")

## LANDSCAPE TECHNICIAN

### Career Studies Certificate (See "Horticulture Technology.")

## LEGAL ASSISTING

### Associate in Applied Science Degree Business and Office Degree Program

**Purpose:** The curriculum is designed to provide an individual with a sufficient level of knowledge, understanding and proficiency to perform the tasks in meeting a client's needs which can be performed by a trained, non-lawyer assistant working under the direction and supervision of a lawyer. A legal assistant will have a basic understanding of the general processes of American law, and will have the knowledge and proficiency to perform specific tasks under the supervision of a lawyer in the fields of civil and criminal law. The occupational objectives include: employment in public and in private, both individual and corporate, law-related activities, organizations and agencies.

**Special Curriculum Admission Requirements:** Proficiency in high school English. Within practical limits, the curriculum will accommodate students with diverse educational backgrounds.

**Special Curriculum Completion Requirements:** To remain in the program, students must complete each of the legal courses in the program with a "C" or better.

**Cooperative Education:** Students in this curriculum will participate in at least 3 semester hours of Cooperative Education unless they already have equivalent experience. For further information, contact the Cooperative Education Office.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....        | 3            | 3            |
| STD                  | 100 Orientation .....                         | 1            |              |
| PHI                  | 115 Practical Reasoning .....                 | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....          | 1            |              |
| PED                  | Elective .....                                |              | 1            |
| LGL                  | 110 Intro. to Law & the Legal Assistant ..... | 3            |              |
| LGL                  | 125 Legal Research .....                      | 3            |              |
| LGL                  | 116 Domestic Relations & Consumer Law .....   | 3            |              |
| LGL                  | 126 Legal Writing .....                       |              | 3            |
| LGL                  | 218 Criminal Law .....                        |              | 3            |
| LGL                  | 215 Torts .....                               |              | 3            |
| MTH                  | 151 Mathematics for the Liberal Arts ....     |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>16</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| CIS                  | 100 Intro. to Information Systems .....   | 3            |              |
| LGL                  | 217 Trial Pract. & the Law of Evidence ..   | 3            |              |
| LGL                  | 235 Legal Aspects of Business Organ. ...  | 3            |              |
| LGL                  | 115 Real Estate Law .....   | 3            |              |
| LGL                  | 230 Legal Transactions .....  |              | 3            |
| LGL                  | 227 Admin. of Decedents' Estates .....  |              | 3            |
| LGL                  | 297 Cooperative Education .....   |              | 3            |
| SPD                  | 110 Intro. to Speech Communication ....   |              | 3            |
| PSY                  | 201-202 Intro. to Psychology I-II or<br>SOC 201-202 Intro. to Sociology I-II .... | 3            | 3            |
| —                    | Approved electives .....  | 3            | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Legal Assisting major (A.A.S. Degree) = 69.

## LIBERAL ARTS

### Associate in Arts Degree Liberal Arts Degree Program

**Purpose:** The Associate in Arts degree major in Liberal Arts is designed for persons who plan to transfer to a four-year institution to complete a bachelor's degree program in any of the humanities or social science areas.

**Special Curriculum Admission Requirements:** Satisfactory completion of the following high school units or equivalent: 4 of English, 2 of mathematics (algebra and geometry), 1 of laboratory science and 1 of history. Two units of foreign language are recommended.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....    | 3            | 3            |
| STD                  | 100 Orientation .....                     | 1            |              |
| <sup>1</sup> HIS     | Electives .....                           | 3            | 3            |
| <sup>2</sup> MTH     | 151-152 Math for the Liberal Arts I-II .. | 3            | 3            |
| <sup>3</sup> —       | Natural science/lab electives .....       | 4            | 4            |
| <sup>4</sup> —       | Foreign language .....                    | 3-5          | 3-5          |
| <b>Total Credits</b> |   | <b>17-19</b> | <b>16-18</b> |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <sup>5</sup> ENG     | Electives .....                         | 3            | 3            |
| <sup>4</sup> —       | Foreign language .....                  | 3            | 3            |
| <sup>6</sup> —       | Social science electives .....          | 3            | 3            |
| PED                  | 101 Fund. of Physical Activity .....    |              | 1            |
| PED                  | Elective .....                          |              | 1            |
| SPD                  | 110 Intro. to Speech Communication .... | 3            |              |
| <sup>7</sup> —       | General electives .....                 | 5            | 4            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>15</b>    |

Total minimum credits for the Liberal Arts major (A.A. Degree) = 65.

<sup>1</sup> HIS 121-122 U.S. History or HIS 101-102 History of Western Civ. I-II.

<sup>2</sup> MTH 151-152 meets general education requirements: a math course and knowledge of the computer.

<sup>3</sup> Science courses may be selected from biology, chemistry, physics, geology or the natural science 100 series courses.

<sup>4</sup> See "Foreign Language Requirement for A.A. Degree in Liberal Arts" in "A.A. and A.S. Degree Requirements". If foreign language requirements are met, general electives may be selected.

<sup>5</sup> ENG 241-242 Survey of American Lit., ENG 243-244 Survey of English Lit., or ENG 251-252 Survey of World Lit.

<sup>6</sup> Two semester sequence social science courses may be selected from one of the following disciplines: economics, geography, political science, psychology, social science or sociology (anthropology).

<sup>7</sup> Electives should be chosen carefully and after investigation of transfer requirements of the institution to which transfer is contemplated.

## Art History Specialization

**Purpose:** The Art History Specialization is designed for students who plan to transfer to a college or university for a Bachelor of Arts Degree in Art History.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ART                  | 101-102 Hist. & Appreciation of Art I-II ..... | 3            | 3            |
| —                    | Natural science/lab electives .....            | 4            | 4            |
| ENG                  | 111-112 College Composition I-II .....         | 3            | 3            |
| <sup>1</sup> —       | Foreign language .....                         | 3-5          | 3-5          |
| PED                  | 101 Fundamentals of Physical Activity ..       |              | 1            |
| MTH                  | 151-152 Math for the Liberal Arts I-II ..      | 3            | 3            |
| STD                  | 100 Orientation .....                          | 1            |              |
| <b>Total Credits</b> |  | <b>17-19</b> | <b>17-19</b> |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <sup>2</sup> ART     | 211-212 Hist. of American Art I-II or<br>approved Art History elective ..... | 3            | 3            |
| SPD                  | 110 Introduction to Speech Communica-<br>tion .....                          | 3            |              |
| ENG                  | Electives .....  | 3            | 3            |
| <sup>3</sup> —       | Social science electives .....   | 3            | 3            |
| PED                  | Elective .....   |              | 1            |
| HIS                  | Electives .....  | 3            | 3            |
| <sup>4</sup> —       | General elective .....   |              | 2            |
| <sup>4</sup> —       | Art History or studio electives .....  | 3            | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Liberal Arts major/Art History Specialization (A.A. Degree) = 70.

<sup>1</sup> Italian, French, or German is recommended.

<sup>2</sup> Art History electives: Introduction to Primitive Art, History of Far Eastern Art, History of Printmaking, Aesthetics (Philosophy), Art in World Culture, Seminar and Project in Art History, Gallery Management, History of Design (other, as approved).

<sup>3</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology (anthropology).

<sup>4</sup> Design, Drawing, or Painting Materials and Techniques recommended for studio electives.



### International Studies Specialization

*Purpose:* The Liberal Arts A.A. Degree with a specialization in International Studies is designed to prepare students who intend to transfer to a four-year institution to complete a bachelor's degree program in International Studies or in any discipline of the humanities or social sciences. Whatever the student's ultimate career objectives, the International Studies Specialization will broaden the student's education to include more emphasis on other cultures and countries in recognition of the increasing interdependence of today's world.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| First Year           |   | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....    | 3            | 3            |
| STD                  | 100 Orientation .....                     | 1            |              |
| HIS                  | 101-102 History of Western Civ. I-II .... | 3            | 3            |
| <sup>1</sup> MTH     | 151-152 Math for the Liberal Arts I-II .. | 3            | 3            |
| <sup>2</sup> —       | Natural science/lab electives .....       | 4            | 4            |
| <sup>3</sup> —       | Foreign language .....                    | 3-5          | 3-5          |
| <b>Total Credits</b> |   | <b>17-19</b> | <b>16-18</b> |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| ENG                  | 251-252 Survey of World Literature I-II.       | 3            | 3            |
| <sup>3</sup> —       | Foreign language .....                         | 3            | 3            |
| ECO                  | 201-202 Principles of Economics I-II ....      | 3            | 3            |
| <sup>4</sup> —       | Non-western requirement .....                  | 3            | 3            |
| PED                  | 101 Fundamentals of Physical Activity ..       |              | 1            |
| PED                  | Elective .....                                 |              | 1            |
| SPD                  | 110 Introduction to Speech Communication ..... | 3            |              |
| <sup>5</sup> —       | General electives .....                        | 3            | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Liberal Arts major/International Studies Specialization (A.A. Degree) = 68.

- <sup>1</sup> Math 151-152 meets general education requirements; math course and knowledge of the computer.
- <sup>2</sup> Science courses may be selected from biology, chemistry, physics, geology, or the natural science 100 series courses.
- <sup>3</sup> See "Foreign Language Requirement for A.A. Degree in Liberal Arts" under "A.A. and A.S. Degree Requirements". If foreign language requirements are met, electives may be selected.
- <sup>4</sup> Students may choose from: ART 103-104, History of Far Eastern Art; HIS 253-254, History of Asian Civilizations; HIS 255, History of Chinese Culture and Institutions; HIS 256, History of Japanese Culture and Institutions; HIS 251-252, History of Middle Eastern Civilization; HIS 241-242, History of Russia; HIS 231-232, History of Latin American Civilizations; REL 231-232, Religions of the World; HIS 203-204, History of African Civilizations; HUM 231-232, Survey of Asian Culture.
- <sup>5</sup> Electives should be chosen carefully and after investigation of transfer requirements of the institutions to which transfer is contemplated. Highly recommended electives are: ENG 243-244, Survey of English Literature; GEO 221-222, Regions of the World; PLS 241-242, International Relations; HIS 211-212, History of England; HIS 111-112, History of World Civilization; HIS 271-272, Intellectual History; ART 101-102, History and Appreciation of Art; ART 105, Art in World Culture; ART 106, History of Modern Art; HUM 111-112, Great Books; HUM 201-202, Survey of Western Culture; MUS 221-222, History of Music; HUM 256, Mythology in Literature and the Arts; HUM 260, Survey of Twentieth-Century Culture; SPD 229, Intercultural Communication; PHI 211-212, History of Western Philosophy, SOC 211-212, Principles of Anthropology; SSC 211-212, Survey of Urbanization.

### Music Specialization

*Purpose:* The Associate in Arts Degree with a specialization in Music may be used by students who wish to transfer to a four-year college or university to complete the Bachelor of Arts Degree

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II ..... | 3            | 3            |
| STD                  | 100 Orientation .....                  |              | 1            |
| <sup>1</sup> HIS     | Electives .....                        | 3            | 3            |
| MUS                  | 111-112 Music Theory I-II .....        | 4            | 4            |
| MUS                  | Applied music .....                    | 1            | 1            |
| MUS                  | Ensemble .....                         | 1            | 1            |
| <sup>2</sup> —       | Foreign language .....                 | 3-5          | 3-5          |
| <sup>3</sup> MUS     | Elective or general elective .....     |              | 1            |
| PED                  | Elective .....                         | 1            |              |
| <b>Total Credits</b> |  | <b>16-18</b> | <b>17-19</b> |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| MTH                  | 151-152 Math for the Liberal Arts .....  | 3            | 3            |
| MUS                  | Applied music .....                      | 1            | 1            |
| MUS                  | Ensemble .....                           | 1            |              |
| SPD                  | 110 Intro. to Speech Communication ....  |              | 3            |
| ENG                  | Electives .....                          | 3            | 3            |
| <sup>4</sup> —       | Social science electives .....           | 3            | 3            |
| <sup>5</sup> —       | Natural science/lab electives .....      | 4            | 4            |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| <sup>3</sup> —       | General elective .....                   | 2            |              |
| <sup>6</sup> MUS     | Elective or general elective .....       |              | 1            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Liberal Arts major/Music Specialization (A.A. Degree) = 69.

- <sup>1</sup> HIS 101-102 History of Western Civ. I-II or HIS 121-122 U.S. History I-II.
- <sup>2</sup> Italian, French, or German is recommended.
- <sup>3</sup> Electives should be chosen carefully and after investigation of transfer requirements of the institution to which transfer is contemplated. If majoring in piano, two semesters of class voice are recommended; if majoring in voice, two semesters of class piano are recommended.
- <sup>4</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology (anthropology).
- <sup>5</sup> Science courses may be selected from biology, chemistry, physics or geology.
- <sup>6</sup> Ensemble is recommended.

### Philosophy Specialization

*Purpose:* The Liberal Arts Degree with the specialization in Philosophy is designed for students who wish to study philosophy at the college level or who wish to transfer to a four-year institution for a baccalaureate degree.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| First Year           |   | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....                                    | 3            | 3            |
| STD                  | 100 Orientation .....   | 1            |              |
| HIS                  | 101-102 History of Western Civ. or HIS 111-112 History of World Civ. .... | 3            | 3            |
| <sup>1</sup> —       | Foreign language .....  | 3-5          | 3-5          |
| PHI                  | 101-102 Introduction to Philosophy .....                                  | 3            | 3            |
| PHI                  | 111 Logic .....   | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..                                  |              | 1            |
| SPD                  | 110 Intro. to Speech Communication or SPD 228 Persuasion .....            |              | 3            |
| <b>Total Credits</b> |   | <b>16-18</b> | <b>16-18</b> |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| <sup>2</sup> ENG     | Electives: American, English, or World Lit. or Great Books or any literature of the Bible ..... | 3            | 3            |
| <sup>3</sup> MTH     | 151-152 Math for the Liberal Arts I-II ..   | 3            | 3            |
| <sup>4</sup> —       | Natural science with lab electives .....  | 4            | 4            |
| <sup>5</sup> PHI     | Electives .....   | 3            | 3            |
| PHI                  | /REL electives .....  | 3            |              |
| PED                  | Elective .....  | 1            |              |
| <b>Total Credits</b> |   | <b>17</b>    | <b>16</b>    |

Total minimum credits for the Liberal Arts major/Philosophy Specialization (A.A. Degree) = 65.

- <sup>1</sup> Any foreign language sequence may be selected. Latin or Greek is recommended. Students should investigate transfer requirements of the institution to which they plan to transfer.
- <sup>2</sup> Any two courses in literature: ENG 241-242 Survey of American Literature I-II; ENG 243-244 Survey of English Literature I-II; ENG 251-252 Survey of World Literature; HUM 111-112 Great Books I-II; or any literature of the Bible.
- <sup>3</sup> MTH 151-152 meets general education requirements; a math course and knowledge of the computer. Any higher math with computer course is also acceptable.
- <sup>4</sup> Science courses may be selected from biology, chemistry, physics, geology, or the natural science 100 series for 2 semesters.
- <sup>5</sup> To be selected from PHI or REL courses not used to fulfill specialization requirements. All electives should be chosen carefully, after investigation of transfer requirements.

### Religion Specialization

*Purpose:* The Liberal Arts major with the specialization in Religion is designed for students who wish to study religion at the college level or who wish to transfer to a four-year institution for a baccalaureate degree.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....                                     | 3            | 3            |
| STD                  | 100 Orientation .....  | 1            |              |
| HIS                  | 101-102 History of West. Civ. or HIS<br>111-112 History of World Civ. .... | 3            | 3            |
| <sup>1</sup> —       | Foreign language .....   | 3-5          | 3-5          |
| <sup>2</sup> MTH     | 151-152 Math for the Liberal Arts I-II ..                                  | 3            | 3            |
| <sup>3</sup> PHI     | /REL elective .....  | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..                                   |              | 1            |
| SPD                  | 110 Intro. to Speech Communication or<br>SPD 228 Persuasion .....          |              | 3            |
| <b>Total Credits</b> |  | <b>16-18</b> | <b>16-18</b> |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <sup>4</sup> —       | Natural Science/lab electives .....   | 4            | 4            |
| <sup>5</sup> ENG     | Electives: American, English or World<br>Lit., or Great Books or any literature of<br>the Bible ..... | 3            | 3            |
| <sup>6</sup> REL     | Electives .....   | 3            | 3            |
| REL                  | Electives .....   | 3            | 3            |
| PHI                  | /REL electives .....  | 3            | 3            |
| PED                  | Elective .....  | 1            |              |
| <b>Total Credits</b> |   | <b>17</b>    | <b>16</b>    |

Total minimum credits for the Liberal Arts major/Religion Specialization (A.A. Degree) = 65.

<sup>1</sup> Any foreign language sequence may be selected. Latin or Greek is recommended. Students should investigate transfer requirements of the institution to which they plan to transfer.

<sup>2</sup> MTH 151-152 meets general education requirements: a math course and knowledge of the computer. Any higher math with computer course is also acceptable.

<sup>3</sup> REL 100, REL 230, PHI 101, or PHI 102.

<sup>4</sup> Science courses may be selected from biology, chemistry, physics, geology, or the natural science 100 series for 2 semesters.

<sup>5</sup> Any two courses in literature: ENG 241-242, ENG 243-244, ENG 251-252, HUM 111-112, or any literature of the Bible.

<sup>6</sup> REL and PHI electives to be selected from PHI or REL courses not used to fulfill specialization requirements. Carefully investigate transfer requirements on all electives.

### Speech Communication Specialization

*Purpose:* The Liberal Arts major with the specialization in Speech Communication is designed for students who wish to study speech communication at the college level or who wish to transfer to a four-year institution for a baccalaureate degree.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....   | 3            | 3            |
| STD                  | 100 Orientation .....  | 1            |              |
| <sup>1</sup> HIS     | Electives .....  | 3            | 3            |
| <sup>2</sup> —       | Social science electives .....   | 3            | 3            |
| PED                  | 101 Fund. of Physical Activity .....   | 1            |              |
| PED                  | Elective .....   |              | 1            |
| SPD                  | 110 Intro. to Speech Communication or<br>SPD 126 Interpersonal Communication . | 3            |              |
| SPD                  | 100 Principles of Public Speaking .....  |              | 3            |
| —                    | Foreign language .....   | 3-5          | 3-5          |
| <b>Total Credits</b> |  | <b>17-19</b> | <b>16-18</b> |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <sup>3</sup> ENG     | Electives .....                           | 3            | 3            |
| <sup>4</sup> MTH     | 151-152 Math for the Liberal Arts I-II .. | 3            | 3            |
| —                    | Natural science/lab electives .....       | 4            | 4            |
| SPD                  | 115 Small Group Communication .....       | 3            |              |
| <sup>5</sup> SPD     | 111 Voice & Diction I .....               |              | 3            |
| —                    | General electives .....                   | 3            | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Liberal Arts major/Speech Communication Specialization (A.A. Degree) = 65.

<sup>1</sup> HIS 101-102 History of Western Civilization I-II, or HIS 121-122 U.S. History I-II.

<sup>2</sup> Two semester sequence social science courses may be elected from one of the following disciplines: economics, geography, political science, history, psychology, social science, or sociology (anthropology).

<sup>3</sup> ENG 241-242 Survey of American Literature I-II, ENG 243-244 Survey of English Literature I-II, or ENG 251-252 Survey of World Literature I-II.

<sup>4</sup> Math 151-152 meets general education requirements: a math course and knowledge of the computer.

<sup>5</sup> Electives should be chosen carefully, after investigation of transfer requirements of the institution to which the student plans to transfer.

### MACHINE TOOL OPERATION

Certificate  
(See "Mechanical Engineering.")

### MARKETING

Associate in Applied Science Degree  
Business Management Degree Program

*Purpose:* The curriculum is designed for persons who seek full-time employment in areas involving the marketing and distribution of goods and for those presently in these fields who are seeking promotion. The occupational objectives include: store manager, assistant manager, sales supervisor, department manager, sales representative, buyer, assistant buyer. The Marketing curriculum offers a specialization in Fashion. This specialization is designed for the second year of the curriculum after a common first year.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

For Retail Emphasis

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| BUS                  | 100 Introduction to Business .....  | 3            |              |
| BUS                  | 125 Applied Business Mathematics or<br>BUS 121 Business Mathematics I ..... |              | 3            |
| BUS                  | 150 Principles of Management .....  |              | 3            |
| CIS                  | 100 Intro. to Information Systems .....                                     |              | 3            |
| ENG                  | 111-112 College Composition I-II .....                                      | 3            | 3            |
| MKT                  | 100 Principles of Marketing .....   | 3            |              |
| MKT                  | 110 Principles of Selling .....   |              | 3            |
| MKT                  | 115 Retail Organization & Management .                                      | 3            |              |
| MKT                  | 200 Consumers, Marketing & Society ...                                      |              | 3            |
| MTH                  | 120 Intro. to Mathematics .....   | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....  | 1            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....                | 3            |              |
| —                    | Business elective .....                             |              | 3            |
| BUS                  | 115 Organizational Behavior .....                   | 3            |              |
| BUS                  | 205 Human Resource Management .....                 |              | 3            |
| BUS                  | 241 Business Law I .....                            | 3            |              |
| ECO                  | 120 Survey of Economics .....                       | 3            |              |
| MKT                  | 227 Merchandise Buying and Control ....             |              | 3            |
| MKT                  | 228 Promotion .....                                 | 3            |              |
| PED                  | Elective .....                                      |              | 1            |
| SPD                  | 110 Introduction to Speech Communica-<br>tion ..... |              | 3            |
| —                    | Social science elective .....                       |              | 3            |
| <b>Total Credits</b> |   | <b>15</b>    | <b>16</b>    |

Total minimum credits for the Marketing major (A.A.S. Degree) = 66.

### Fashion Specialization

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| BUS                  | 100 Introduction to Business .....  | 3            |              |
| BUS                  | 125 Applied Business Mathematics or<br>BUS 121 Business Mathematics I ..... |              | 3            |
| BUS                  | 150 Principles of Management .....  |              | 3            |
| CIS                  | 100 Intro. to Information Systems .....                                     |              | 3            |
| ENG                  | 111-112 College Composition I-II .....                                      | 3            | 3            |
| MKT                  | 100 Principles of Marketing .....   | 3            |              |
| MKT                  | 110 Principles of Selling .....   |              | 3            |
| MKT                  | 115 Retail Organization & Management .                                      | 3            |              |
| MKT                  | 200 Consumers, Marketing & Society ...                                      |              | 3            |
| MTH                  | 120 Intro. to Mathematics .....   | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....  | 1            |              |
| STD                  | 100 Orientation .....   | 1            |              |
| <b>Total Credits</b> |   | <b>17</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....                | 3            |              |
| BUS                  | 115 Organizational Behavior .....                   | 3            |              |
| BUS                  | 205 Human Resource Management .....                 |              | 3            |
| BUS                  | 241 Business Law I .....                            | 3            |              |
| ECO                  | 120 Survey of Economics .....                       | 3            |              |
| MKT                  | 120 Fundamentals of Fashion .....                   | 3            |              |
| MKT                  | 228 Promotion .....                                 | 3            |              |
| MKT                  | 236 Color, Line and Design Application .            |              | 3            |
| MKT                  | 238 Fashion Merchandising .....                     |              | 3            |
| PED                  | Elective .....                                      |              | 1            |
| SPD                  | 110 Introduction to Speech Communica-<br>tion ..... |              | 3            |
| —                    | Social science elective .....                       |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>16</b>    |

Total minimum credits for the Marketing major/Fashion Specialization (A.A.S. Degree) = 69.

### MECHANICAL ENGINEERING

#### Associate in Applied Science Degree Mechanical Degree Program

*Purpose:* This curriculum is designed to prepare the student for employment as a mechanical engineering technician or for transfer to a four-year college to seek a bachelor's degree. Occupational objectives include: mechanical draftsman, engineering technician, research and development technician, engineering equipment inspector, engineering plant operator or estimator.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| DRF                  | 151 Engineering Draw. Fund. I .....               | 3            |              |
| ENG                  | 111 College Composition I .....                   | 3            |              |
| MEC                  | 120 Principles of Machine Technology ..           | 3            |              |
| MEC                  | 127 Comp. Programming for Engr.<br>Tech. ....     |              | 3            |
| MTH                  | 115 Technical Math I .....                        | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..          | 1            |              |
| STD                  | 100 Orientation .....                             | 1            |              |
| DRF                  | 152 Engineering Draw. Fund. II .....              |              | 3            |
| DRF                  | 231 Computer Aided Drafting I .....               |              | 3            |
| MEC                  | 112 Processes of Industry .....                   |              | 3            |
| MEC                  | 118 Automated Manufacturing Technol-<br>ogy ..... |              | 3            |
| MTH                  | 116 Technical Math II .....                       |              | 3            |
| PED                  | Elective .....                                    |              | 1            |
| SPD                  | 127 Workshop in Interpersonal Skills ....         |              | 1            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| EGR                  | 130 Statics and Strength of Materials ....                                       | 5            |              |
| MEC                  | 225 Metallurgy .....   | 3            |              |
| MEC                  | 265 Fluid Mechanics .....  | 3            |              |
| PHY                  | 111 Technical Physics I .....  | 4            |              |
| 1 —                  | Social science elective or PSY 126 Psy-<br>chology for Business & Industry ..... | 3            |              |
| ENG                  | 115 Technical Writing .....  |              | 3            |
| MEC                  | 133 Mechanics III—Dynamics for Engr.<br>Tech. ....                               |              | 2            |
| MEC                  | 210 Machine Design .....   |              | 3            |
| MEC                  | 245 Robotics .....   |              | 3            |
| PHY                  | 112 Technical Physics II .....   |              | 4            |
| 1 —                  | Social science elective .....  |              | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Mechanical Engineering major (A.A.S. Degree) = 70.

<sup>1</sup> Students planning to transfer should consider taking a two-semester sequence of a social science.

### Computer-Aided Drafting and Manufacturing Specialization

*Purpose:* This program is designed to prepare the student for employment as a CAD operator or automated manufacturing technician. Occupational objectives include: CAD operator, mechanical engineering technician, numerical control programmer, robotics technician, research and development technician, mechanical draftsman.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| DRF                  | 151 Engineering Drawing Fund. I .....             | 3            |              |
| ENG                  | 111 College Composition I .....                   | 3            |              |
| MEC                  | 120 Principles of Machine Technology ..           | 3            |              |
| MEC                  | 127 Comp. Programming for Engr.<br>Tech. ....     |              | 3            |
| MTH                  | 115 Technical Math I .....                        | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..          | 1            |              |
| SPD                  | 127 Workshop in Interpersonal Skills ....         | 1            |              |
| STD                  | 100 Orientation .....                             |              | 1            |
| DRF                  | 152 Engineering Drawing Fund. II .....            |              | 3            |
| DRF                  | 231 Computer Aided Drafting I .....               |              | 3            |
| ENG                  | 115 Technical Writing .....                       |              | 3            |
| MEC                  | 118 Automated Manufacturing Technol-<br>ogy ..... |              | 3            |
| MTH                  | 116 Technical Math II .....                       |              | 3            |
| —                    | Social science elective .....                     |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| DRF                  | 232 Computer Aided Drafting II .....                                   | 3            |              |
| EGR                  | 130 Statics and Strength of Materials for Engineering Technology ..... | 5            |              |
| MEC                  | 265 Fluid Mechanics .....  | 3            |              |
| PHY                  | 111 Technical Physics I .....  | 4            |              |
| —                    | Social science elective .....  | 3            |              |
| DRF                  | 233 Computer Aided Drafting III .....                                  |              | 3            |
| DRF                  | 237 CADD Systems Management .....                                      |              | 3            |
| MEC                  | 210 Machine Design .....   |              | 3            |
| MEC                  | 245 Robotics .....   |              | 3            |
| PEE                  | Elective .....   |              | 1            |
| PHY                  | 112 Technical Physics II .....   |              | 4            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Mechanical Engineering major/Computer-Aided Drafting and Manufacturing Specialization (A.A.S. Degree) = 71.

### Electro-Mechanical Technology Specialization

*Purpose:* This program is designed to prepare the student for employment as an electro-mechanical technician, where the job skills require both electronic and mechanical training. Occupational objectives include: electro-mechanical technician, electro-mechanical draftsman, research and development technician, electronics draftsman.

*Special Curriculum Admission Requirements:* Two years of high school algebra and geometry.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| DRF                  | 151 Engr. Drawing Fundamentals I .....   | 3            |              |
| ETR                  | 113 DC and AC Fundamentals I .....   | 4            |              |
| MEC                  | 120 Principles of Machine Technology ..  | 3            |              |
| MEC                  | 127 Computer Programming For Engr. Tech. ....                                  | 3            |              |
| MTH                  | 115 Technical Math I .....   | 3            |              |
| PEE                  | 101 Fundamentals of Physical Activity ..                                       | 1            |              |
| STD                  | 100 Orientation .....  | 1            |              |
| ENG                  | 111 College Composition I .....  |              | 3            |
| ETR                  | 114 DC and AC Fundamentals II .....  |              | 4            |
| ETR                  | 144 Devices and Applications II .....  |              | 4            |
| ETR                  | 167 Logic Circuits and Systems I or MEC 118 Automated Manufacturing Tech. .... |              | 4-3          |
| MTH                  | 116 Technical Math II .....  |              | 3            |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18-17</b> |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| EGR                  | 130 Statics and Strength of Materials ....                | 5            |              |
| ENG                  | 115 Technical Writing .....                               | 3            |              |
| ETR                  | 261 Microprocessor Application I .....                    | 4            |              |
| MEC                  | 265 Fluid Mechanics .....                                 | 3            |              |
| —                    | Social science elective .....                             | 3            |              |
| DRF                  | 245 Electronic Drafting .....                             |              | 2            |
| ETR                  | 221 Electronic Controls I or MEC 210 Machine Design ..... |              | 4-3          |
| MEC                  | 245 Robotics .....  |              | 3            |
| PEE                  | Elective .....  |              | 1            |
| PHY                  | 111 Technical Physics I .....                             |              | 4            |
| —                    | Social science elective .....                             |              | 3            |
| SPD                  | 127 Workshop in Interpersonal Skills ....                 |              | 1            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18-17</b> |

Total minimum credits for the Mechanical Engineering major/Electro-Mechanical Technology Specialization (A.A.S. Degree) = 70.

### MACHINE TOOL OPERATION

#### Certificate

*Purpose:* This program is designed to prepare the student for industrial employment as a machinist or draftsman in any of the many industrial firms or small machine shops. Students may also choose to pursue the degree in

Mechanical Engineering upon completion of the certificate program. Occupational objectives include: machine operator, mechanical draftsman, drill press or lathe operator, NC operator.

*Special Curriculum Admission Requirements:* For MTH 115-116, two years of high school algebra and geometry are necessary.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| MEC                  | 120 Principles of Machine Technology ..                                    | 3            |              |
| MEC                  | 136 Advanced Machine Technology .....                                      |              | 3            |
| DRF                  | 151-152 Engineering Drawing Fund. I-II.                                    | 3            | 3            |
| ENG                  | 111 College Composition I .....  | 3            |              |
| MEC                  | 112 Processes of Industry .....  |              | 3            |
| DRF                  | 231 Computer Aided Drafting I .....  |              | 3            |
| MEC                  | 127 Computer Programming for Engr. Tech. ....                              | 3            |              |
| MEC                  | 118 Automated Manufacturing Technology .....                               |              | 3            |
| STD                  | 100 Orientation .....  | 1            |              |
| MTH                  | 103-104 Basic Technical Math I-II or MTH 115-116 Technical Math I-II ..... | 3            | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

Total minimum credits for the Machine Tool Operation Certificate = 34.

### MEDICAL LABORATORY TECHNOLOGY

Associate in Applied Science Degree  
(See "Health Technologies at the end of these curricular listings.)

### MEDICAL OFFICE ASSISTING

Career Studies Certificate  
(See "Health Technologies" at the end of these curricular listings.)

### MEDICAL RECORD TECHNOLOGY

Associate in Applied Science Degree  
(See "Health Technologies" at the end of these curricular listings.)

### MICROCOMPUTER REPAIR

Career Studies Certificate  
(See "Electronics.")

### MICROCOMPUTER USAGE

Career Studies Certificate  
(See "Computer Information Systems.")

### MUSIC

Associate in Arts Degree  
Visual and Performing Arts Degree Program

*Purpose:* The Associate in Arts Degree curriculum in Music offers emphasis in three different areas of musical interest. These are designed for the second year of the curriculum after a common first year. The Associate in Arts Degree curriculum may be used by students who wish to transfer to

a four-year college or university to complete the baccalaureate degree in Music or Music Education.

**Special Curriculum Admission Requirements:** An interview with the Music faculty may be required before admission to the program.

**Special Curriculum Completion Requirements:** Applied Music students: Tuition fees are payable to the College. Studio charges are payable to Applied Music instructors. Applied proficiency requirements must be met in order for students to advance to the 200-level of Applied Music courses. Piano proficiency skills are required of all Music majors.

#### For Fine Arts Emphasis

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....   | 3            | 3            |
| <sup>1</sup> HIS     | Electives .....                          | 3            | 3            |
| MTH                  | 151 Math for the Liberal Arts I .....    |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PED                  | Elective .....                           |              | 1            |
| MUS                  | 111-112 Music Theory I-II .....          | 4            | 4            |
| MUS                  | Applied Music (Major) .....              | 2            | 2            |
| <sup>2</sup> MUS     | Applied Music (Minor) .....              | 1            | 1            |
| MUS                  | Chorus/Band/Orchestra/Ensemble .....     | 1            | 1            |
| STD                  | 100 Orientation .....                    | 1            |              |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| MUS                  | 211-212 Advanced Music Theory I-II .... | 4            | 4            |
| MUS                  | 221-222 History of Music I-II .....     | 3            | 3            |
| MUS                  | Applied Music (Major) .....             | 2            | 2            |
| <sup>2</sup> MUS     | Applied Music (Minor) .....             | 1            | 1            |
| MUS                  | Chorus/Band/Orchestra/Ensemble .....    | 1            | 1            |
| <sup>3</sup> ENG     | Elective .....                          |              | 3            |
| SPD                  | 110 Intro. to Speech Communication .... |              | 3            |
| <sup>4</sup> —       | Natural science/lab elective .....      | 4            |              |
| <b>Total Credits</b> |   | <b>15</b>    | <b>17</b>    |

Total minimum credits for the Music major (A.A. Degree) = 66.

<sup>1</sup> HIS 101-102 History of Western Civ. I-II or HIS 121-122 U.S. History I-II.

<sup>2</sup> Class instruction such as Class Voice or Class Piano may be substituted.

<sup>3</sup> ENG 241 Survey of American Literature I, ENG 243 Survey of English Literature I, or ENG 251 Survey of World Literature I.

<sup>4</sup> Science courses may be selected from biology, chemistry, physics, or geology.

#### Jazz/Popular Music Specialization

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....   | 3            | 3            |
| <sup>1</sup> HIS     | Electives .....                          | 3            | 3            |
| MTH                  | 151 Math for the Liberal Arts I .....    |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PED                  | Elective .....                           |              | 1            |
| MUS                  | 111-112 Music Theory I-II .....          | 4            | 4            |
| MUS                  | Applied Music (Major) .....              | 2            | 2            |
| <sup>2</sup> MUS     | Applied Music (Minor) .....              | 1            | 1            |
| MUS                  | Chorus/Band/Orchestra/Ensemble .....     | 1            | 1            |
| STD                  | 100 Orientation .....                    | 1            |              |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| MUS                  | 159 Improvisational Techniques .....               | 3            |              |
| MUS                  | 259 Advanced Improvisational Tech-<br>niques ..... |              | 3            |
| MUS                  | 225 The History of Jazz .....                      |              | 3            |
| MUS                  | 213-214 Composition I-II .....                     | 3            | 3            |
| MUS                  | Applied Music (Major) .....                        | 2            | 2            |
| <sup>2</sup> MUS     | Applied Music (Minor) .....                        | 1            | 1            |
| MUS                  | Chorus/Band/Orchestra/Ensemble .....               | 1            | 1            |
| <sup>3</sup> ENG     | Elective .....                                     |              | 3            |
| SPD                  | 110 Intro. to Speech Communication ....            | 3            |              |
| <sup>4</sup> —       | Natural science/lab elective .....                 | 4            |              |
| <b>Total Credits</b> |  | <b>17</b>    | <b>16</b>    |

Total minimum credits for the Music major/Jazz/Popular Music Specialization (A.A. Degree) = 67.

<sup>1</sup> HIS 101-102 History of Western Civ. I-II or HIS 121-122 U.S. History I-II.

<sup>2</sup> Class instruction such as Class Voice or Class Piano may be substituted.

<sup>3</sup> ENG 241 Survey of American Literature I, ENG 243 Survey of English Literature I, or ENG 251 Survey of World Literature I.

<sup>4</sup> Science courses may be selected from biology, chemistry, physics, or geology.

#### Sacred Music Specialization

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....   | 3            | 3            |
| <sup>1</sup> HIS     | Electives .....                          | 3            | 3            |
| MTH                  | 151 Math for the Liberal Arts I .....    |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PED                  | Elective .....                           |              | 1            |
| MUS                  | 111-112 Music Theory .....               | 4            | 4            |
| MUS                  | Applied Music (Major) .....              | 2            | 2            |
| <sup>2</sup> MUS     | Applied Music (Minor) .....              | 1            | 1            |
| MUS                  | Chorus/Band/Orchestra/Ensemble .....     | 1            | 1            |
| STD                  | 100 Orientation .....                    | 1            |              |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| MUS                  | 120 Hymnology .....  |              | 3            |
| MUS                  | 243 Liturgical Mus. & Service Playing I .                      |              | 3            |
| MUS                  | Applied Music (Major) .....                                    | 2            | 2            |
| MUS                  | 214 Composition II .....                                       | 3            |              |
| MUS                  | 221-222 History of Music I-II .....                            | 3            | 3            |
| MUS                  | Chorus/Band/Orchestra/Ensemble .....                           | 1            | 1            |
| <sup>3</sup> ENG     | Elective .....   | 3            |              |
| MUS                  | 123-124 Organizing & Directing Choral<br>Activities I-II ..... | 2            | 2            |
| SPD                  | 110 Intro. to Speech Communication ....                        |              | 3            |
| <sup>4</sup> —       | Natural science/lab elective .....                             | 4            |              |
| <b>Total Credits</b> |  | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Music major/Sacred Music Specialization (A.A. Degree) = 69.

<sup>1</sup> HIS 101-102 History of Western Civ. I-II or HIS 121-122 U.S. History I-II.

<sup>2</sup> Class instruction such as Class Voice or Class Piano may be substituted.

<sup>3</sup> ENG 241 Survey of American Literature I, ENG 243 Survey of English Literature I, or ENG 251 Survey of World Literature I.

<sup>4</sup> Science courses may be selected from biology, chemistry, physics, or geology.

#### MUSIC RECORDING TECHNOLOGY

##### Certificate

**Purpose:** The Music Recording Technology curriculum is designed for persons who seek employment as music recording technicians. Occupational objectives include: development for positions as assistants and aides in recording studios, broadcast studios, television studios, a myriad of other recording enterprises, (i.e. Musak) and countless private studios in the recording industry.

**Special Curriculum Admission Requirements:** Students must successfully complete a personal interview with a program faculty member.

|                      |  | Credits   |           |          |
|----------------------|--|-----------|-----------|----------|
|                      |  | 1st Sem.  | 2nd Sem.  | 3rd Sem. |
| ENG                  | 111-112 College Composition I-II .....                         | 3         | 3         |          |
| MTH                  | 103 Basic Technical Math I .....                               | 3         |           |          |
| PSY                  | 120 Human Relations .....                                      |           | 3         |          |
| BUS                  | 165 Small Business Management .....                            |           | 3         |          |
| STD                  | 100 Orientation .....  | 1         |           |          |
| MUS                  | 130 Overview of the Recording Ind. ....                        | 1         |           |          |
| MUS                  | 140 Intro. to Recording Tech. ....                             | 3         |           |          |
| MUS                  | 157 Sound Studio Design .....                                  | 3         |           |          |
| MUS                  | 158 Recording Studio Electronics: Theory and Maintenance ..... | 3         |           |          |
| MUS                  | 179 Music Copyright Law .....                                  |           | 1         |          |
| MUS                  | 227 Editing & Mixdown Tech. ....                               |           | 3         |          |
| MUS                  | 235 Advanced Recording Tech. ....                              |           | 3         |          |
| MUS                  | 288 Recording Problems Seminar .....                           |           | 2         |          |
| MUS                  | 290 Coordinated Internship .....                               |           |           | 3        |
| <b>Total Credits</b> |  | <b>17</b> | <b>18</b> | <b>3</b> |

Total minimum credits for the Music Recording Technology Certificate = 38.

### NURSING

Associate in Applied Science Degree  
(See "Health Technologies" at the end of these curricular listings.)

### OFFICE ADMINISTRATION AND MANAGEMENT

Associate in Applied Science Degree  
Business and Office Degree Program

*Purpose:* The curriculum is designed to prepare students in the administration and supervision of a large office in terms of selection, interviewing, hiring, training, and coordinating of office, secretarial, and clerical personnel; to provide to individuals currently employed in secretarial and clerical fields an opportunity to upgrade their skills and enhance their careers by enabling them to enter into an administrative/management area.

*Special Curriculum Admission Requirements:* Proficiency in high school English and mathematics.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| STD                  | 100 Orientation .....                          | 1            |              |
| ENG                  | 111 College Composition I .....                | 3            |              |
| SPD                  | 110 Introduction to Speech Communication ..... |              | 3            |
| BUS                  | 100 Introduction to Business .....             | 3            |              |
| BUS                  | 125 Applied Business Mathematics .....         |              | 3            |
| CIS                  | 100 Introduction to Information Systems .....  |              | 3            |
| MTH                  | 120 Introduction to Mathematics .....          | 3            |              |
| ECO                  | 120 Survey of Economics .....                  |              | 3            |
| —                    | Social science elective .....                  |              | 3            |
| OFT                  | 111 Keyboarding I .....                        | 3            |              |
| OFT                  | 137 Filing & Records Management .....          | 3            |              |
| OFT                  | 107 Editing/Proofreading Skills .....          |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ACC                  | 211-212 Principles of Accounting I-II ....                                    | 3            | 3            |
| BUS                  | 241 Business Law I .....  | 3            |              |
| BUS                  | 205 Human Resource Management .....   |              | 3            |
| OFT                  | 251-252 Office Systems & Proc. I-II ....                                      | 3            | 3            |
| OFT                  | 230 Introduction to Office Automation ..                                      | 3            |              |
| OFT                  | 231 Microcomputer Office App. I or<br>OFT 235 Specialized Software Appl. .... |              | 3            |
| BUS                  | 150 Principles of Management .....  | 3            |              |
| PED                  | 101 Fund. of Physical Activity .....  | 1            |              |
| PED                  | Elective .....  | 1            |              |
| <sup>1</sup> —       | Business elective .....   |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>15</b>    |

Total minimum credits for the Office Administration and Management major (A.A.S. Degree) = 66.

For further explanation of English and social science course requirements for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section.

<sup>1</sup> Preferred electives from OFT program.

### OFFICE SYSTEMS TECHNOLOGY

Associate in Applied Science Degree  
Business and Office Degree Program

*Purpose:* The curriculum is designed to prepare persons for initial full-time employment in the secretarial, word processing, and administrative areas of business or to enhance and further develop job related competencies for those presently employed.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| STD                  | 100 Orientation .....                         | 1            |              |
| ENG                  | 111 College Composition I .....               | 3            |              |
| SPD                  | 110 Intro. to Speech Communication ....       |              | 3            |
| BUS                  | 100 Introduction to Business .....            | 3            |              |
| CIS                  | 100 Introduction to Information Systems ..... | 3            |              |
| —                    | Social science elective .....                 |              | 3            |
| MTH                  | 120 Introduction to Mathematics .....         |              | 3            |
| OFT                  | 111-112 Keyboarding I-II .....                | 3            | 3            |
| OFT                  | 137 Filing & Records Management .....         | 3            |              |
| OFT                  | 107 Editing/Proofreading Skills .....         |              | 3            |
| <sup>1</sup> —       | Business elective .....                       |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>18</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ECO                  | 120 Survey of Economics .....  | 3            |              |
| ACC                  | 211 Principles of Accounting I .....   | 3            |              |
| ACC                  | 212 Principles of Accounting II or BUS<br>241 Business Law I .....                   |              | 3            |
| OFT                  | 241 Machine Transcription I .....  | 3            |              |
| OFT                  | 251-252 Office Systems and Procedures ..   | 3            | 3            |
| OFT                  | 230 Introduction to Office Automation ..   | 3            |              |
| OFT                  | 231 Microcomputer Office App. I or<br>OFT 236 Word Proc. Oper. & Syst.<br>Oper. .... |              | 3            |
| BUS                  | 150 Principles of Management .....   |              | 3            |
| <sup>1</sup> —       | Business elective .....  |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity ..   | 1            |              |
| PED                  | Elective .....   |              | 1            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Office Systems Technology major (A.A.S. Degree) = 66.

For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

<sup>1</sup> Preferred electives from OFT courses.



### Executive Secretary Specialization

*Purpose:* The curriculum is designed to prepare students for initial employment or advancement in present employment in an executive secretarial position.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <b>First Year</b>    |   |              |              |
| STD                  | 100 Orientation .....                         | 1            |              |
| ENG                  | 111 College Composition I .....               | 3            |              |
| SPD                  | 110 Intro. to Speech Communication .....      |              | 3            |
| BUS                  | 100 Introduction to Business .....            | 3            |              |
| MTH                  | 120 Introduction to Mathematics .....         |              | 3            |
| CIS                  | 100 Introduction to Information Systems ..... | 3            |              |
| OFT                  | 111-112 Keyboarding I-II .....                | 3            | 3            |
| OFT                  | 121-122 Shorthand I-II .....                  | 3            | 3            |
| OFT                  | 107 Editing/Proofreading Skills .....         |              | 3            |
| <b>Total Credits</b> |   | <b>16</b>    | <b>15</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <b>Second Year</b>   |  |              |              |
| ECO                  | 120 Survey of Economics .....                | 3            |              |
| —                    | Social science elective .....                |              | 3            |
| ACC                  | 211 Principles of Accounting I .....         | 3            |              |
| OFT                  | 137 Filing and Records Management .....      | 3            |              |
| OFT                  | 251-252 Office Systems and Proc. I-II .....  | 3            | 3            |
| OFT                  | 230 Introduction to Office Automation .....  | 3            |              |
| OFT                  | 231 Microcomputer Office Application I ..... |              | 3            |
| OFT                  | 241 Machine Transcription I .....            |              | 3            |
| BUS                  | 150 Principles of Management .....           |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .....  | 1            |              |
| PED                  | Elective .....                               | 1            |              |
| <sup>1</sup> —       | Business elective .....                      |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>18</b>    |

Total minimum credits for the Office Systems Technology major/Executive Secretary Specialization (A.A.S. Degree) = 66.

For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

<sup>1</sup> Suggested elective OFT 221, Advanced Shorthand and Transcription I.

### Word Processing Specialization

*Purpose:* The curriculum is designed to prepare students for initial full-time employment or advancement in present employment in a word processing position.

*Special Curriculum Admission Requirements:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <b>First Year</b>    |  |              |              |
| STD                  | 100 Orientation .....                    | 1            |              |
| ENG                  | 111 College Composition I .....          | 3            |              |
| SPD                  | 110 Intro. to Speech Communication ..... |              | 3            |
| BUS                  | 100 Introduction to Business .....       | 3            |              |
| CIS                  | 100 Intro. to Information Systems .....  | 3            |              |
| MTH                  | 120 Intro. to Mathematics .....          |              | 3            |
| —                    | Social science elective .....            |              | 3            |
| OFT                  | 111-112 Keyboarding I-II .....           | 3            | 3            |
| OFT                  | 137 Filing & Records Management .....    | 3            |              |
| OFT                  | 107 Editing/Proofreading Skills .....    |              | 3            |
| OFT                  | 230 Intro. to Office Automation .....    |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <b>Second Year</b>   |  |              |              |
| ECO                  | 120 Survey of Economics .....  | 3            |              |
| ACC                  | 211 Principles of Accounting I .....   | 3            |              |
| OFT                  | 241 Machine Transcription I .....  | 3            |              |
| OFT                  | 251-252 Office Systems & Proc. I-II .....  | 3            | 3            |
| OFT                  | 231 Microcomputer Office Application I .....                                     | 3            |              |
| OFT                  | 232 Microcomputer Office Appl. II or OFT 236 Word Proc. Oper. & Syst. Oper. .... |              | 3            |
| OFT                  | 235 Specialized Software Applications .....                                      |              | 3            |
| BUS                  | 150 Principles of Management .....   |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .....                                      | 1            |              |
| PED                  | Elective .....   |              | 1            |
| <sup>1</sup> —       | Business elective .....  |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>16</b>    |

Total minimum credits for the Office Systems Technology major/Word Processing Specialization (A.A.S. Degree) = 66.

For further explanation of English and social science course requirements for A.A.S. degrees, see the "A.A.S. Degree Requirements" section.

<sup>1</sup> Preferred electives from OFT courses.

### OFFICE SYSTEMS TECHNOLOGY

#### Certificate

*Purpose:* The one-year certificate program is designed to prepare students for entry-level office work. Upon completion of the program, students will be able to secure positions as clerk typists, file clerks, receptionists, or general office workers. Additionally, students will have basic word processing experience.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| STD                  | 100 Orientation .....  | 1            |              |
| ENG                  | 111 College Composition I .....  | 3            |              |
| OFT                  | 111-112 Keyboarding I-II .....   | 3            | 3            |
| OFT                  | 137 Filing & Records Management .....  | 3            |              |
| OFT                  | 107 Editing/Proofreading Skills .....  |              | 3            |
| CIS                  | 100 Introduction to Information Systems .....                                      | 3            |              |
| OFT                  | 251 Office Systems & Procedures I or OFT 130 Office Procedures .....               | 3            |              |
| OFT                  | 136 Office Recordkeeping or ACC 211 Principles of Accounting I .....               |              | 3            |
| OFT                  | 230 Introduction to Office Automation .....  |              | 3            |
| OFT                  | 231 Microcomputer Office App. I or OFT 235 Specialized Software Applications ..... |              | 3            |
| <sup>1</sup> —       | Elective .....   |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>18</b>    |

Total minimum credits for the Office Systems Technology Certificate = 34.

<sup>1</sup> Must be selected from humanities, social science or mathematics electives.

### DESKTOP PUBLISHING

#### Career Studies Certificate

*Purpose:* This program is designed to provide the skills and knowledge necessary for students to use desktop publishing techniques and procedures to produce professional-looking publications. Employed and inexperienced students as well as graduates of Office Systems Technology or other programs may update their skills by enrolling in the program. The one-semester curriculum includes the following courses:

|                      |  | Credits      |  |
|----------------------|--|--------------|--|
|                      |  | 1st Semester |  |
| OFT                  | 107 Editing/Proofreading Skills .....    | 3            |  |
| <sup>1</sup> OFT     | 231 Microcomputer Office Application I.  | 3            |  |
| OFT                  | 235 Specialized Software Applications .. | 3            |  |
| <sup>2</sup> ENG     | Elective .....                           | 3            |  |
| <b>Total Credits</b> |  | <b>12</b>    |  |

Total minimum credits for the Desktop Publishing Career Studies Certificate = 12.

<sup>1</sup> Prerequisite: OFT 111 Keyboarding I or equivalent skills.

<sup>2</sup> Recommended electives: ENG 111 College Composition I, ENG 115 Technical Writing, or ENG 121 Introduction to Journalism I.

## PHLEBOTOMY

### Career Studies Certificate

(See "Health Technologies at the end of these curricular listings.)

## PHOTOGRAPHY

### Associate in Applied Science Degree

#### Graphic Communications Degree Program

*Purpose:* The curriculum is designed to prepare students for diverse career options within the field of photography. Course work will stress both technical and aesthetic elements, enabling students to solve a wide range of visual problems with imagination and originality.

*Special Curriculum Admission Requirements:* Proficiency in high school English and satisfactory aptitude in visual art. Applicants may be required to submit a portfolio for placement.

*Equipment and Supplies:* Photography students are required to purchase certain basic equipment and materials necessary to achieve professionally-oriented objectives. Most of the equipment is purchased in the beginning class (Photography I) and can be used throughout the two-year program.

|                      |  | Credits      |           |
|----------------------|--|--------------|-----------|
|                      |  | 1st Semester |           |
|                      |  | 2nd Semester |           |
| ENG                  | 111 College Composition .....  | 3            |           |
| PED                  | 101 Fund. of Physical Activity .....                                     | 1            |           |
| PHT                  | 110 History of Photography .....   | 3            |           |
| STD                  | 100 Orientation .....  | 1            |           |
| ART                  | 121-122 Drawing I-II or ART 131-132<br>Fundamentals of Design I-II ..... | 4            | 4         |
| PHT                  | 101-102 Photography I-II .....   | 3            | 3         |
| MTH                  | 151 Math for the Liberal Arts I .....                                    |              | 3         |
| PED                  | Elective .....   |              | 1         |
| SPD                  | 110 Intro. to Speech Communication ...                                   |              | 3         |
| —                    | Open elective .....  |              | 3         |
| <b>Total Credits</b> |  | <b>15</b>    | <b>17</b> |

|                      |  | Credits      |           |
|----------------------|--|--------------|-----------|
|                      |  | 1st Semester |           |
|                      |  | 2nd Semester |           |
| PHT                  | 206 Large Format Photography .....       | 3            |           |
| PHT                  | 211 Color Photography I .....            | 3            |           |
| PHT                  | 298 Seminar & Project .....              |              | 3         |
| ART                  | 101-102 History & Apprec. of Art I-II .. | 3            | 3         |
| PHT                  | Electives .....                          | 6            | 9         |
| <sup>1</sup> —       | Social science electives .....           | 3            | 3         |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b> |

Total minimum credits for the Photography major (A.A.S. Degree) = 68.

<sup>1</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology.

## Studio Photography Specialization

|                      |  | Credits      |           |
|----------------------|--|--------------|-----------|
|                      |  | 1st Semester |           |
|                      |  | 2nd Semester |           |
| ENG                  | 111 College Composition .....  | 3            |           |
| PED                  | 101 Fund. of Physical Activity .....                                     | 1            |           |
| PHT                  | 110 History of Photography .....   | 3            |           |
| STD                  | 100 Orientation .....  | 1            |           |
| ART                  | 121-122 Drawing I-II or ART 131-132<br>Fundamentals of Design I-II ..... | 4            | 4         |
| PHT                  | 101-102 Photography I-II .....   | 3            | 3         |
| MTH                  | 151 Math for the Liberal Arts I .....                                    |              | 3         |
| PED                  | Elective .....   |              | 1         |
| SPD                  | 110 Intro. to Speech Communication ...                                   |              | 3         |
| —                    | Open elective .....  |              | 3         |
| <b>Total Credits</b> |  | <b>15</b>    | <b>17</b> |

|                      |                                    | Credits      |           |
|----------------------|------------------------------------|--------------|-----------|
|                      |                                    | 1st Semester |           |
|                      |                                    | 2nd Semester |           |
| ART                  | 135 Visual Communications .....    | 4            |           |
| PHT                  | 206 Large Format Photography ..... | 3            |           |
| PHT                  | 211 Color Photography I .....      | 3            |           |
| PED                  | Elective .....                     | 1            |           |
| PHT                  | 221-222 Studio Lighting I-II ..... | 3            | 3         |
| <sup>1</sup> —       | Social science electives .....     | 3            | 3         |
| PHT                  | 226 Commercial Photography .....   |              | 3         |
| PHT                  | 227 Photographic Marketing .....   |              | 3         |
| PHT                  | 298 Seminar and Project .....      |              | 1         |
| PHT                  | Elective .....                     |              | 3         |
| <b>Total Credits</b> |                                    | <b>17</b>    | <b>16</b> |

Total minimum credits for the Photography major/Studio Photography Specialization (A.A.S. Degree) = 65.

<sup>1</sup> Social science courses may be selected from the following: economics, geography, political science, history, psychology, social science or sociology.

## PHYSICAL SECURITY

### Career Studies Certificate

(See "Security Administration.")

## PHYSICAL THERAPIST ASSISTANT

### Associate in Applied Science Degree

(See "Health Technologies" at the end of these curricular listings.)

## PLANNING

### Career Studies Certificate

*Purpose:* To provide the non-professional with studies useful in upgrading their skills for jobs in the urban planning field and related fields.

|                      |  | Credits      |          |
|----------------------|--|--------------|----------|
|                      |  | 1st Semester |          |
|                      |  | 2nd Semester |          |
| PLN                  | 100 Intro. to Planning Development .....             | 3            |          |
| PLN                  | 106 Real Estate Planning & Develop-<br>ment .....    | 3            |          |
| <sup>1</sup> PLN     | Electives .....                                      |              | 6        |
| <sup>2</sup> ENG     | 111 College Composition I or SPD elec-<br>tive ..... |              | 3        |
| DRF                  | 120 Intro. to Graphic Representation ...             | 3            |          |
| <b>Total Credits</b> |  | <b>9</b>     | <b>9</b> |

Total minimum credits for the Planning Career Studies Certificate = 18.

<sup>1</sup> PLN electives may be chosen from PLN 107, PLN 110, PLN 125, PLN 126, or PLN 127.

<sup>2</sup> If SPD is chosen, then SPD 110 is recommended.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| Second Year          |  | 1st Semester | 2nd Semester |
| <sup>3</sup> ENG     | Electives .....                        | 3            | 3            |
| MTH                  | 277 Multivariable Calculus .....       | 4            |              |
| <sup>4</sup> MTH     | Electives .....                        | 3-4          | 4            |
| <sup>5</sup> —       | Natural science/lab electives .....    | 4            | 4            |
| PED                  | 101 Fund. of Physical Activity .....   | 1            |              |
| PED                  | Elective .....                         | 1            |              |
| SPD                  | 110 Intro. to Speech Communication ... |              | 3            |
| <b>Total Credits</b> |  | <b>16-17</b> | <b>14</b>    |

Total minimum credits for the Science major/Mathematics Specialization (A.S. Degree) = 65. Twenty of these credits must be taken in MTH courses for transfer to a four-year institution with a major in Science.

- <sup>1</sup> HIS 101-102 History of Western Civilization I-II or HIS 121-122 United States History I-II.
- <sup>2</sup> Two semester sequence social science courses may be selected from one of the following disciplines: economics, geography, political science, history, psychology, social science or sociology (anthropology).
- <sup>3</sup> ENG 241-242 Survey of American Lit. I-II, ENG 243-244 Survey of English Lit. I-II, or ENG 251-252 Survey of World Lit. I-II.
- <sup>4</sup> Math electives should be chosen carefully from 200-level courses and after investigation of transfer requirements of the institution to which transfer is contemplated.
- <sup>5</sup> Science courses (with laboratories) may be selected from the following: BIO 101-102 General Biology I-II, CHM 111-112 College Chemistry I-II, PHY 201-202, General College Physics I-II, PHY 241-242 University Physics I-II, PHY 243 Modern Physics, GOL 105-106 Physical Geology & Historical Geology, or any 200-level biology, chemistry, geology or physics course.

## SECURITY ADMINISTRATION

### Associate in Applied Science Degree Protective Services Degree Program

*Purpose:* The curriculum in Security Administration is designed to prepare students to enter any of the varied fields of security administration and to improve the competencies of in-service personnel. The occupational objectives include: security administrator, director & manager, loss prevention director, classification manager, personnel clearance administrator.

*Special Curriculum Admission Requirements:* Students are advised that many employees in private industry and criminal justice agencies require excellent moral character and a written record of conduct prior to consideration for employment.

*Related Certificates:* Industrial and Commercial Security Career Studies Certificate, and Physical Security Career Studies Certificate.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
| First Year           |  | 1st Semester | 2nd Semester |
| ADJ                  | 150 Intro. to Sec. Administration .....  | 3            |              |
| ADJ                  | 156 Legal Aspects of Security .....      |              | 3            |
| ADJ                  | 159 Physical Security .....              |              | 3            |
| BUS                  | 100 Introduction to Business .....       | 3            |              |
| FIR                  | 115 Fundamentals of Fire Prevention .... | 3            |              |
| STD                  | 100 Orientation .....                    | 1            |              |
| ENG                  | 111-112 College Composition I-II .....   | 3            | 3            |
| PSY                  | 201-202 Intro. to Psychology I-II .....  | 3            | 3            |
| <sup>1</sup> MTH     | Elective .....                           |              | 3            |
| PED                  | 101 Fundamentals of Physical Activity .. | 1            |              |
| PED                  | Elective .....                           |              | 1            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>16</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
| Second Year          |   | 1st Semester | 2nd Semester |
| ADJ                  | 215 Report Writing .....                  |              | 3            |
| ADJ                  | 236-237 Crim. Invest. (Prin. & Adv.) .... | 3            | 3            |
| ADJ                  | 211-212 Crim. Law, Evid. & Proc. I-II .   | 3            | 3            |
| ADJ                  | 255 Security Management .....             |              | 3            |
| ADJ                  | 256 Information Security .....            |              | 3            |
| ADJ                  | 258 Substance Abuse in Security .....     | 3            |              |
| BUS                  | 150 Principles of Management .....        | 3            |              |
| FIR                  | 111 Hazardous Materials .....             |              | 3            |
| SPD                  | 110 Intro. to Speech Communication ....   | 3            |              |
| <sup>2</sup> CIS     | 100 Intro. to Information Systems .....   | 3            |              |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Security Administration major (A.A.S. Degree) = 69.

- <sup>1</sup> Math elective approved by faculty advisor.
- <sup>2</sup> Or CIS elective approved by faculty advisor.

## INDUSTRIAL AND COMMERCIAL SECURITY

### Career Studies Certificate

*Purpose:* This curriculum is in response to the short-term educational needs of experienced security practitioners who wish to extend their knowledge and skills in industrial security methods and techniques; mid-career transition persons who wish to gain insight into the industrial/commercial security field for career alternative potential; and security personnel with little formal education who need an initial boost. This certificate is applicable toward the two-year associate degree in Security Administration at this College.

|                      |                                | Credits      |              |
|----------------------|--------------------------------|--------------|--------------|
|                      |                                | 1st Semester | 2nd Semester |
| ADJ                  | 255 Security Management .....  | 3            |              |
| <sup>1</sup> —       | ENG/SPD elective .....         | 3            |              |
| <sup>2</sup> —       | ADJ electives .....            | 3            | 3            |
| ADJ                  | 256 Information Security ..... |              | 3            |
| <b>Total Credits</b> |                                | <b>9</b>     | <b>6</b>     |

Total minimum credits for the Industrial and Commercial Security Career Studies Certificate = 15.

- <sup>1</sup> Select either ENG 111 College Composition I or SPD 110 Introduction to Speech Communication.
- <sup>2</sup> Select two from the following: ADJ 150 Introduction to Security Administration, ADJ 156 Legal Aspects of Security, ADJ 159 Physical Security, or ADJ 236 Principles of Criminal Investigation.

## PHYSICAL SECURITY

### Career Studies Certificate

*Purpose:* This curriculum is a response to the short-term educational needs of experienced security practitioners who wish to extend their knowledge and skills in physical security, mid-career transition persons who wish to gain insight into physical security and possibly decide on a career alternative in the security field, and security personnel with little formal education who need an initial boost. This certificate is applicable toward the two-year associate degree in Security Administration at this College.

|                      |                                | Credits      |              |
|----------------------|--------------------------------|--------------|--------------|
|                      |                                | 1st Semester | 2nd Semester |
| ADJ                  | 159 Physical Security .....    | 3            |              |
| ADJ                  | 256 Information Security ..... |              | 3            |
| <sup>1</sup> ADJ     | Electives .....                | 3            | 3            |
| <sup>2</sup> ENG     | /SPD elective .....            | 3            |              |
| <b>Total Credits</b> |                                | <b>9</b>     | <b>6</b>     |

Total minimum credits for the Physical Security Career Studies Certificate = 15.

- <sup>1</sup> Select two from the following: ADJ 150 Intro. to Security Administration, ADJ 156 Legal Aspects of Security, ADJ 236 Principles of Crim. Invest.
- <sup>2</sup> Select one from the following: ENG 111 College Composition I, SPD 110 Intro. to Speech Communication, SPD 100 Prin. of Public Speaking, SPD 200 Advanced Public Speaking.

## SITE MANAGEMENT

### Certificate (See "Civil Engineering.")

## SMALL BUSINESS MANAGEMENT

### Certificate (See "Business Management.")

## SUBSTANCE ABUSE REHABILITATION

### Associate in Applied Science Degree Human Services Degree Program

*Purpose:* The curriculum is designed to provide a broad base of knowledge, methods and skills which underlie comprehensive delivery of human services with options or specialties in the substance abuse rehabilitation field.

**Cooperative Education:** Students in this curriculum will participate in at least 3 semester hours of Cooperative Education unless they already have equivalent experience. For further information, contact the Cooperative Education Office.

| First Year           |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111-112 College Composition I-II .....                 | 3            | 3            |
| PSY                  | 231-232 Life Span Human Devel. I-II ...                | 3            | 3            |
| HMS                  | 121-122 Basic Counseling Skills I-II .....             | 3            | 3            |
| HMS                  | 251-252 Substance Abuse I-II .....                     | 3            | 3            |
| HMS                  | 226 Helping Across Cultures .....                      |              | 3            |
| HMS                  | 109 Structured Career Planning in Human Services ..... | 3            |              |
| HMS                  | 145 Effects of Psychoactive Drugs .....                |              | 3            |
| STD                  | 100 Orientation .....                                  | 1            |              |
| PED                  | 101 Fundamentals of Physical Activity ..               | 1            |              |
| PED                  | Elective .....   | 1            |              |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| SPD                  | 110 Intro. to Speech Communication ....           | 3            |              |
| MTH                  | 151 Math for the Liberal Arts .....               | 3            |              |
| HMS                  | 141-142 Group Dynamics I-II .....                 | 3            | 3            |
| HMS                  | 228 Productive Problem-Solving .....              |              | 3            |
| HMS                  | 255 Adolescent Alcohol Use & Abuse ...            | 3            |              |
| HMS                  | 265 Personality Theory .....                      | 3            |              |
| HMS                  | 266 Counseling Psychology .....                   |              | 3            |
| HMS                  | 225 Functional Family Intervention .....          | 3            |              |
| HMS                  | 227 The Helper as a Change Agent .....            |              | 3            |
| HMS                  | 258 Case Management & Substance Abuse .....       |              | 3            |
| HMS                  | 297 Cooperative Educ./or HMS 290 Internship ..... |              | 3            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Substance Abuse Rehabilitation major (A.A.S. Degree) = 72.

## SUBSTANCE ABUSE REHABILITATION COUNSELOR

### Certificate

**Purpose:** This curriculum is designed to fulfill the Virginia state educational requirements for the certification of substance abuse counselors. To meet substance abuse counselor certification requirements, the applicant is expected to meet specific education requirements including didactic and experiential learning with a supervised internship required.

Individuals desiring skills and knowledge in this career field, but not seeking State Certification may also enroll. Courses taken in the Substance Abuse Certificate Program can be applied to the A.A.S. Degree in Substance Abuse Rehabilitation.

**Cooperative Education:** Students in this curriculum will participate in at least 3 semester hours of Cooperative Education unless they already have equivalent experience. For further information, contact the Cooperative Education Office.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I or SPD 110 Intro. to Speech Communication ..... | 3            |              |
| PSY                  | 231-232 Life Span Human Dev. I-II .....                                   | 3            | 3            |
| HMS                  | 145 Effects of Psychoactive Drugs .....                                   | 3            | 3            |
| HMS                  | 141-142 Group Dynamics I-II .....   | 3            | 3            |
| HMS                  | 251-252 Substance Abuse I-II .....  | 3            | 3            |
| HMS                  | 266 Counseling Psychology .....   | 3            |              |
| HMS                  | 258 Case Management & Substance Abuse .....                               |              | 3            |
| HMS                  | 290 Coord. Intern. or HMS 297 Coop. Education .....                       |              | 3            |
| HMS                  | 121 Basic Counseling Skills I .....                                       | 3            |              |
| <b>Total Credits</b> |   | <b>18</b>    | <b>18</b>    |

Total minimum credits for the Substance Abuse Rehabilitation Counselor Certificate = 36.

## TECHNICAL ILLUSTRATION

### Career Studies Certificate

**Purpose:** To provide drafting students and career drafting professionals with skills to further their career goals.

**Special Curriculum Admission Requirements:** DRF 152 or equivalent.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <sup>1</sup> ENG     | 111 College Composition I or SPD elective ..... | 3            |              |
| DRF                  | 153 Technical Illustration I .....              | 3            |              |
| DRF                  | 231 Computer Aided Drafting I .....             | 3            |              |
| DRF                  | 154 Technical Illustration II .....             |              | 3            |
| DRF                  | 232 Computer Aided Drafting II .....            |              | 3            |
| <b>Total Credits</b> |   | <b>9</b>     | <b>6</b>     |

Total minimum credits for the Technical Illustration Career Studies Certificate = 15.

<sup>1</sup> If SPD is chosen, SPD 110 is recommended.

## TRAVEL & TOURISM

### Associate in Applied Science Degree Business Management Degree Program

**Purpose:** The curriculum is designed to enable students to enter management training positions within the travel industry, and to prepare industry employees to assume managerial responsibility. This includes a diversity of career opportunities in areas such as airline sales and marketing, travel agency management, cruise and tour operations, and meeting and conference planning.

| First Year           |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....   | 3            |              |
| HRI                  | 255 Human Resources Management & Training for Hospitality & Tourism ..... |              | 3            |
| <sup>1</sup> MTH     | Elective .....  | 3            |              |
| PED                  | 101 Fundamentals of Physical Activity ..                                  | 1            |              |
| PED                  | Elective .....  |              | 1            |
| SPD                  | 110 Intro. to Speech Communication ....                                   |              | 3            |
| STD                  | 100 Orientation .....   | 1            |              |
| TRV                  | 100 Introduction to the Travel Industry .                                 | 3            |              |
| TRV                  | 111-112 Geography of Tourism I-II .....                                   | 3            | 3            |
| <sup>2</sup> TRV     | 115 Ground Transportation, Tours, Cruises, & Services Planning .....      | 3            |              |
| <sup>2</sup> TRV     | 116 Air Travel Planning .....   |              | 4            |
| <sup>2</sup> TRV     | 125 Principles of Travel Selling & Counseling .....                       |              | 3            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>17</b>    |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ACC                  | 211 Principles of Accounting I .....                 | 3            |              |
| <sup>3</sup> ---     | Social science electives .....                       | 3            | 3            |
| TRV                  | 130 Intro. to Meeting Planning .....                 |              | 3            |
| <sup>2</sup> TRV     | 211 Airline Comp. Reserv. Sys. I .....               | 4            |              |
| <sup>2</sup> TRV     | 220 Princ. of Group Travel & Tour Operations .....   | 3            |              |
| <sup>2</sup> TRV     | 230 Marketing & Manag. of Travel Services .....      | 3            |              |
| <sup>4</sup> TRV     | 290 Coordinated Internship or TRV/HRI elective ..... |              | 3            |
| <sup>4</sup> TRV     | Elective .....                                       |              | 3            |
| <sup>4</sup> TRV     | Elective .....                                       |              | 3            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>15</b>    |

Total minimum credits for the Travel and Tourism major (A.A.S. Degree) = 65.

<sup>1</sup> If you are planning to transfer to another college or university, select a math course which is equivalent to the transfer institution's requirement.

<sup>2</sup> Check course descriptions for applicable prerequisites.

<sup>3</sup> Select any two social science courses.

<sup>4</sup> Preapproved electives can be selected from any non-required course with a TRV or HRI prefix. See your faculty advisor for alternative procedures.

## TRAVEL & TOURISM

### Certificate

*Purpose:* The curriculum is designed for persons seeking careers in the field of travel and tourism and to develop and update the skills of present travel industry employees. Career opportunities for graduates exist in travel agencies, airlines and other transportation companies, as well as in hotels and other businesses serving the traveling public.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| ENG                  | 111 College Composition I .....                                      | 3            |              |
| <sup>1</sup> —       | Social science elective .....  | 3            |              |
| STD                  | 100 Orientation .....  | 1            |              |
| TRV                  | 100 Introduction to the Travel Industry ..                           | 3            |              |
| TRV                  | 111-112 Geography of Tourism I-II .....                              | 3            | 3            |
| <sup>2</sup> TRV     | 115 Ground Transportation, Tours, Cruises, & Services Planning ..... | 3            |              |
| <sup>2</sup> TRV     | 116 Air Travel Planning .....  |              | 4            |
| <sup>2</sup> TRV     | 125 Princ. of Travel Selling & Counseling .....                      |              | 3            |
| <sup>3</sup> TRV     | 211 Airline Computer Reservation Systems .....                       |              | 4            |
| <b>Total Credits</b> |  | <b>16</b>    | <b>14</b>    |

Total minimum credits for the Travel and Tourism Certificate = 30.

<sup>1</sup> Select any course with the prefix ECO, GEO, HIS, PLS, PSY, SOC, or SSC.

<sup>2</sup> Prerequisite for this course is TRV 100.

<sup>3</sup> Prerequisite for this course is completion of, or concurrent enrollment in TRV 116.

## TURF AND GROUNDS MANAGEMENT

### Career Studies Certificate

(See "Horticulture Technology.")

## VETERINARY TECHNOLOGY

### Associate in Applied Science Degree Animal Science Degree Program

*Purpose:* The curriculum will prepare the student for a career as a veterinary technician. Satisfactory completion of the curriculum will make the student eligible to take State Board and National Board examinations for certification as a veterinary technician. The curriculum is broad-based and includes both practical and theoretical course work which prepares the student for employment in various areas of animal health care, including veterinary hospitals and research and diagnostic laboratories.

*Special Curriculum Admission Requirements:* Entry into the Veterinary Technology curriculum requires an interview by the program head. This curriculum accepts 30 students each year. Preference is given to Virginia residents.

Satisfactory completion of the following high school units or equivalent is desired: one unit of algebra, one unit of biology, one unit of chemistry, and proficiency in high school English.

*Special Curriculum Completion Requirements:* Because of the eventual certification process, it is necessary for students to maintain satisfactory progress in their course work. Periodic evaluation of each student will be made by the program head.

|                      |   | Credits   |           |           |
|----------------------|---|-----------|-----------|-----------|
|                      |   | 1st Sem.  | 2nd Sem.  | 3rd Sem.  |
| <b>First Year</b>    |   |           |           |           |
| AGR                  | 215 Animal Nutrition .....                    |           |           | 2         |
| CHM                  | 121 Health Science Chemistry I .....          |           | 4         |           |
| CIS                  | 150 Intro. to Microcomputer Software ..       |           | 3         |           |
| ENG                  | 111 College Composition I .....               | 3         |           |           |
| MTH                  | 126 Mathematics for Allied Health .....       | 2         |           |           |
| SPD                  | 110 Intro. to Speech Communication ....       |           |           | 3         |
| STD                  | 100 Orientation .....                         | 1         |           |           |
| VET                  | 105 Intro. to Veterinary Technology ....      | 3         |           |           |
| VET                  | 111 Anatomy & Phys. of Domestic Animals ..... |           | 4         |           |
| VET                  | 116 Animal Breeds & Behavior .....            | 3         |           |           |
| VET                  | 121-122 Clinical Practices I-II .....         |           | 4         | 4         |
| VET                  | 131-132 Clinical Pathology I-II .....         |           | 3         | 3         |
| VET                  | 135 Anesthesia of Domestic Animals ....       |           | 2         |           |
| VET                  | 211 Animal Diseases I .....                   |           |           | 2         |
| VET                  | 225 Parasitology of Domestic Animals ...      |           | 2         |           |
| <b>Total Credits</b> |   | <b>16</b> | <b>18</b> | <b>14</b> |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <b>Second Year</b>   |   |              |              |
| PED                  | 101 Fundamentals of Physical Activity ..          |              | 1            |
| —                    | Social science electives .....                    | 3            | 3            |
| VET                  | 133 Clinical Pathology III .....                  | 3            |              |
| VET                  | 212 Animal Diseases II .....                      | 2            |              |
| VET                  | 216 Animal Pharmacology .....                     | 2            |              |
| VET                  | 217 Intro. to Lab., Zoo & Wildlife Medicine ..... |              | 2            |
| VET                  | 221 Advanced Clinical Practices III .....         | 4            |              |
| VET                  | 235 Animal Hosp. Manag. & Client Relations .....  |              | 3            |
| VET                  | 290 Internship .....                              |              | 4            |
| VET                  | 298 Seminar & Project .....                       |              | 2            |
| PED                  | Elective .....                                    |              | 1            |
| <b>Total Credits</b> |   | <b>14</b>    | <b>16</b>    |

Total minimum credits for the Veterinary Technology major (A.A.S. Degree) = 78.

## WELDING

### Certificate

*Purpose:* This curriculum is designed to prepare students for industrial employment as welders, quality control inspectors, welding equipment salesmen and welding laboratory assistants, as well as leading to careers as welding instructors and structural steel inspectors.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <b>First Year</b>    |   |              |              |
| STD                  | 100 Orientation .....                   | 1            |              |
| WEL                  | 116 Welding I (Oxyacetylene) .....      | 2            |              |
| WEL                  | 121 Arc Welding .....                   | 2            |              |
| WEL                  | 150 Welding Drawing & Interpretation .. | 2            |              |
| ENG                  | 100 Basic Occup. Communication .....    | 3            |              |
| MTH                  | 103 Basic Tech. Math I .....            | 3            |              |
| WEL                  | 122 Welding II (Elec. Arc) .....        |              | 3            |
| WEL                  | 141 Weld. Qual. Tests I .....           |              | 3            |
| PSY                  | 120 Human Relations .....               |              | 3            |
| BUS                  | 116 Entrepreneurship .....              |              | 3            |
| MTH                  | 104 Basic Tech. Math. II .....          |              | 3            |
| <b>Total Credits</b> |   | <b>13</b>    | <b>15</b>    |
| <b>Second Year</b>   |   |              |              |
|                      |   | Credits      |              |
|                      |   | 1st Semester |              |
| WEL                  | 160 Semi-Auto. Weld. Proc. .....        | 3            |              |
| WEL                  | 126 Pipe Welding I .....                | 3            |              |
| WEL                  | 130 Inert Gas Welding .....             | 3            |              |
| <b>Total Credits</b> |   | <b>9</b>     |              |

Total minimum credits for the Welding Certificate = 37.

## WELDING: ADVANCED TECHNIQUES

### Career Studies Certificate

*Purpose:* This Career Studies Certificate is designed to prepare students for career advancement as quality control inspectors, metallurgy laboratory technicians, as well as structural steel inspectors and welding instructors.

*Special Curriculum Admission Requirements:* Welding certificate or equivalent relevant practical experience. Departmental approval required.

|                      |   | Credits      |
|----------------------|---|--------------|
|                      |   | 1st Semester |
| WEL                  | 127 Pipe Welding II .....               | 3            |
| WEL                  | 142 Welder Qualification Tests II ..... | 3            |
| WEL                  | 145 Welding Metallurgy .....            | 3            |
| WEL                  | 146 Welding Quality Control .....       | 3            |
| ENG                  | /Speech elective .....                  | 3            |
| <b>Total Credits</b> |   | <b>15</b>    |

Total minimum credits for the Welding: Advanced Techniques Career Studies Certificate = 15.

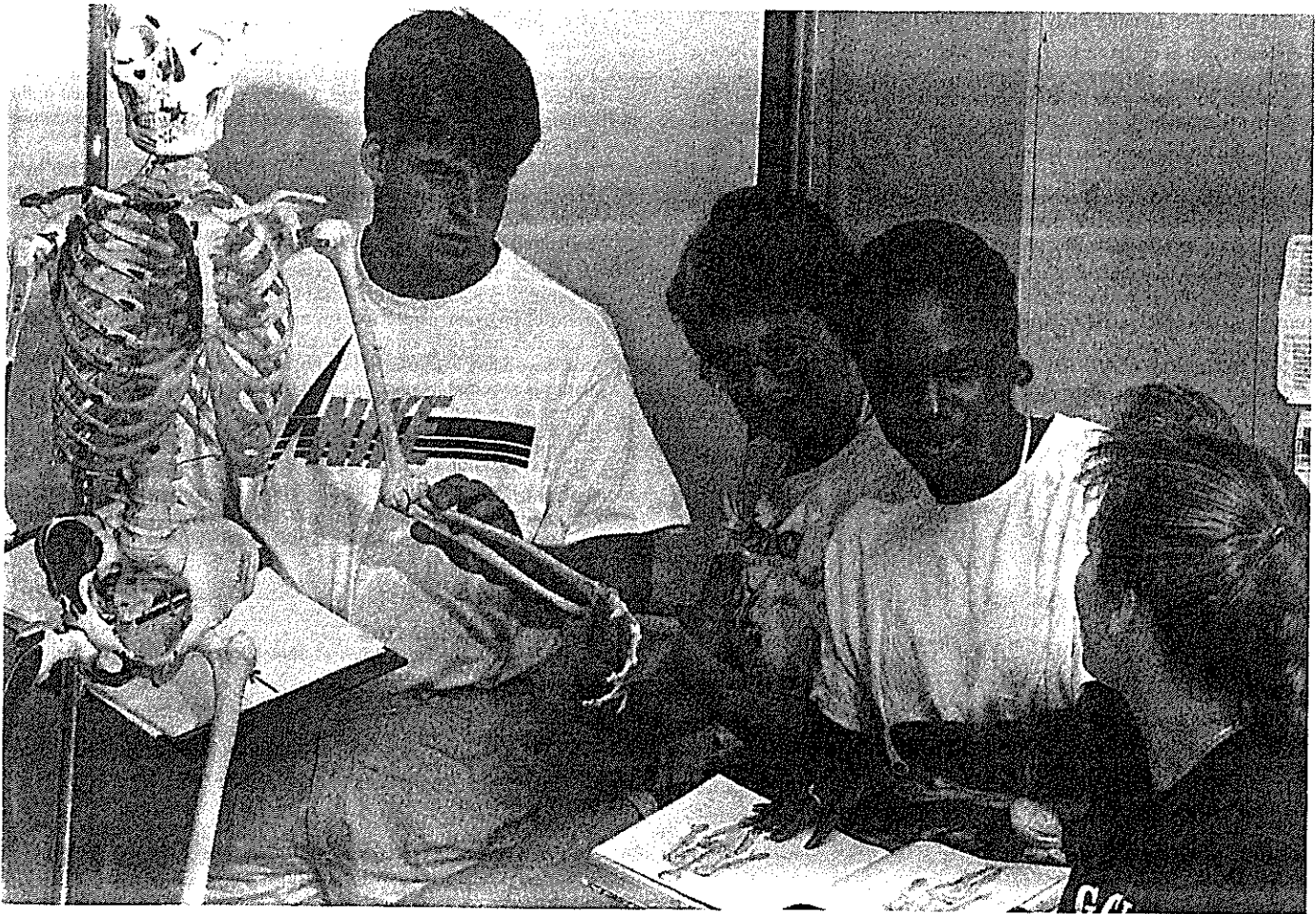
## WELDING: BASIC TECHNIQUES

### Career Studies Certificate

*Purpose:* This curriculum is designed for persons wishing to obtain fundamental skills for immediate entry-level positions in the welding trade as welding apprentices or welding laboratory assistants. Its structure allows students to pursue these courses on a part-time basis. All courses will apply to the Welding Certificate program.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <b>First Year</b>    |  |              |              |
| WEL                  | 116 Welding I (Oxyacetylene) .....         | 2            |              |
| WEL                  | 121 Arc Welding .....                      | 2            |              |
| ENG                  | /Speech elective .....                     | 3            |              |
| WEL                  | 122 Welding II (Electric Arc) .....        |              | 3            |
| <b>Total Credits</b> |  | <b>7</b>     | <b>3</b>     |
| <b>Second Year</b>   |  |              |              |
|                      |  | Credits      |              |
|                      |  | 1st Semester |              |
| WEL                  | 130 Inert Gas Welding .....                | 3            |              |
| WEL                  | 160 Semi-Automatic Welding Processes ..... | 3            |              |
| <b>Total Credits</b> |  | <b>6</b>     |              |

Total minimum credits for the Welding: Basic Techniques Career Studies Certificate = 16.



Science course



## HEALTH TECHNOLOGIES PROGRAMS

The College offers numerous opportunities for those who wish to pursue a health-related career. Each certificate and degree program is designed with the advice of community health professionals to include a balance of technical and general education courses. In response to community needs, specialized short-term courses or technical certificates are also offered.

The Annandale Campus is home to the College's eight Health Technologies Programs. With some 13,000 students, Annandale is a comprehensive campus and offers a broad array of academic options and student development opportunities. Students may choose to take general education support courses at any of the five College campuses.

In addition to campus Health Technologies laboratory and classroom facilities, the College contracts with a large number of Metropolitan Washington health-care facilities and agencies for clinical instruction. These contracts regulate the conditions under which NVCC Health Technologies students may obtain required clinical experience and in some cases may specify program requirements.

Because of limited laboratory, classroom and/or clinical space, certain Health Technologies programs have limited enrollment. Acceptance to Northern Virginia Community College *does not* constitute acceptance into a specific Health Technologies program.

Each program has specific admission, program continuation and program completion criteria. These are described in the appropriate catalog section. Due to the unique responsibilities involved in health careers, each program reserves the right to require that any student who appears to be unsuited for any Health Technologies program withdraw from that program and be guided into more suitable study.

Admission into a program begins with application to the College and a program placement interview with a counselor or a program head. Admission is not complete until all admission requirements are met. Early application is desirable.

The Health Technologies programs are authorized to deny enrollment in health programs to any student who has been arrested and charged with a felony pertaining to controlled substances and who was adjudicated guilty, or adjudication was withheld because of placement in a pre-trial intervention program or who entered a plea of nolo contendere.

Students are advised that the Northern Virginia Community College Health Technologies programs have been designed to prepare students for direct entry to health careers. Some programs have articulated agreements with four-year colleges and universities that enable the partial or complete transfer of NVCC course work to four-year degree programs. Students who wish to consider such options should consult the appropriate program head early in the program of study.

### One- & Two-Year Health Technologies Certificate and Degree Programs

|                                  |             | Credits |
|----------------------------------|-------------|---------|
| Dental Hygiene                   | AAS         | 78      |
| Emergency Medical Services Tech. | AAS         | 76      |
| Emergency Medical Services Tech. | Certificate | 35      |
| Medical Lab Technology           | AAS         | 78      |
| Medical Record Technology        | AAS         | 68      |
| Nursing                          | AAS         | 75      |
| Physical Therapist Assistant     | AAS         | 77      |
| Radiography                      | AAS         | 77      |
| Respiratory Therapy              | AAS         | 76      |
| Respiratory Therapy              | Certificate | 45      |

### Short-Term Programs

|                          |                            | Credits |
|--------------------------|----------------------------|---------|
| Cardiac Care Technician  | Career Studies Certificate | 22      |
| Histotechnology          | Career Studies Certificate | 22      |
| Medical Office Assisting | Career Studies Certificate | 15      |
| Phlebotomy               | Career Studies Certificate | 13      |

## Section I: GENERAL REQUIREMENTS OF HEALTH TECHNOLOGIES PROGRAMS

### Admission Requirements for Health Technologies Programs

To be admitted to any one- or two-year Health Technologies program, applicants must meet *all* of the following requirements:

1. Admission to Northern Virginia Community College.
2. Be 18 years of age or older, or have program head approval.
3. Satisfactory scores on Northern Virginia Community College placement tests.
4. Completion of one unit of high school-level algebra or equivalent.
5. Completion of at least one unit of high school-level science or equivalent. See "Admission Requirements" under EACH program for particular science course prerequisites.
6. Past academic achievement in the above course requirements must reflect a "C" average or better. Deficiencies may be corrected in the College's developmental program before entering a Health Technologies program.
7. Evidence of good physical and mental health, as substantiated by a completed Pre-admission Health History and Physical for Health Technology Form (NVCC 125-7) signed by a licensed physician, must be submitted prior to entering clinical courses.
8. A student may elect to take general education courses listed in a program's curriculum prior to seeking acceptance to a Health Technologies program. These courses may be taken at any of the College's campuses and may be transferred to NVCC from other accredited post-secondary institutions. A cumulative grade point average of 2.0 or better is required in all required general education courses taken preceding admission to a Health Technologies program, unless waived by the division chair upon the recommendation of the program head.
9. CPR certification is required prior to entering clinical courses, unless formally waived by the program head.
10. The student seeking admission to a Health Technologies program must arrange to have an interview with the program head prior to entering the program.

### Responsibilities of Health Technologies Students

The following are responsibilities of students in all Health Technologies programs:

1. Students in Health Technologies programs incur a variety of additional expenses. These include, but are not limited to, the cost of uniforms, accessories, and travel to clinical assignments. Students are also responsible for state licensure and national accreditation application and testing fees.
2. A strict dress code is required in the clinical setting. Students may be dismissed if they fail to comply with this dress code.
3. The College reserves the right to require students to take out and maintain at their own expense liability/malpractice insurance with a carrier authorized to transact such business in the Commonwealth of Virginia. Whether or not insurance appropriate to the program is required, students are encouraged to carry such insurance on their own.
4. Students are required to complete learning experiences at local hospitals and/or other agencies. Students may be required to attend both day and/or evening clinical assignments.

5. Students must provide their own transportation to clinical assignments. Strict attendance is required at clinical sites.
6. Students may utilize the resources of the assigned clinical affiliate for emergency medical treatment for injuries or illness which may occur during the time period when students are assigned to the health care facility. The student is responsible for any expenses incurred for this treatment.
7. Students must comply with all clinical contract protocols including immunization requirements.
8. Students must keep their CPR certifications current each year, when required.
9. While enrolled in clinical courses, students may not replace or take the responsibility of "qualified" staff in affiliated facilities. However, after demonstrating proficiency, students may be permitted to perform specified procedures under careful supervision. Health Technologies students may be employed in clinical facilities outside regular education hours provided that such work does not interfere with academic responsibilities. The work must be non-compulsory and subject to employee regulations. Any exception to this policy must have the approval of the Health Technologies division chair.

### Health Technologies Program Continuation Requirements

The following continuation requirements govern students in all Health Technologies programs:

1. All courses in the program major must be completed with a grade of "C" or better before taking the next course in the sequence, unless waived by the division chair upon the recommendation of the program head.
2. All courses in the major must be taken in the sequence prescribed in the *Catalog*, unless otherwise approved by the program head.
3. Students must pass both the theoretical and the clinical/lab portions in order to pass a course.
4. Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who neither exhibits safe performance nor adheres to prescribed clinical affiliate policies and procedures.
5. Satisfactory physical and mental health must be maintained for continuance in the program. Applicants must be free of any physical and/or mental condition which might adversely affect their acceptance or performances in the program. The College reserves the right to require medical examinations to verify continuing compliance.

### Program Re-enrollment Requirements

Any student who has voluntarily withdrawn or who has been withdrawn due to unsatisfactory academic or clinical performance may apply for re-admission the following academic year. Acceptance will be based upon space availability, successful fulfillment of any contingencies agreed to in writing at the time of withdrawal, and program head approval. An interview and medical examination may be required.

## Section II: HEALTH TECHNOLOGIES CURRICULA

### CARDIAC CARE TECHNICIAN

Career Studies Certificate  
(See "Emergency Medical Services Technology.")

### DENTAL HYGIENE

Associate in Applied Science Degree  
Dental Hygiene Degree Program

*Purpose:* The curriculum is designed to prepare selected students to serve in a dynamic and growing health profession, as valuable members of the Dental Hygiene team. At the successful completion of the program, the student will be eligible to take the National Board and State Board Exam-

inations in Dental Hygiene leading to licensure as a Registered Dental Hygienist (R.D.H.). The Program is also designed to accommodate those students who wish to transfer to a four-year college or university to complete the baccalaureate degree in a health-related field.

Students must comply with all General Requirements for Health Technologies as specified in Section I.

#### Admission Requirements:

1. Science Requirement: one additional unit of high school-level science (two units required—1 unit of biology—1 unit of chemistry) with a grade of "C" or better.
2. Students may be required to repeat courses or to complete evaluative testing for credits earned more than ten years ago.

#### Special Program Requirements:

1. Students must pass the natural sciences sequence with at least a "C" grade.
2. The Commonwealth of Virginia Board of Dentistry reserves the right to deny licensure to any candidate who has been convicted of a crime involving moral turpitude, the use of drugs or alcohol to the extent that such use renders him/her unsafe to practice dental hygiene. Any applicant who has been found guilty of a misdemeanor or felony must consult with the Dental Hygiene program head prior to admission.

*Special Accreditation Status:* The curriculum has been accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and by the U.S. Department of Education.

| First Year           |   | 1st Sem.  | 2nd Sem.  | 3rd Sem.     |
|----------------------|---|-----------|-----------|--------------|
| DNH                  | 112 Oral Anatomy & Tooth Morphology       | 3         |           |              |
| DNH                  | 113 General & Oral Histology              | 2         |           |              |
| ENG                  | 111 College Composition I                 | 3         |           |              |
| STD                  | 100 Orientation                           | 1         |           |              |
| DNH                  | 141-142 Dental Hygiene I-II               | 5         | 5         |              |
| NAS                  | 161-162 Health Science I-II               | 4         | 4         |              |
| DNH                  | 114 Head/Neck Anatomy                     |           | 2         |              |
| DNH                  | 130 Oral Radiographic Techniques          |           | 3         |              |
| DNH                  | 145 General & Oral Pathology              |           | 2         |              |
| DNH                  | 146 Periodontics for the Dental Hygienist |           | 2         |              |
| CIS                  | 116 Computers & Information Systems       |           |           | 1            |
| DNH                  | 143 Dental Hygiene III                    |           |           | 4            |
| DNH                  | 150 Nutrition                             |           |           | 2            |
| DNH                  | 198 Seminar & Project                     |           |           | 1-3          |
| MTH                  | Elective                                  |           |           | 2            |
| <b>Total Credits</b> |   | <b>18</b> | <b>18</b> | <b>10-12</b> |

| Second Year          |                                    | Credits      |              |
|----------------------|------------------------------------|--------------|--------------|
|                      |                                    | 1st Semester | 2nd Semester |
| DNH                  | 147 Oral Microbiology              | 1            |              |
| DNH                  | 215 Dental Materials               | 3            |              |
| DNH                  | 216 Pharmacology                   | 2            |              |
| DNH                  | 220 Community Dental Health        | 2            |              |
| PED                  | 101 Fund. of Physical Activity     | 1            |              |
| PSY                  | 201 Intro. to Psychology I         | 3            |              |
| DNH                  | 244-245 Dental Hygiene IV-V        | 5            | 5            |
| DNH                  | 225 Community Dental Health Ed.    |              | 2            |
| DNH                  | 230 Office Practice & Ethics       |              | 1            |
| PED                  | Elective                           |              | 1            |
| —                    | Social science elective            |              | 3            |
| SPD                  | 110 Intro. to Speech Communication |              | 3            |
| <b>Total Credits</b> |                                    | <b>17</b>    | <b>15</b>    |

Total minimum credits for the Dental Hygiene major (A.A.S. Degree) = 78.

<sup>1</sup> PSY 202 recommended. For explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section of this catalog.

## EMERGENCY MEDICAL SERVICES TECHNOLOGY

### Associate in Applied Science Degree Emergency Medical Services Degree Program

**Purpose:** The curriculum is designed to develop the competencies of the Emergency Medical Technician/Ambulance (EMT/A) as well as the Emergency Medical Technician/Paramedic (EMT/P). EMT/A education is accomplished in the first year of the curriculum. EMT/P education is accomplished in the second year. Only students who have been certified as EMT/A for at least one year may enroll in the second year. Upon successful completion of the two-year curriculum, students will be eligible to become certified as an Emergency Medical Technician-Paramedic.

Students must comply with all General Requirements for Health Technologies as specified in Section I.

#### Admission Requirements and Information:

##### First-Year Curriculum Admission Requirements:

Students must meet the eligibility requirements for Virginia certification as an EMT/A. In order to be certified as an EMT/A in the Commonwealth of Virginia (Section 6:00 of the EMS Rules and Regulations), a student must:

1. Be proficient in reading, writing, and speaking the English language.
2. Be at least 18 years of age or be affiliated with an EMS agency which will attest that the student is a person of mature judgment.
3. Have no physical defect which would render the student unfit to perform all duties required of an EMT as evidenced by satisfactory completion of a medical history form.
4. Have never been convicted of a felony involving a sexual crime.

##### Second-Year Curriculum Admission Requirements:

1. Meet all first-year admission requirements.
2. Be certified as an EMT/A for at least one year as evidenced by an EMS agency verification form.
3. Be at least 18 years of age at the beginning of EMT 226.
4. Be affiliated with an EMS agency which provides or is capable of providing advanced life support as evidenced by an EMS agency verification form.

##### Special Program Completion Requirements:

1. Students who receive an "I" grade in any of the courses in the EMT sequence must resolve the "I" before continuing in the EMT sequence.
2. Students must receive a grade of "C" or higher in the appropriate EMT courses in order to sit for Virginia and/or National Registry certifying examinations.
3. All clinical requirements must be met prior to taking any Virginia and/or National Registry certifying examination. Students also must receive a grade of "C" or higher in their clinical courses (EMT 190, 225, 235, and 290) to be eligible to take the certifying examinations.

**Re-Enrollment:** Students who leave the EMT program before being certified must complete the following for reinstatement:

1. In order to meet Virginia Certification requirements, if more than two calendar years lapse between the time the student completes EMT 226 and returns to the EMT program, EMT 226 must be successfully re-completed before enrollment in EMT 231 and EMT 225.
2. In order to meet Virginia certification requirements, if Virginia Cardiac Care Technician certification lapses, the student must retake the entire CCT sequence: EMT 226, EMT 231, and EMT 225.
3. Resubmit current agency verification, health history, evidence of rubella immunity and negative tuberculin screening.
4. In order to meet the requirements of the National Registry, if a student's paramedic registry lapses, the student must retake the appropriate courses.

**Special Accreditation Status:** The program is accredited by the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education Programs for EMT/Paramedic.

| First Year           |  | Credits      |              |          |
|----------------------|--|--------------|--------------|----------|
|                      |  | 1st Semester | 2nd Semester |          |
| EMT                  | 106 Basic Emerg. Med. Tech./Amb. ....            | 6            |              |          |
| EMT                  | 190 Coordinated Practice .....                   | 1            |              |          |
| ENG                  | 111 College Composition I .....                  | 3            |              |          |
| STD                  | 100 Orientation .....                            | 1            |              |          |
| BIO                  | 141-142 Human Anat. & Phys. I-II .....           | 4            | 4            |          |
| FIR                  | 111-112 Hazardous Materials I-II .....           | 3            | 3            |          |
| EMT                  | 215 Principles of Extrication .....              |              | 4            |          |
| HLT                  | 143 Medical Terminology I .....                  |              | 3            |          |
| HLT                  | 250 General Pharmacology .....                   |              | 3            |          |
| PED                  | 101 Fundamentals of Physical Activity ..         |              | 1            |          |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    |          |
| Second Year          |  | Credits      |              |          |
|                      |  | 1st Sem.     | 2nd Sem.     | 3rd Sem. |
| EMT                  | 216 Pre-Hospital Phys. Assessment .....          | 2            |              |          |
| EMT                  | 225 Clin. Exper. for the Cardiac Care Tech. .... | 3            |              |          |
| EMT                  | 226 Dysrhythmia Recognition & Mgt. ...           | 3            |              |          |
| MTH                  | Elective .....                                   | 2            |              |          |
| EMT                  | 231-232 Paramedic Procedures I-II .....          | 5            | 6            |          |
| 1                    | Social science electives .....                   | 3            | 3            |          |
| CIS                  | 116 Computers and Info. Systems .....            |              | 1            |          |
| EMT                  | 235 Clin. Exper. for the Paramedic .....         |              | 4            |          |
| PED                  | Elective .....                                   |              | 1            |          |
| SPD                  | 110 Intro. to Speech Communication ....          |              | 3            |          |
| EMT                  | 251 Adv. Cardiac Life Supp. Prov. ....           |              |              | 1        |
| EMT                  | 290 Coordinated Practice .....                   |              |              | 3        |
| <b>Total Credits</b> |  | <b>18</b>    | <b>18</b>    | <b>4</b> |

Total minimum credits for the Emergency Medical Services Technology major (A.A.S. Degree) = 76.

<sup>1</sup> For explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section of this catalog.

## EMERGENCY MEDICAL SERVICES TECHNOLOGY

### Certificate

**Purpose:** The curriculum is designed to develop the competencies of Emergency Medical Technician/Ambulance (EMT/A). Upon successful completion of the curriculum, students will be eligible to become certified as an Emergency Medical Technician/Ambulance.

Students must comply with all General Requirements for Health Technologies as specified in Section I.

**Admission Requirements:** Students must meet the following requirements in order to be certified as an EMT/A in the Commonwealth of Virginia (Section 6:00 of the EMS Rules and Regulations):

1. First Year Curriculum requirements.
2. Special Program Completion Requirements for the A.A.S. degree in Emergency Medical Services Technology.

**Special Accreditation Status:** The program is accredited by the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education Programs for EMT/Paramedic.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| EMT                  | 106 Basic Emerg. Med. Tech./Ambulance ..... | 6            |              |
| EMT                  | 190 Coordinated Practice .....              | 1            |              |
| ENG                  | 111 College Composition I .....             | 3            |              |
| STD                  | 100 Orientation .....                       | 1            |              |
| BIO                  | 141-142 Hum. Anat. & Phys. I-II .....       | 4            | 4            |
| FIR                  | 111-112 Hazardous Materials I-II .....      | 3            | 3            |
| CIS                  | 116 Computers and Info. Systems .....       |              | 1            |
| EMT                  | 215 Principles of Extrication .....         |              | 4            |
| HLT                  | 143 Medical Terminology I .....             |              | 3            |
| MTH                  | Elective .....                              |              | 2            |
| <b>Total Credits</b> |   | <b>18</b>    | <b>17</b>    |

Total minimum credits for the Emergency Medical Services Technology Certificate = 35.

## CARDIAC CARE TECHNICIAN

### Career Studies Certificate

**Purpose:** The curriculum is designed to develop the competencies of the Virginia Cardiac Care Technician. Upon successful completion of the curriculum, students will be eligible to become certified as a Virginia Cardiac Care Technician (CCT).

**Admission Requirements:** Students are advised that most Emergency Medical Services agencies require excellent moral character, a rigorous physical examination, fitness testing, and background investigation prior to consideration for employment.

All students must be in compliance with section 6:00 of the Rules and Regulations Governing Emergency Medical Services of the Commonwealth of Virginia in order to be certified at any level.

Students must comply with "Second-Year Curriculum Admission Requirements" and "Special Program Completion Requirements" of the A.A.S. Degree in Emergency Medical Services.

**Re-enrollment:** Students who leave the Cardiac Care Technician (CCT) program before being certified must complete the following for reinstatement:

1. In order to meet Virginia certification requirements, if more than two calendar years lapse between the time the student completes EMT 226 and wants to return to the EMT program, EMT 226 must be retaken before taking EMT 231 and EMT 225.
2. In order to meet Virginia certification requirement, if Virginia CCT certification lapses, the student must retake the entire CCT sequence—EMT 226, EMT 231 and EMT 225.
3. Resubmit agency verification, health history, evidence of rubella immunity and negative tuberculin screening.

**Special Accreditation Status:** The program is accredited by the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Educational Programs for EMT/Paramedic.

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| EMT                  | 216 Pre-Hospital Physiological Assessment ..... | 2            |              |
| EMT                  | 226 Dysrhythmia Recognition & Mgmt. . .         | 3            |              |
| ENG                  | 111 College Composition I .....                 | 3            |              |
| HLT                  | 143 Medical Terminology .....                   | 3            |              |
| EMT                  | 225 Clinical Experiences for the CCT ...        |              | 3            |
| EMT                  | 231 Paramedic Procedures I .....                |              | 5            |
| HLT                  | 250 General Pharmacology .....                  |              | 3            |
| <b>Total Credits</b> |   | <b>11</b>    | <b>11</b>    |

Total minimum credits for the Cardiac Care Technician Career Studies Certificate = 22.

## HISTOTECHNOLOGY

### Career Studies Certificate

(See "Medical Laboratory Technology".)

## MEDICAL LABORATORY TECHNOLOGY

### Associate in Applied Science Degree Medical Laboratory Degree Program

**Purpose:** The curriculum is designed to prepare the students for certification and employment as Medical Laboratory Technicians in hospital laboratories, private laboratories, physicians' office laboratories, health department laboratories, and industrial medical laboratories. Upon completion of the program graduates will be eligible to take national certification exams for Medical Laboratory Technician (MLT) and Clinical Laboratory Technician (CLT).

Students must comply with all General Requirements for Health Technologies as specified in Section I.

#### Admission Requirements:

1. One additional unit of high-school mathematics (2 units total required) with a grade of "C" or better.
2. One additional unit of high-school level science (2 units total required, 1 unit of biology, 1 unit of chemistry) with a grade of "C" or better.

**Special Accreditation Status:** The program is accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

| First Year           |   | Credits   |           |           |
|----------------------|---|-----------|-----------|-----------|
|                      |   | 1st Sem.  | 2nd Sem.  | 3rd Sem.  |
| BIO                  | Elective or NAS 161 Health Science I ..                       | 4         |           |           |
| CHM                  | 101 General Chemistry I or CHM 111<br>College Chem. I .....   |           | 4         |           |
| ENG                  | 111 College Composition I .....                               | 3         |           |           |
| MDL                  | 101 Intro. to Med. Lab Tech. ....                             | 3         |           |           |
| MDL                  | 110 Urinalysis & Body Fluids .....                            | 3         |           |           |
| STD                  | 100 Orientation .....   | 1         |           |           |
| BIO                  | 150 Intro. to Microbiology .....                              |           | 4         |           |
| CHM                  | 102 General Chemistry II or CHM 112<br>College Chem. II ..... |           | 4         |           |
| MDL                  | 120 Principles of Hematology .....                            |           | 4         |           |
| MDL                  | 215 Immunology .....  |           | 2         |           |
| PED                  | 101 Fund. of Physical Activity .....                          |           | 1         |           |
| SPD                  | 110 Intro. to Speech Communication ...                        |           | 3         |           |
| MDL                  | 130 Basic Clinical Microbiology .....                         |           |           | 3         |
| MDL                  | 276 Clin. Hematology Techniques .....                         |           |           | 4         |
| MTH                  | Elective .....  |           |           | 2         |
| —                    | Social science elective .....                                 |           |           | 3         |
| <b>Total Credits</b> |   | <b>18</b> | <b>18</b> | <b>12</b> |

| Second Year          |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| MDL                  | 216 Blood Banking .....                          | 4            |              |
| MDL                  | 255 Diagnostic Microbiology .....                | 3            |              |
| MDL                  | 266 Clin. Chemistry Techniques .....             | 4            |              |
| PED                  | Elective .....                                   | 1            |              |
| —                    | Social science elective .....                    | 3            |              |
| MDL                  | 265 Advanced Clin. Chemistry .....               |              | 2            |
| MDL                  | 261 Clin. Chem. and Instrumentation I ..         |              | 4            |
| MDL                  | 277 Clin. Immunohematology/Immuno.<br>Tech. .... |              | 4            |
| MDL                  | 278 Clin. Microbiology Techniques II ...         |              | 4            |
| MDL                  | 281 Clinical Correlations .....                  |              | 1            |
| <b>Total Credits</b> |  | <b>15</b>    | <b>15</b>    |

Total minimum credits for the Medical Laboratory Technology major (A.A.S. Degree) = 78.

<sup>1</sup> For further explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section in this catalog.

## HISTOTECHNOLOGY

### Career Studies Certificate

**Purpose:** The Career Studies Certificate in Histotechnology is designed to prepare students to work as histology technicians. Histology technicians work in the histology departments of hospitals and reference and research laboratories. They prepare tissue for microscopic examination through preservation, embedding, sectioning, routine and special stains; and slide preparation. The program may also be of interest to persons currently working in histology.

**Admission Requirements:** Applicants must have completed two units of high school science with a "C" average.

Applicants who have not completed a unit of high school chemistry must register for CHM 001.

Persons who have at least one year of experience in clinical histology may apply to the program head to waive the requirement for MDL 090, Coordinated Practice courses.

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| BIO                  | 100 Basic Human Biology .....            | 3            |              |
| ENG                  | 100 Basic Occupational Communication .   | 3            |              |
| MDL                  | 090 Coordinated Practice .....           | 3            |              |
| MDL                  | 230 Prin. & Techniques of Histology I .. | 3            |              |
| MDL                  | 090 Coordinated Practice .....           |              | 3            |
| MDL                  | 090 Coordinated Practice .....           |              | 4            |
| MDL                  | 231 Prin. & Techniques of Histology II . |              | 3            |
| <b>Total Credits</b> |  | <b>12</b>    | <b>10</b>    |

Total minimum credits for the Histotechnology Career Studies Certificate = 22.

## PHLEBOTOMY

### Career Studies Certificate

*Purpose:* The Career Studies Certificate in Phlebotomy is designed to prepare personnel who collect and process blood and other samples for medical laboratory analysis. Phlebotomists work in hospitals, medical clinics, commercial laboratories and in other settings where blood is collected from patients. The curriculum includes learning experiences both in on-campus laboratories and at affiliated clinical laboratories.

*Admission Requirements:* Persons who have been certified by a national agency as a phlebotomist or who have extensive experience in phlebotomy may seek advanced standing for MDL 190 (Coordinated Practice in Phlebotomy).

|                      |   | Credits      |
|----------------------|---|--------------|
|                      |   | 1st Semester |
| ENG                  | 111 College Composition I or SPD 110 Intro. to Speech Communication ..... | 3            |
| MDL                  | 105 Phlebotomy .....  | 3            |
| PSY                  | 100 Prin. of Applied Psychology .....                                     | 3            |
| MDL                  | 190 Coord. Practice-Phlebotomy .....                                      | 4            |
| <b>Total Credits</b> |   | <b>13</b>    |

Total minimum credits for the Phlebotomy Career Studies Certificate = 13.

## MEDICAL OFFICE ASSISTING

### Career Studies Certificate

(See "Medical Record Technology.")

## MEDICAL RECORD TECHNOLOGY

### Associate in Applied Science Degree Medical Records Degree Program

*Purpose:* The curriculum is designed to prepare students to work as medical record technicians in a health record service located in hospitals, consulting firms, health centers, pharmaceutical companies, medical research institutions, physicians' offices, and other health-related facilities. Some of the technical functions performed include health data analysis, coding, abstracting, and reporting for patient care quality studies, legal requirements and reimbursement systems. Graduates are eligible to apply to take the national accreditation examination administered by the American Medical Record Association.

**Students must comply with all General Requirements for Health Technologies as specified in Section I.**

*Special Accreditation Status:* The program is accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Council of Education (COE), of the American Medical Record Association (AMRA).

|                      |  | Credits      |              |
|----------------------|--|--------------|--------------|
|                      |  | 1st Semester | 2nd Semester |
| <b>First Year</b>    |  |              |              |
| BIO                  | 141 Human Anatomy & Physiology I ....        | 4            |              |
| ENG                  | 111 College Composition I .....              | 3            |              |
| MDR                  | 113 Med. Term. & Disease Processes I .       | 3            |              |
| MTH                  | Elective .....                               | 2            |              |
| PED                  | 101 Fundamentals of Physical Activity ..     | 1            |              |
| —                    | Social science elective .....                | 3            |              |
| STD                  | 100 Orientation .....                        | 1            |              |
| BIO                  | 142 Human Anatomy & Physiology II ...        |              | 4            |
| CIS                  | 150 Intro. to Microcomputer Software ..      |              | 3            |
| MDR                  | 100 Intro. to the Health Care Del. Syst. ... |              | 1            |
| MDR                  | 114 Med. Term. & Disease Processes II ...    |              | 3            |
| PED                  | Elective .....                               |              | 1            |
| —                    | Social science elective .....                |              | 3            |
| SPD                  | 110 Intro. to Speech Communication ....      |              | 3            |
| <b>Total Credits</b> |  | <b>17</b>    | <b>18</b>    |

|                      |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| <b>Second Year</b>   |   |              |              |
| BUS                  | 115 Organizational Behavior .....             | 3            |              |
| MDR                  | 141 Fund. of Health Inform. Systems I .       | 3            |              |
| MDR                  | 142 Fund. of Health Inform. Systems II ...    | 3            |              |
| MDR                  | 215 Health Data Classification Systems .      | 5            |              |
| MDR                  | 231 Health Record Applications I .....        | 3            |              |
| MDR                  | 220 Health Statistics .....                   |              | 2            |
| MDR                  | 225 Quality Assurance in Health Care ...      |              | 2            |
| MDR                  | 226 Legal Aspects of Health Record Doc. ....  |              | 2            |
| MDR                  | 232 Health Record Applications II .....       |              | 3            |
| MDR                  | 241 Fund. of Health Inform. Systems III ..... |              | 3            |
| MDR                  | 251 Clinical Practice I .....                 |              | 4            |
| <b>Total Credits</b> |   | <b>17</b>    | <b>16</b>    |

Total minimum credits for the Medical Record Technology major (A.A.S. Degree) = 68.

<sup>1</sup> For explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section of this catalog.

## MEDICAL OFFICE ASSISTING

### Career Studies Certificate

*Purpose:* The Career Studies Certificate in Medical Office Assisting is designed to prepare personnel to perform administrative and clinical functions in physicians' offices and clinics. Some examples of these functions include administering first aid, performing sterilization procedures, checking vision and hearing, collecting and processing laboratory specimens, scheduling appointments, maintaining health records, responding to requests for information, coding clinical data and completing health insurance forms. The curriculum includes learning experiences in on-campus laboratories and clinical affiliates.

|                      |  | Credits      |
|----------------------|--|--------------|
|                      |  | 1st Semester |
| ENG                  | 111 College Composition I or SPD 110 Intro. to Speech Communication .....            | 3            |
| HLT                  | 143 Medical Terminology I or MDR 113 Medical Terminology & Disease Processes I ..... | 3            |
| MDL                  | 105 Phlebotomy .....   | 3            |
| MDL                  | 190 Coordinated Practice .....   | 1            |
| MDR                  | 190 Coordinated Practice .....   | 1            |
| MDR                  | 198 Seminar and Project .....  | 1            |
| MDR                  | 226 Legal Aspects of Health Record Doc. ....   | 2            |
| NUR                  | 190 Coordinated Practice .....   | 1            |
| <b>Total Credits</b> |  | <b>15</b>    |

Total minimum credits for the Medical Office Assisting Career Studies Certificate = 15.

**NURSING**

**Associate in Applied Science Degree  
Nursing Degree Program**

*Purpose:* The program in Nursing is designed to prepare students to participate as contributing members of the health team, rendering direct care to patients in a variety of health-care facilities and agencies. Upon satisfactory completion of the program, students will be eligible to write the National Council Licensure Examination (NCLEX) leading to state licensure as a Registered Nurse (R.N.) and are qualified to assume registered nurse positions in hospitals, nursing homes, clinics, physicians' offices, HMO's and other comparable health-care facilities.

Students must comply with all General Requirements for Health Technologies as specified in Section I.

*Admission Requirements:*

1. One additional unit of high school-level science (2 units total required, 1 unit of biology and 1 unit of chemistry) with a grade of "C" or better.
2. Applicants for the Nursing program must take the NLN Pre-Admission Examination. Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program.
3. A basic first aid course must have been completed prior to admission.

*Special Program Continuation Requirements:*

1. Students must pass all natural science courses with a "C" grade or higher.
2. All of the following courses must be completed by the end of the first academic year: ENG 111, NAS 161 and 162, PSY 201 and 202. Students will not be admitted to NUR 211 until those courses have been completed.

*Special Program Completion Requirements:* The Virginia State Board of Nursing reserves the right to deny licensure to any candidate who has been convicted of a crime or any offense relating to the abuse of alcohol and/or use or sale of controlled substances in Virginia or any other state. Any applicant to the Nursing program who has been found guilty of a misdemeanor or felony must consult with the program head prior to placement into the Nursing program.

*Re-Enrollment:* Students seeking re-enrollment must have satisfactorily completed any prescribed developmental courses.

*Transfer and Advanced Placement:* Nursing credits earned at other institutions are reviewed by the program head to determine if the courses in question apply to the curriculum and/or if substitution may be made within the curriculum.

Students who are exempt from MTH 126 and/or students who received a grade of less than "C" in MTH 126 must complete a NUR 135 Drug Dosage course.

Advanced placement examinations are available for Licensed Practical Nurses (LPN's) wishing to enter the Nursing program with advanced standing. See the Nursing counselor for details.

*Program Accreditation:* The Nursing program is approved by the Virginia State Board of Nursing and accredited by the National League for Nursing.

| First Year           |                                       | 1st Sem.  | 2nd Sem.  | 3rd Sem.  | Credits |
|----------------------|---------------------------------------|-----------|-----------|-----------|---------|
| ENG                  | 111 College Composition I             | 3         |           |           |         |
| PSY                  | 201 Intro. to Psychology I            | 3         |           |           |         |
| STD                  | 100 Orientation                       | 1         |           |           |         |
| NAS                  | 161 Health Science I                  | 4         |           |           |         |
| NUR                  | 111 Nursing I                         | 8         |           |           |         |
| PSY                  | 202 Intro. to Psychology II           |           | 3         |           |         |
| NAS                  | 162 Health Science II                 |           | 4         |           |         |
| NUR                  | 112 Nursing II                        |           | 8         |           |         |
| MTH                  | 126 Math for Allied Health            |           | 2         |           |         |
| SPD                  | 110 Intro. to Speech Communication or |           |           |           |         |
| SPD                  | 126 Interpersonal Communication       |           |           | 3         |         |
| NUR                  | 211 Nursing III                       |           |           | 8         |         |
| <b>Total Credits</b> |                                       | <b>19</b> | <b>17</b> | <b>11</b> |         |

| Second Year          |                                     | Credits      |              |
|----------------------|-------------------------------------|--------------|--------------|
|                      |                                     | 1st Semester | 2nd Semester |
| 1                    | Social science elective             | 3            |              |
| NUR                  | 212 Nursing IV                      | 9            |              |
| PED                  | Elective                            | 1            |              |
| NUR                  | 295 Topics In: Computers in Nursing | 1            |              |
| NUR                  | 213 Nursing V                       |              | 9            |
| NUR                  | 220 Nursing Dimensions              |              | 2            |
| 1                    | Social science elective             |              | 3            |
| <b>Total Credits</b> |                                     | <b>14</b>    | <b>14</b>    |

Total minimum credits for the Nursing major (A.A.S. Degree) = 75.

<sup>1</sup> For explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section of this catalog.

**PHLEBOTOMY**

**Career Studies Certificate  
(See "Medical Laboratory Technology.")**

**PHYSICAL THERAPIST ASSISTANT**

**Associate in Applied Science Degree  
Physical Therapy Degree Program**

*Purpose:* This curriculum is designed to prepare students as skilled technical health workers who possess the knowledge and abilities that are necessary to assist the physical therapist in providing specific patient services for the prevention or alleviation of physical impairments. Upon successful completion of the program, students are eligible to take the Virginia state licensing examination leading to licensure as a Physical Therapist Assistant.

Students must comply with all General Requirements for Health Technologies as specified in Section I.

*Admission Requirements:*

1. One additional unit of high school-level mathematics (2 units total required, including 1 unit of algebra) with a grade of "C" or higher.
2. One unit of high school-level science is required: biology or chemistry is recommended.
3. Four hours clinic observation or volunteer experience, including an interview with a physical therapist or physical therapist assistant.

*Special Curriculum Completion Requirements:* Students must earn a "C" or better in BIO 141-142 or NAS 161-162.

*Special Accreditation Status:* The program is accredited by the American Physical Therapy Association.

| First Year           |  | 1st Sem.  | 2nd Sem.  | 3rd Sem.  | Credits |
|----------------------|--|-----------|-----------|-----------|---------|
| BIO                  | 141 Human Anatomy & Phys. I or NAS                   |           |           |           |         |
|                      | 161  | 4         |           |           |         |
| PTH                  | 100 Intro. to Phys. Therapist Assist.                | 1         |           |           |         |
| PTH                  | 106 Emergency Situations & Proced.                   | 1         |           |           |         |
| PTH                  | 121 Therapeutic Proc. I                              | 8         |           |           |         |
| STD                  | 100 Orientation                                      | 1         |           |           |         |
| BIO                  | 142 Human Anatomy & Phys. II or                      |           |           |           |         |
|                      | NAS 162  |           | 4         |           |         |
| ENG                  | 111 College Composition I                            |           | 3         |           |         |
| PED                  | 101 Fund. of Physical Activity                       |           | 1         |           |         |
| PTH                  | 115 Kinesiology for the Physical Therapist Assistant |           | 5         |           |         |
| PTH                  | 131 Clinical Education I                             |           | 3         |           |         |
| PTH                  | 110 Medical Reporting                                |           | 1         |           |         |
| MTH                  | Elective   |           |           | 3         |         |
| PED                  | Elective   |           |           | 1         |         |
| PTH                  | 122 Therapeutic Proc. II                             |           |           | 5         |         |
| SPD                  | 110 Intro. to Speech Communication                   |           |           | 3         |         |
| <b>Total Credits</b> |  | <b>15</b> | <b>17</b> | <b>12</b> |         |



| Second Year                                  | Credits      |              |
|--|--------------|--------------|
|  | 1st Semester | 2nd Semester |
| PSY 201 Intro. to Psych. I .....             | 3            |              |
| PTH 225 Rehab. Procedures .....              | 5            |              |
| PTH 231 Clinical Education II .....          | 7            |              |
| PTH 210 Psych. Aspects of Therapy .....      |              | 2            |
| PTH 227 Pathological Conditions .....        |              | 2            |
| PTH 232 Clinical Education III .....         |              | 8            |
| PTH 245 Professional Issues .....            |              | 3            |
| <sup>1</sup> — Social science elective ..... |              | 3            |
| <b>Total Credits</b>                         | <b>15</b>    | <b>18</b>    |

Total minimum credits for the Physical Therapist Assistant major (A.A.S. Degree) = 77.

In addition to the required courses, CIS 116 is strongly encouraged.

<sup>1</sup> For explanation of social science course options for A.A.S. degrees, see the "A.A.S. Degree Requirements" section of this catalog.

## RADIOGRAPHY

### Associate in Applied Science Degree Radiography Degree Program

*Purpose:* The curriculum is designed to prepare students to produce diagnostic images of the human body through safe application of x-radiation. The radiographer is a central member of the health-care team and assists the radiologist, a physician specialized in body image interpretation. Upon successful completion of degree requirements, the student will be eligible to take The American Registry of Radiologic Technologies examination leading to certification as a Registered Technologist in Radiography: A.S., R.T.(R).

Students must comply with all General Requirements for Health Technologies as specified in Section I.

#### Admission Requirements:

- One additional unit of high school-level science (2 units total required in biology, chemistry, or physics) with grades of "C" or better.
- Completion of college placement tests and qualification for English 111 and Mathematics 120.
- The American Registry of Radiologic Education requires an applicant to be of good moral character. "Generally, the conviction of either (a) a felony, or (b) any offense, misdemeanor or felony involving moral turpitude, indicates a lack of good moral character for registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have had their civil rights restored."

#### Special Program Continuation Requirements:

- Students must pass the required biology courses with a grade of "C" or better.
- As required by the Joint Review Committee on Radiologic Education, students who become pregnant while attending the Radiography program must notify the program head immediately. Under no circumstances may a pregnant student continue instruction in a radiation environment when she has exceeded the safe limits as specified by the maximum permissible dose level for a pregnant occupationally exposed student.
- All incomplete grades ("I") must be resolved prior to taking the next course in the sequence.

*Special Accreditation Status:* The Radiography program is accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology.

| First Year                                    | Credits   |           |          |
|---|-----------|-----------|----------|
|   | 1st Sem.  | 2nd Sem.  | 3rd Sem. |
| BIO 141 Human Anatomy & Phys. I .....         | 4         |           |          |
| MTH Elective .....                            | 3         |           |          |
| PED Elective .....                            | 1         |           |          |
| RAD 100 Intro. to Radiology and Protection .. | 2         |           |          |
| RAD 121 Radiographic Procedures I .....       | 4         |           |          |
| RAD 125 Patient Care Procedures .....         | 2         |           |          |
| STD 100 Orientation .....                     | 1         |           |          |
| BIO 142 Human Anatomy & Phys. II .....        |           | 4         |          |
| RAD 111 Radiologic Science I .....            |           | 4         |          |
| RAD 221 Radiographic Procedures II .....      |           | 4         |          |
| RAD 131 Elem. Clinical Procedures I .....     |           | 3         |          |
| PED 101 Fundamentals of Phys. Activity .....  |           |           | 1        |
| RAD 132 Elem. Clinical Procedures II .....    |           |           | 3        |
| <sup>1</sup> — Social science elective .....  |           |           | 3        |
| <b>Total Credits</b>                          | <b>17</b> | <b>15</b> | <b>7</b> |

| Second Year                                  | Credits   |           |          |
|--|-----------|-----------|----------|
|  | 1st Sem.  | 2nd Sem.  | 3rd Sem. |
| ENG 111 College Composition I .....          | 3         |           |          |
| RAD 112 Radiologic Science II .....          | 4         |           |          |
| RAD 205 Radiation Prot. & Radiobiology ..... | 3         |           |          |
| RAD 231 Adv. Clinical Procedures I .....     | 5         |           |          |
| RAD 246 Special Procedures .....             | 2         |           |          |
| RAD 232 Adv. Clinical Procedures II .....    |           | 5         |          |
| RAD 240 Radiographic Pathology .....         |           | 3         |          |
| RAD 255 Radiographic Equipment .....         |           | 3         |          |
| <sup>1</sup> — Social science elective ..... |           | 3         |          |
| SPD 110 Intro. to Speech Communication ..... |           | 3         |          |
| RAD 290 Coordinated Practice .....           |           |           | 3        |
| RAD 299 Supervised Study .....               |           |           | 1        |
| <b>Total Credits</b>                         | <b>17</b> | <b>17</b> | <b>4</b> |

Total minimum credits for the Radiography major (A.A.S. Degree) = 77.

<sup>1</sup> For explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section of this catalog.

## RESPIRATORY THERAPY

### Associate in Applied Science Degree Respiratory Therapy Degree Program

*Purpose:* The curriculum is designed to prepare students as effective members of the health-care team in assisting with diagnosis, treatment, management, and preventive care of patients with cardio-pulmonary problems. Upon successful completion of the program and specific employment experiences, students may be eligible to take the registry examination leading to registration as a Registered Respiratory Therapist (R.R.T.).

Students must comply with all General Requirements for Health Technologies as specified in Section I.

#### Admission Requirements:

- Science requirement: one additional unit of high school-level science (2 units required from biology, chemistry or physics) with a grade of "C" or higher.
- A visit to a respiratory therapy department prior to entering respiratory therapy courses is recommended. Program faculty will assist in scheduling this experience.
- Developmental work or testing may be advised for credits earned more than ten years ago.

*Special Accreditation Status:* The program is accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA), in cooperation with the Joint Review Committee for Respiratory Therapy Education.

| First Year           |  | Credits   |           |           |
|----------------------|--|-----------|-----------|-----------|
|                      |  | 1st Sem.  | 2nd Sem.  | 3rd Sem.  |
| CIS                  | Elective .....                                 | 1         |           |           |
| MTH                  | Elective .....                                 | 2         |           |           |
| NAS                  | 161 Health Science I .....                     | 4         |           |           |
| RTH                  | 121 Cardiopulmonary Science I .....            | 3         |           |           |
| RTH                  | 131 Resp. Care Theory & Proced. I .....        | 4         |           |           |
| RTH                  | 145 Pharmacology for Respiratory Care I .....  | 2         |           |           |
| STD                  | 100 Orientation .....                          | 1         |           |           |
| ENG                  | 111 College Composition I .....                |           | 3         |           |
| NAS                  | 162 Health Science II .....                    |           | 4         |           |
| RTH                  | 132 Resp. Care Theory & Proced. II .....       |           | 4         |           |
| RTH                  | 151 Fundamental Clinical Procedures I ..       |           | 4         |           |
| RTH                  | 222 Cardiopulmonary Science II .....           |           | 3         |           |
| PED                  | 101 Fundamentals of Physical Activity ..       |           |           | 1         |
| RTH                  | 135 Diagnostic and Therapeutic Proced. I ..... |           |           | 2         |
| RTH                  | 152 Fundamental Clinical Proc. II .....        |           |           | 4         |
| RTH                  | 195 Topics In: Respiratory Care .....          |           |           | 1         |
| <sup>1</sup> —       | Social science elective .....                  |           |           | 3         |
| <b>Total Credits</b> |  | <b>17</b> | <b>18</b> | <b>11</b> |

| Second Year          |   | Credits      |              |
|----------------------|---|--------------|--------------|
|                      |   | 1st Semester | 2nd Semester |
| CHM                  | 101 General Chemistry .....                       | 4            |              |
| RTH                  | 223 Cardiopulmonary Science III .....             | 2            |              |
| RTH                  | 235 Diagnostic and Therapeutic Proced. II .....   | 3            |              |
| RTH                  | 245 Pharmacology for Respiratory Care II .....    | 2            |              |
| RTH                  | 253 Advanced Clinical Proc. III .....             | 4            |              |
| PED                  | Elective .....                                    |              | 1            |
| RTH                  | 226 Theory of Neonatal & Pediat. Resp. Care ..... |              | 2            |
| RTH                  | 254 Advanced Clinical Proc. IV .....              |              | 4            |
| RTH                  | 265 Current Issues in Respiratory Care ..         |              | 2            |
| <sup>1</sup> —       | Social science elective .....                     |              | 3            |
| SPD                  | 110 Intro. to Speech Communication ....           |              | 3            |
| <b>Total Credits</b> |   | <b>15</b>    | <b>15</b>    |

Total minimum credits for the Respiratory Therapy major (A.A.S. Degree) = 76.

<sup>1</sup> PSY 201-202 recommended. For explanation of social science course options for A.A.S. Degrees, see the "A.A.S. Degree Requirements" section of this catalog.

## RESPIRATORY THERAPY

### Certificate

*Purpose:* The curriculum is designed to prepare students as effective members of the health care team in assisting with diagnosis, treatment, management, and preventive care of patients with cardio-pulmonary problems. Upon successful completion of the program and specific employment experiences, students may be eligible to take the national entry level examination leading to credentialing as a Certified Respiratory Therapy Technician (C.R.T.T.). Classroom and clinical work completed in the certificate program may be transferred into the associate degree program.

**Students must comply with all General Requirements for Health Technologies as specified in Section I.**

#### Admission Requirements:

1. Science Requirement: One unit of high school-level biology.
2. A visit to a respiratory therapy department prior to entering respiratory therapy courses is recommended. Program faculty will assist in scheduling this experience.
3. Developmental work or testing may be advised for credits earned more than ten years ago.

*Special Accreditation Status:* The program is accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA), in cooperation with the Joint Review Committee for Respiratory Therapy Education.

|                      |  | Credits   |           |           |
|----------------------|--|-----------|-----------|-----------|
|                      |  | 1st Sem.  | 2nd Sem.  | 3rd Sem.  |
| CIS                  | Elective .....                                 | 1         |           |           |
| MTH                  | Elective .....                                 | 2         |           |           |
| NAS                  | 161 Health Science I .....                     | 4         |           |           |
| RTH                  | 121 Cardiopulmonary Science I .....            | 3         |           |           |
| RTH                  | 131 Resp. Care Theory & Proced. I .....        | 4         |           |           |
| RTH                  | 145 Pharmacology for Respiratory Care I .....  | 2         |           |           |
| ENG                  | 111 College Composition I .....                |           | 3         |           |
| NAS                  | 162 Health Science II .....                    |           | 4         |           |
| RTH                  | 132 Resp. Care Theory & Proced. II .....       |           | 4         |           |
| RTH                  | 151 Fundamental Clinical Proc. I .....         |           | 4         |           |
| RTH                  | 222 Cardiopulmonary Science II .....           |           | 3         |           |
| PED                  | 101 Fundamentals of Physical Activity ..       |           |           | 1         |
| PSY                  | 201 Introduction to Psychology I .....         |           |           | 3         |
| RTH                  | 135 Diagnostic and Therapeutic Proced. I ..... |           |           | 2         |
| RTH                  | 152 Fundamental Clinical Proc. II .....        |           |           | 4         |
| RTH                  | 195 Topics In: Respiratory Care .....          |           |           | 1         |
| <b>Total Credits</b> |  | <b>16</b> | <b>18</b> | <b>11</b> |

Total minimum credits for the Respiratory Therapy Certificate = 45.



*Time between classes*

### Course Numbers

Courses numbered 001-009 are developmental courses (see "Developmental Studies Program"). The credits earned in these courses are not applicable toward a degree or a certificate.

Courses numbered 010-099 are freshman level courses which may apply to certificate programs. The credits earned in these courses are not applicable toward an associate degree.

Courses numbered 100-299 are applicable toward an associate degree and certificate programs.

### Course Credits

The credit for each course is indicated in parentheses after the title in the course description. One credit is equivalent to one collegiate semester-hour credit.

### Course Hours

The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in each week (including laboratory shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. 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, each student must spend some time on out-of-class assignments under his own direction. Usually each credit per course requires an average of three hours of in-class and out-of-class work each week.

### Prerequisites and Corequisites

If any prerequisites are required before enrolling in a course, they will be identified in the course description. Courses in sequences (usually identified by the numerals I-II) require that the preceding course in the sequence (or equivalent) be completed before one can enroll in the next course in the sequence. Usually corequisites must be taken at the same time. The prerequisites or their equivalent must be completed satisfactorily before enrolling in a course unless special permission is obtained from the division. The NVCC *Schedule of Classes* lists additional information on special enrollment requirements.

### Frequency of Offerings

The College is not obligated to offer, nor can it offer, all courses every semester. Courses are usually offered in the semesters indicated in the degree or certificate outline given in the Instructional Programs chapter of this catalog. The NVCC *Schedule of Classes* lists the courses being offered for the respective semester.

### General Usage Courses

The following "General Usage Courses" apply to multiple curricula and may carry a variety of prefix designations. The descrip-

tions of the courses are identical for each different prefix and are as follows:

#### 090-190-290 Coordinated Practice (1-5 CR.)

Supervised practice in selected health agencies coordinated by the College. Credit/practice ratio maximum 1:5 hrs. May be repeated for credit. Variable hrs.

#### 090-190-290 Coordinated Internship (1-5 CR.)

Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/work ratio maximum 1:5 hrs. May be repeated for credit. Variable hrs.

#### 095-195-295 Topics In: (1-5 CR.)

Exploration of topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hrs.

#### 096-196-296 On-Site Training In: (1-5 CR.)

Career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the College. Credit/work ratio not to exceed 1:5 hrs. May be repeated for credit. Variable hrs.

#### 097-197-297 Cooperative Education (1-6 CR.)

Supervised on-the-job training for pay in approved business and government organizations. Applicable to all curricula at the discretion of the College. Credit/work ratio not to exceed 1:5 hrs. May be repeated for credit. Variable hrs.

#### 098-198-298 Seminar and Project (1-5 CR.)

Completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hrs.

#### 099-199-299 Supervised Study (1-5 CR.)

Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hrs.

## ACCOUNTING

#### ACC 115 APPLIED ACCOUNTING (3 CR.)

Presents practical accounting procedures for retail stores, professional individuals in firms, and personal service occupations. Covers the accounting cycle, journals, ledgers, preparation of financial statements and payrolls, and checking account management. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### ACC 211-212 PRINCIPLES OF ACCOUNTING I-II (3 CR.) (3 CR.)

Presents accounting principles and their application to various businesses. Covers income determination, asset valuation, and financial reporting. Studies services, merchandising, and manufacturing operation, including internal controls, analysis of financial statements, cost accounting systems, and managerial concepts. Lecture 3 hours per week.

#### ACC 215 COMPUTERIZED ACCOUNTING (3 CR.)

Prerequisite or corequisite ACC 211 or equivalent. Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### ACC 219 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING (3 CR.)

Prerequisite ACC 212 or equivalent. Introduces fund accounting as used by governmental and nonprofit entities. Stresses differences between accounting principles of for-profit and not-for-profit organizations. Lecture 3 hours per week.

#### ACC 221-222 INTERMEDIATE ACCOUNTING I-II (3 CR.) (3 CR.)

Prerequisite ACC 212 or equivalent. Analyzes principal elements of accounting systems and statements. Lecture 3 hours per week.

#### ACC 231-232 COST ACCOUNTING I-II (3 CR.) (3 CR.)

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

#### ACC 241-242 AUDITING I-II (3 CR.) (3 CR.)

Prerequisite ACC 212 or equivalent. Presents techniques of investigating, interpreting, and appraising accounting records and assertions. Studies internal control design and evaluation, evidence-gathering techniques and other topics. Lecture 3 hours per week.

#### ACC 261-262 PRINCIPLES OF FEDERAL TAXATION I-II (3 CR.) (3 CR.)

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

#### ACC 297 COOPERATIVE EDUCATION (1-6 CR.)

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## ACQUISITIONS

#### ACQ 121-122 INTRODUCTION TO PROCUREMENT AND ACQUISITION MANAGEMENT I-II (3 CR.) (3 CR.)

Emphasizes contracting with the government. Covers entire government/industry contracting cycle including funding, procurement methods, types of contracts, source selection, negotiations, and contract administration. Satisfies requirements of the mandatory Department of Defense course: Management of Defense Acquisition Contracts (Basic) when combined with DOD materials. Lecture 3 hours per week.

**ACQ 215 CONTRACT LAW (3 CR.)**

Provides an introduction to government contract law. Covers legal aspects associated with contracting and the administration of contracts. Emphasizes the dispute process, including administrative and judicial methods of resolution of contract disputes. Satisfies the requirements of the mandatory Department of Defense course, Government Contract Law, when combined with DOD materials. Lecture 3 hours per week.

**ACQ 216 COST AND PRICE ANALYSIS (3 CR.)**

Covers establishment and administration of pricing arrangement resulting in fair and reasonable pricing for goods and/or services. Analyzes the total price (cost plus profit) and the individual elements of cost (labor, materials, indirect costs, and profit). Satisfies requirements of mandatory Department of Defense course: Defense Cost and Price Analysis when combined with DOD materials. Lecture 3 hours per week.

**ACQ 218 NEGOTIATIONS OF CONTRACTS AND CONTRACT MODIFICATION (3 CR.)**

Includes organization/operation of procurement negotiation teams. Covers preparation and conduct of negotiations for contracts and contract modifications. Emphasizes interactions prior to/during negotiations and methods of dealing with situations under different types of negotiations. Satisfies requirements of mandatory Department of Defense course, Defense Contract Negotiation Workshop, when combined with DOD materials. Lecture 3 hours per week.

**ACQ 221-222 ADVANCED PROCUREMENT AND ACQUISITION MANAGEMENT I-II (3 CR.) (3 CR.)**

Covers advanced areas of contract management, accounting principles, contractor controls, contract administration, organizations, terminations, disputes, subcontractor controls and relationships. Satisfies requirements of the mandatory Department of Defense course: Management of Defense Acquisition Contracts (Advanced) when combined with DOD materials. Lecture 3 hours per week.

**ADMINISTRATION OF JUSTICE****ADJ 100 SURVEY OF CRIMINAL JUSTICE (3 CR.)**

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

**ADJ 105 THE JUVENILE JUSTICE SYSTEM (3 CR.)**

Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture 3 hours per week.

**ADJ 106 CRIME AND JUSTICE IN AMERICA (3 CR.)**

Examines current issues and trends of crime and responses (attitudes, behaviors, structures—both private and public) to crime. Lecture 3 hours per week.

**ADJ 107 SURVEY OF CRIMINOLOGY (3 CR.)**

Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

**ADJ 110 INTRODUCTION TO LAW ENFORCEMENT (3 CR.)**

Studies the philosophy and history of law enforcement, presenting an overview of the crime problem and policy response issues. Surveys the jurisdictions and organizations of local, state, and federal law enforcement agencies. Examines the qualification requirements and career opportunities in the law enforcement profession. Lecture 3 hours per week.

**ADJ 111-112 LAW ENFORCEMENT ORGANIZATION AND ADMINISTRATION I-II (3 CR.) (3 CR.)**

Prerequisite for ADJ 112, divisional approval or ADJ 111. 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 116 SPECIAL ENFORCEMENT TOPICS (3 CR.)**

Considers contemporary issues, problems, and controversies in modern law enforcement. Lecture 3 hours per week.

**ADJ 117 POLICE COMMUNICATIONS AND RECORDS (3 CR.)**

Introduces the principles for the organization and administration of law enforcement communications and records. Examines relationships of custody, central services, and agency logistics to the communications and records operation. Lecture 3 hours per week.

**ADJ 118 CRISIS INTERVENTION AND CRITICAL ISSUES (3 CR.)**

Addresses basic problems involved in crisis intervention and current critical issues in law enforcement and the administration of justice; emphasizes practical approaches to discover and implement solutions. Lecture 3 hours per week.

**ADJ 120 INTRODUCTION TO COURTS (3 CR.)**

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

**ADJ 127 FIREARMS AND MARKSMANSHIP (3 CR.)**

Prerequisite permission of instructor. 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. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ADJ 129 TRAFFIC ADMINISTRATION (3 CR.)**

Studies various traffic problems encountered by the law enforcement field administrator. Emphasizes selective enforcement, responsibilities in special situations, test and measurement requirements, and practical exercises. Lecture 3 hours per week.

**ADJ 138 DEFENSIVE TACTICS (2 CR.)**

Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restraint and transport of those in custody. Lecture 2 hours per week.

**ADJ 139 PRIVATE DETECTIVES/ INVESTIGATORS (3 CR.)**

Instructs the student in investigative techniques, criminal law and procedure, rules of evidence, the techniques and mechanics of arrest. Meets state certification requirements for private investigators licensing. Lecture 3 hours per week.

**ADJ 140 INTRODUCTION TO CORRECTIONS (3 CR.)**

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

**ADJ 145 CORRECTIONS AND THE COMMUNITY (3 CR.)**

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

**ADJ 147 LOCAL ADULT DETENTION FACILITIES (3 CR.)**

Studies security procedures in adult detention facilities, the criteria for effective supervision of inmates, the correctional aspects of inmate discipline, and the handling of "special inmates." Presents concepts, programs, and planning considerations for jail management and the operation of adult detention facilities. Lecture 3 hours per week.

**ADJ 150 INTRODUCTION TO SECURITY ADMINISTRATION (3 CR.)**

Introduces the student to the field of private security—its history, structures, functions, and personnel; surveys the principles and practices of security administration. Lecture 3 hours per week.



- ADJ 154 SPECIAL SECURITY TOPICS** (3 CR.)  
Considers contemporary issues, problems, trends and controversies in the modern private security field. Lecture 3 hours per week.
- ADJ 155 SECURITY INVESTIGATION** (3 CR.)  
Studies the various techniques, procedures, resources, and technical aids used in security investigation. Lecture 3 hours per week.
- ADJ 156 LEGAL ASPECTS OF SECURITY** (3 CR.)  
Exposes the student to the legal guidelines and restrictions the modern security officer must operate within; examines liability concerns arising from private security job performance. Lecture 3 hours per week.
- ADJ 157 COMPUTER SECURITY** (3 CR.)  
Examines security concerns with access controls, shutdown alternatives, hardware and software protection, and data encryption. Lecture 3 hours per week.
- ADJ 158 PERSONNEL SECURITY** (3 CR.)  
Studies personnel security processes in all types of security operations; emphasizes the development and implementation of comprehensive security personnel systems. Lecture 3 hours per week.
- ADJ 159 PHYSICAL SECURITY** (3 CR.)  
Studies the various forms of perimeter barriers which impact upon security operations; examines insurance considerations, underwriters licensing certification, fire prevention and fire code regulations, and the general health and safety requirements for all employees and contact persons within the organization. Lecture 3 hours per week.
- ADJ 200 CRIMINAL BEHAVIOR** (3 CR.)  
Introduces and evaluates the concepts of normal and abnormal behavior; focuses on the psychological and sociological aspects of criminal and other deviant behavior patterns. Lecture 3 hours per week.
- ADJ 211-212 CRIMINAL LAW, EVIDENCE AND PROCEDURES I-II** (3 CR.) (3 CR.)  
Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.
- ADJ 215 REPORT WRITING** (3 CR.)  
Introduces the basic mechanics and procedures of report writing; emphasizes clear, concise and accurate writing of communications as they relate to law enforcement records, investigations, and research. Lecture 3 hours per week.
- ADJ 216 ORGANIZED CRIME AND CORRUPTION** (3 CR.)  
Addresses judicial efforts against and involvement in corruption, drug, vice, and white-collar crimes, both individual and organized. Lecture 3 hours per week.
- ADJ 217 EXPLOSIVE DEVICES** (3 CR.)  
Surveys bombs, explosive devices, non-explosive devices and booby traps. Emphasizes the chemistry of combustion—the types, composition, behavior and effects of chemical explosives, booby trap explosives and explosive trains. Lecture 3 hours per week.
- ADJ 227 CONSTITUTIONAL LAW FOR JUSTICE PERSONNEL** (3 CR.)  
Surveys the basic guarantees of liberty described in the U. S. Constitution and the historical development of these restrictions on government power, primarily through U. S. Supreme Court decisions. Reviews rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture 3 hours per week.
- ADJ 228 NARCOTICS AND DANGEROUS DRUGS** (3 CR.)  
Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Lecture 3 hours per week.
- ADJ 229 LAW ENFORCEMENT AND THE COMMUNITY** (3 CR.)  
Considers current efforts by law enforcement personnel to achieve an effective working relationship with the community. Surveys and analyzes various interactive approaches of law enforcement agencies and the citizenry they serve. Lecture 3 hours per week.
- ADJ 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 237 ADVANCED CRIMINAL INVESTIGATION** (3 CR.)  
Prerequisite ADJ 236 or divisional approval. Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Lecture 3 hours per week.
- ADJ 241-242 CORRECTIONAL LAW I-II** (3 CR.) (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 246 CORRECTIONAL COUNSELING** (3 CR.)  
Presents concepts and principles of interviewing and counseling as applied in the correctional setting. Lecture 3 hours per week.
- ADJ 248 PROBATION, PAROLE, AND TREATMENT** (3 CR.)  
Surveys the philosophy, history, organization, personnel and functioning of traditional and innovative probation and parole programs; considers major treatment models for clients. Lecture 3 hours per week.
- ADJ 254 EMERGENCY PLANNING** (3 CR.)  
Analyzes the predicting, planning, design, preparation, and implementation of various types of emergency procedures in a variety of security settings. Lecture 3 hours per week.
- ADJ 255 SECURITY MANAGEMENT** (3 CR.)  
Examines the major management operations of planning, organizing, staffing, directing and controlling the private security unit. Reviews the functions of management, implementation of institutional programs and development of staff. Lecture 3 hours per week.
- ADJ 256 INFORMATION SECURITY** (3 CR.)  
Studies the means of protecting both government classified and private business information. Surveys techniques of storing, transmitting, destroying and controlling access to sensitive information. Lecture 3 hours per week.
- ADJ 257 LOSS PREVENTION** (3 CR.)  
Studies internal and external theft that affects all private and public operations, with focus on retail businesses. Examines and evaluates major loss prevention programs used by security operations, again with focus on retail security. Lecture 3 hours per week.
- ADJ 258 SUBSTANCE ABUSE IN SECURITY** (3 CR.)  
Reviews the use and abuse of prescription and non-prescription drugs and their impact on security operations. Teaches the student to recognize the symptoms of drug abuse and what response techniques security can utilize for internal and external occurrences. Lecture 3 hours per week.
- ADJ 289 COMPARATIVE SYSTEMS OF CRIMINAL JUSTICE** (3 CR.)  
Surveys administration of justice in a variety of nations, comparing workings and results of different law enforcement, judicial, and correctional components. Lecture 3 hours per week.
- ADJ 297 COOPERATIVE EDUCATION** (1-6 CR.)  
(see General Usage Courses section)
- Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.
- AGRICULTURE**
- AGR 215 ANIMAL NUTRITION** (2 CR.)  
Emphasizes the principles of nutrition and



feeding practices for small and large animal species. Lecture 2 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## AIR CONDITIONING AND REFRIGERATION

### AIR 101 PRINCIPLES OF REFRIGERATION I (4 CR.)

Presents refrigeration principles and systems, characteristics of refrigerants, temperatures and pressure. Teaches basic theory of compressors, evaporators, condensers and refrigerant flow controls; the use and care of refrigeration tools, tubing and equipment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 102 PRINCIPLES OF REFRIGERATION II (4 CR.)

Prerequisite AIR 101. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Uses and applies refrigeration controls (temperature, low pressure, high pressure, oil pressure, etc.). Explains use and care of oils and additives and troubleshooting of small commercial systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 111 AIR CONDITIONING AND REFRIGERATION CONTROLS I (3 CR.)

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

### AIR 134 CIRCUITS AND CONTROLS I (3 CR.)

Prerequisite AIR 111. Presents circuit diagrams for heating units, reading and drawing of circuit diagrams, types of electrical controls, house wiring circuits. Includes analysis of heating circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### AIR 155 HEATING SYSTEMS II (4 CR.)

Studies commercial gas and oil boilers to include troubleshooting, preventive maintenance and servicing. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 205 HYDRONICS AND ZONING (4 CR.)

Presents installation, servicing, troubleshooting, and repair of hydronic systems for heating and cooling. Includes hot water and chilled water systems using forced circulation as the transfer medium. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### AIR 207 HEAT LOADS AND PSYCHOMETRICS (4 CR.)

Prerequisite AIR 102. Studies air and its properties, characteristics and measurements as they apply to human comfort. Considers control of temperature, humidity and distribution of air and air mixtures. Studies heat loss

and heat gain factors. Considers the effect, the selection and layout of residential air conditioning and refrigeration systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 211-212 AIR CONDITIONING CONTROLS I-II (4 CR.) (4 CR.)

Prerequisite AIR 134. Introduces electrical, pneumatic and electronic control circuits as applied to year-round air conditioning systems. Teaches reading wiring and schematic diagrams, troubleshooting, and designing high and low voltage control systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 238 ADVANCED TROUBLESHOOTING AND SERVICE (3 CR.)

Prerequisite AIR 251. Presents advanced service techniques on wide variety of equipment used in refrigeration, air conditioning, and phases of heating and ventilation and controls. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### AIR 239 ADVANCED ELECTRONIC CONTROLS FOR HVAC (2 CR.)

Studies electronic controls, load shedding controls, computer interaction controls, and programmable controls. Covers set-up of devices. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### AIR 245 ELECTRIC HEAT AND HEAT PUMPS (4 CR.)

Prerequisites AIR 102 and AIR 134. Studies electric heating, basic constructions, application, calculation, installation wiring, troubleshooting and repair. Introduces the operating principles, installation, servicing, problem isolation, and repair of packaged and split heat pump systems. Stresses troubleshooting and repair of these units. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 246 SYSTEM BALANCING AND TESTING (3 CR.)

Presents solutions to field problems experienced by test and balance engineers in the prevention of post-installation problems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### AIR 251 AIR CONDITIONING SYSTEMS I (4 CR.)

Prerequisite AIR 102. Studies equipment used in air component sizing, selection, and application, servicing, repairing of coils and compressors. Includes troubleshooting the cooling system. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 252 AIR CONDITIONING SYSTEMS II (4 CR.)

Prerequisite AIR 251. Studies piping design and sizing, installation, condensers and water towers. Includes valves, strainers and accessories, duct systems and air distribution design and their relationship with volume, static pressure and velocity. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 257 GAS-FIRED WARM AIR FURNACES (4 CR.)

Prerequisite AIR 155. Covers the study of mid- and high-efficiency gas-fired warm air furnaces and their components. Includes equipment components, installation, servicing and maintenance. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### AIR 297 COOPERATIVE EDUCATION (1-6 CR.)

(see General Usage Courses section)  
Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## ARCHITECTURE

### ARC 106 INTRODUCTION TO MODERN ARCHITECTURE (2 CR.)

Outlines history and impact of architecture. Emphasizes dynamics and social aspects of architecture and society, focusing on Western architectural forms. Lecture 2 hours per week.

### ARC 115 ARCHITECTURAL GRAPHICS (2 CR.)

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

### ARC 121 ARCHITECTURAL DRAFTING I (3 CR.)

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

### ARC 122 ARCHITECTURAL DRAFTING II (3 CR.)

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

### ARC 133 MATERIALS AND METHODS OF CONSTRUCTION I (3 CR.)

Studies materials used in construction of buildings, covering foundations to structural framing systems. Includes appropriate use of materials for various construction types. Lecture 3 hours per week.

### ARC 134 MATERIALS AND METHODS OF CONSTRUCTION II (3 CR.)

Studies materials and systems for building construction. Includes specification of materials and installation procedures; types of specifications and writing procedures; bidding procedures, contract documents. Lecture 3 hours per week.

### ARC 140 PRINCIPLES OF CONSTRUCTION SAFETY (2 CR.)

Covers construction industry operations and hazards control. Includes principles and

practices of accident prevention, cost analysis, investigation techniques, reporting, first aid, protection equipment and general safety principles. Lecture 2 hours per week.

**ARC 165 SPECIFICATION WRITING FOR GENERAL CONSTRUCTION (2 CR.)**

Presents relationship of specifications to design and working drawings, relating trades and materials, quality control for labor materials. Introduces types of specifications, format and writing procedures, and general conditions. Includes aspects of bonds and insurance, bidding procedures, types of legal contracts, and pre-bid documents. Lecture 2 hours per week.

**ARC 200 HISTORY OF ARCHITECTURE (4 CR.)**

Surveys architecture from ancient times to the 20th century, with emphasis on philosophy of design, form and structure. Lecture 4 hours per week.

**ARC 210 INTRODUCTION TO COMPUTER AIDED DRAFTING (2 CR.)**

Gives overview of use of computers as applied to architectural drawing. Covers software capability of the system by generating, moving, editing, or deleting the basic elements. Uses CRT keyboard, table/menu, and other items that make up the system. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**ARC 215 ARCHITECTURAL DRAFTING VI (3 CR.)**

Prerequisites ARC 122 and EGR 130. Introduces basics of construction methods for reinforced concrete for commercial buildings. Uses concrete design table to size structural members and determine amount and placement of steel reinforcement. Requires drafting of working drawings for a reinforced concrete commercial building. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**ARC 216 ARCHITECTURAL RENDERING AND PRESENTATION (3 CR.)**

Prerequisite ARC 122 or equivalent. Presents techniques of rendering and principles of art as related to architectural presentation. Covers architectural lettering and layout, free-hand sketching, and perspective drawing in various media, including pencil, ink and tempera. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**ARC 225 SITE PLANNING AND TECHNOLOGY (3 CR.)**

Studies the impact of building codes and zoning ordinances on site design; storm drainage, grading design, erosion and flood control; site materials for paving and retaining walls; site utilities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ARC 231 ADVANCED ARCHITECTURAL DRAFTING I (4 CR.)**

Prerequisite ARC 122 or equivalent. Provides fundamental knowledge of the principles and techniques of architectural drawing procedures. Familiarizes student with design process. Provides a better understanding of the relation between architectural design and structural systems. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**ARC 232 ADVANCED ARCHITECTURAL DRAFTING II (4 CR.)**

Prerequisite ARC 231 or equivalent. Requires development of complete set of working drawings and details according to principles and techniques of architectural drawings and procedures used in professional firms. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**ARC 243 ENVIRONMENTAL SYSTEMS (4 CR.)**

Studies energy sources and strategies for use in buildings; heat loss and heat gain; heating and cooling equipment and system; water supply, distribution and waste systems and equipment; principles of electricity, electrical systems and equipment. Lecture 4 hours per week.

**ARC 259 CONSTRUCTION (PLANNING AND CRITICAL PATH METHODS) (3 CR.)**

Covers preparation of material and labor quantity surveys for plans and specifications; approximate and detailed estimates of costs, and bid and contract procedures. Uses working knowledge of critical path methods programming and its implication for the building industry as a vehicle for control of project construction. Lecture 3 hours per week.

**ARC 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**ARTS**

**ART 100 ART APPRECIATION (3 CR.)**

Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. Lecture 3 hours per week.

**ART 101-102 HISTORY AND APPRECIATION OF ART I-II (3 CR.) (3 CR.)**

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

**ART 103-104 HISTORY OF FAR EASTERN ART I-II (3 CR.) (3 CR.)**

Surveys the history of Far Eastern art from the prehistoric period to the present. Part I focuses on the art of India and Southeast Asia. Part II focuses on the art of China, Japan, and Korea. Emphasizes architecture, painting and sculpture with some instruction in printmaking and decorative arts. Lecture 3 hours per week.

**ART 105 ART IN WORLD CULTURE (3 CR.)**

Approaches the visual arts conceptually rather than historically. Develops a non-technical understanding of spatial arts such as architecture and industrial design. Includes painting, sculpture, and graphics. Lecture 3 hours per week.

**ART 106 HISTORY OF MODERN ART (3 CR.)**

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

**ART 107 MUSEUM SURVEY (1 CR.)**

Assigns visits to museums and art galleries locally and statewide. Requires completion of a critical paper on selected exhibited works. Laboratory 3 hours per week.

**ART 108 HISTORY OF PRINTMAKING (3 CR.)**

Surveys the chronological development of printmaking from medieval period to the present. Presents techniques of woodcut, etching, engraving, lithography, and serigraphy. Emphasizes the relationship of printmaking techniques to visual arts. Lecture 3 hours per week.

**ART 109 HISTORY OF WOMEN ARTISTS (3 CR.)**

Surveys the work of women artists through history, with emphasis on the role of women artists. Lecture 3 hours per week.

**ART 121-122 DRAWING I-II (4 CR.) (4 CR.)**

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

**ART 126 PERSPECTIVE DRAWING (4 CR.)**

Teaches isometric, one-point, and two-point perspective with emphasis on architectural illustration. Includes fine art and commercial art applications. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 127 ADVANCED PERSPECTIVE DRAWING (4 CR.)**

Prerequisite ART 126. Teaches methodology and the approach to solutions to the drawing of complex matter in perspective, with emphasis on architectural subject matter and light and shadows theory. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 131-132 FUNDAMENTALS OF DESIGN I-II (4 CR.) (4 CR.)**

Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 135 VISUAL COMMUNICATIONS (4 CR.)**

Prerequisite ART 131. Studies intermediate design concepts applicable to all fields of communication arts. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 140 INTRODUCTION TO GRAPHIC SKILLS (4 CR.)**

Teaches basic studio skills necessary for communication arts students. Emphasizes use of drafting equipment and materials such as knives, pencils, pens, brushes, glues and papers. Includes introductory production skills. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 141-142 TYPOGRAPHY I-II (4 CR.) (4 CR.)**

Prerequisite ART 140 or divisional approval. Studies the history of letter forms and typefaces and examines their uses in contemporary communications media. Emphasizes applications to specific design problems. Includes identification and specification of type, copy fitting and hands-on typesetting problems. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 143-144 CALLIGRAPHY I-II (4 CR.) (4 CR.)**

Teaches use of the broad nib pen for various styles of lettering based on historical models. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 153-154 CERAMICS I-II (4 CR.) (4 CR.)**

Presents problems in the design and production of functional and non-functional ceramic works. Includes handbuilding the potter's wheel and clays and glazes. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 161-162 GALLERY MANAGEMENT I-II (3 CR.) (3 CR.)**

Surveys the history and development of museums. Discusses problems of museum administration, connoisseurship, accessioning, cataloging, conservation, installation, and educational services. Requires field trips to galleries and museums. May participate in the management of the school gallery and/or in professional galleries under instructor's supervision. Lecture 3 hours per week.

**ART 171-172 AIRBRUSH I-II (4 CR.) (4 CR.)**

Prerequisites ART 121, ART 131, ART 140, or divisional approval. Teaches concepts and use of the airbrush in a variety of applications. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 175 PHOTOGRAPHY WORKSHOP (4 CR.)**

Introduces basic camera operations and darkroom techniques. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 200 INTRODUCTION TO PRIMITIVE ART (3 CR.)**

Surveys the visual arts and crafts of pre-historic and early cultures. Includes primitive civilizations in Africa, the Americas, Oceania, and Australia. Lecture 3 hours per week.

**ART 206 MUSEUM RESOURCES (3 CR.)**

Prerequisite divisional approval. Surveys museums and architectural landmarks in the local area. Focuses not only on artworks but also on museum departments, services and li-

braries. Lecture 1 hour. In-field instruction 4 hours. Total 5 hours per week.

**ART 210 THE GROWTH OF AMERICAN ART (3 CR.)**

Surveys the development of fine arts in the United States from the Colonial era to the present. Emphasizes the relationship between crafts and fine arts and the influence of historical events and economic ideals on art. Lecture 3 hours per week.

**ART 211-212 HISTORY OF AMERICAN ART I-II (3 CR.) (3 CR.)**

Surveys the history of American art from the 1600's to the present. Emphasizes architecture, sculpture, and painting. Includes crafts, decorative arts, and photography. Lecture 3 hours per week.

**ART 213-214 ITALIAN ART I-II (3 CR.) (3 CR.)**

Surveys Italian art from Cimabue to Canaletto. Includes sculpture, painting, and architecture. Lecture 3 hours per week.

**ART 215 FOLK ART IN AMERICA (3 CR.)**

Surveys folk art of America from Colonial times to the present. Discusses traditions, regionalism and inventiveness. Lecture 3 hours per week.

**ART 221-222 DRAWING III-IV (4 CR.) (4 CR.)**

Introduces advanced concepts and techniques of drawing as applied to the figure, still life and landscape. Gives additional instruction in composition, modeling, space and perspective. Encourages individual approaches to drawing. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 223-224 ETCHING I-II (4 CR.) (4 CR.)**

Prerequisite ART 131. Develops skills in etching processes including aquatint, dry-point, and color printing. Includes field trips where applicable. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 231-232 SCULPTURE I-II (4 CR.) (4 CR.)**

Prerequisite ART 131. Introduces sculptural concepts and methods of production in traditional and contemporary media. Includes clay, plaster, wood, stone, metal, plastics and terra cotta. May include field trips. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 235 FUNCTIONAL CERAMICS (4 CR.)**

Prerequisite ART 154 or divisional approval. Explores the design and production of functional ceramics, including handbuilding and use of the wheel. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 236 SCULPTURAL CERAMICS (4 CR.)**

Prerequisite ART 154 or divisional approval. Explores the design and production of sculptural ceramics, including handbuilding and use of the wheel. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 237 CERAMIC DECORATION (4 CR.)**

Prerequisite ART 154 or divisional approval. Explores ceramic decoration techniques used in functional and non-functional ceramics. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 241-242 PAINTING I-II (4 CR.) (4 CR.)**

Prerequisites ART 122 or divisional approval. Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 243-244 WATERCOLOR I-II (4 CR.) (4 CR.)**

Prerequisite ART 131, or divisional approval. Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 247 PAINTING TECHNIQUE FOR ILLUSTRATORS (4 CR.)**

Prerequisite ART 121 or divisional approval. Introduces materials and techniques used by the illustrator. Includes water-soluble paints (watercolor, acrylic, gouache), oil-based paints, and mixed media. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 250 HISTORY OF DESIGN (3 CR.)**

Surveys the development of graphic design and illustration with emphasis on the 19th and 20th centuries. Analyzes the work of outstanding designers and illustrators. Lecture 3 hours per week.

**ART 251-252 COMMUNICATION DESIGN I-II (4 CR.) (4 CR.)**

Prerequisites ART 131, ART 140, and ART 141. Studies the principles of visual communications as applied to advertising in newspapers, magazines, direct mail advertising, house organs, etc. Analyzes the influence of contemporary art on design. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 253-254 DESIGN III-IV (4 CR.) (4 CR.)**

Prerequisites ART 132 or divisional approval. Applies basic design concepts to complex problems. Introduces related research as appropriate. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**ART 255 MAGAZINE DESIGN (4 CR.)**

Prerequisites ART 131, ART 140 and ART 141. Examines the concept, design, and production of visual or literary arts publications. Presents theory of magazine design. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 257 DESIGN STUDIO (4 CR.)**

Prerequisites ART 121, ART 131, and ART 251. Focuses on advanced communication design in a studio situation. Teaches design concepts based on client needs. Includes art direction, contract writing, client contact. Also explores the inter-relationship of design, illustration and photography. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 258 LITHOGRAPHY (4 CR.)**

Prerequisites Drawing I and Fundamentals of Design I or divisional permission. Introduces lithographic processes and techniques with emphasis on stone lithography. Includes

field trips where applicable. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 261-262 ILLUSTRATION I-II** (4 CR.) (4 CR.)

Prerequisites ART 122, 132, 135, and 140. Studies of methods and materials used in various types of illustration, including editorial, institutional, and advertising. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 265 GRAPHIC TECHNIQUES** (4 CR.)

Prerequisite ART 140. Applies the study of printing processes to the preparation of art work. Teaches printing processes, terminology, and related materials. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 273-274 SILKSCREEN PRINTING I-II** (4 CR.) (4 CR.)

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

**ART 275 RELIEF PRINTMAKING** (4 CR.)

Introduces relief printmaking techniques including woodcut, linocut, and collograph. Includes field trips when applicable. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 277 ADVANCED PRINTMAKING** (4 CR.)

Provides additional opportunity for individual exploration in selected printmaking processes. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 283-284 COMPUTER GRAPHICS I-II** (4 CR.) (4 CR.)

Introduces microcomputers and software used to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 287 PORTFOLIO AND RESUME PREPARATION** (4 CR.)

Requires instructor's approval. Focuses on portfolio preparation, resume writing, and job interviewing for students. Recommended for final semester program students. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 288 THESIS: ILLUSTRATION** (3 CR.)

Focuses on an individual comprehensive portfolio project culminating in a formal presentation. Recommended for final semester with approval of instructor. Lecture 2 hours. Studio instruction 3 hours. Total 5 hours per week.

**ART 289 THESIS: COMMUNICATION DESIGN** (4 CR.)

Focuses on an individual comprehensive portfolio project culminating in a formal presentation. Recommended for final semester with approval of instructor. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 297 COOPERATIVE EDUCATION** (1-6 CR.)  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**AUTO BODY**

**AUB 106 BASIC SHEET METAL OPERATIONS** (4 CR.)

Teaches the use of metal straightening tools, basic straightening operations, shrinking, filling, sheet metal damage and repair procedures. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 116 AUTO BODY REPAIR** (4 CR.)

Teaches collision straightening procedures and use of equipment, planning repair procedures, disassembly techniques, body fastening systems, glass removal and replacement and panel repair and alignment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 117 AUTOMOTIVE FRAME REPAIR** (4 CR.)

Teaches frame and unit design and construction straightening processes and equipment used for measuring, pushing and pulling to obtain frame alignment and body checking. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 118 AUTOMOTIVE PAINT PREPARATION** (4 CR.)

Teaches auto body preparation for painting, using the materials, processes, and equipment required to prepare metal and old finishes. Includes sanding, cleaning, solvents, special materials, fillers and primers. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 119 AUTOMOTIVE PAINTING** (4 CR.)

Teaches theory and application of painting and the use of painting equipment and materials including paints, thinners, primers, rubbing compounds and cleaners. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUB 125 AUTO BODY WELDING** (4 CR.)

Presents the principles involved in using heat to relieve stress in shrinking metal, as well as the processes used in joining high and low strength steels. Includes oxyacetylene welding, cutting, brazing, and soldering, resistance spot welding, and MIG welding. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**AUTOMOTIVE**

**AUT 100 INTRODUCTION TO AUTOMOTIVE SHOP PRACTICES** (2 CR.)

Introduces shop practices for automotive laboratory and shop safety, identification and use of hand tools, general power equipment and maintenance of automotive shop. Explains basic operation procedures of standard

shop equipment. Presents Occupational Safety and Health Act standards pertaining to the automotive field. Lecture 2 hours per week.

**AUT 107 AUTOMOTIVE DISASSEMBLY AND INSPECTION TECHNIQUES** (2 CR.)

Studies disassembly procedures, cleaning methods, and inspection techniques, including use of measuring devices. Emphasizes familiarization with shop manuals and specification requirements along with proper parts identification and ordering. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AUT 108 AUTOMOTIVE SHOP FABRICATION TECHNIQUES** (2 CR.)

Presents methods of fabricating equipment and fixtures for automotive repair and machine shop. Includes project planning, layout work, gas welding, arc welding, fasteners, and tool and fixture making. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AUT 111-112 AUTOMOTIVE ENGINES I-II** (4 CR.) (4 CR.)

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 113 CYLINDER BLOCK SERVICE** (3 CR.)

Studies basic cylinder block reconditioning, including boring, resleeving, line-boring and deck resurfacing. Includes repair techniques for damaged block and cylinder head castings to include cold welding, brazing, welding and epoxy. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 114 CYLINDER HEAD SERVICE II** (3 CR.)

Studies cylinder head reconditioning, including valve seat grinding, refacing valves, servicing valve guides, valve seat inserts, cutting for valve seals and spring, thread repair and resurfacing mating surfaces. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 116 AUTOMOTIVE TURNING OPERATIONS** (3 CR.)

Presents principles and methods of lathe operations for fabrication, modifications and tool making. Includes brake drum and disc lathes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 117 CRANKSHAFT, CAMSHAFT, & CONNECTING ROD SERVICE** (3 CR.)

Studies techniques of crankshaft and camshaft reconditioning to include grinding, polishing, straightening, welding and balancing. Teaches connecting rod service to include installing and reaming bushings, straightening, aligning, and balancing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 120 INTRODUCTION TO AUTOMOTIVE MACHINE SHOP** (3 CR.)

Prerequisite or corequisite for all other machinist courses. Introduces automotive machining operations emphasizing shop safety and the safe use of machine shop tools. Surveys basic machining operations and special-

ized auto machining techniques necessary for reconditioning engine and chassis components. Requires basic set of machinist's hand tools. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 121-122 AUTOMOTIVE FUEL SYSTEMS I-II** (4 CR.) (4 CR.)

Analyzes major domestic and foreign automotive fuel systems to include carburetors and fuel injection systems. Includes detailed inspection and discussion of fuel tanks, connecting lines, instruments, filters, fuel pumps, superchargers, and turbo charger. Also includes complete diagnosis, troubleshooting, overhaul and factory adjustment procedures of all major carbureted and fuel injection systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 125 ANTI-POLLUTION SYSTEMS** (3 CR.)

Studies various anti-pollution systems used on modern automobiles, installation, inspection, repair and service. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 130 INTRODUCTION TO AUTO MECHANICS** (2 CR.)

Introduces auto mechanics, covering auto shop safety, tool identification and use. Explains automobile system theory and function. Stresses quality work practices and job opportunities. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AUT 135 CONSUMER AUTO REPAIR** (2 CR.)

Introduces basic study and practice of home maintenance and repair of automotive vehicles. Includes basic theory of the automobile, hand tool selection and use, and repair tasks able to be accomplished in the home garage without power equipment. Designed for non-automotive degree and certificate students only. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**AUT 141-142 AUTO POWER TRAINS I-II** (4 CR.) (4 CR.)

Presents operation, design, construction and repair of power train components, standard and automatic transmission. Includes clutches, propeller shaft, universal joints, rear axle assemblies, fluid couplings, torque converters as well as 2, 3, and 4 speed standard, overdrive and automatic transmissions. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 156 SMALL GASOLINE ENGINES** (2 CR.)

Studies small gasoline engine operating principles, construction, design, variety, and their many purposes. Gives instruction on two-cycle and four-cycle small gas engines, their construction, design, fuel system, ignition system, and lubricating systems. Demonstrates disassembly, reconditioning, overhaul and reassembly in the lab. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**AUT 161 AUTOMOTIVE DIAGNOSIS I** (3 CR.)

Introduces principles of automotive maintenance using modern diagnostic methods. Uses theory and laboratory experiments de-

signed to explain and illustrate scientific basis of modern electronic and mechanical diagnostic procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 215 EMISSIONS SYSTEMS DIAGNOSIS AND REPAIR** (2 CR.)

Presents logical diagnostic paths to identify vehicle HC-CO failure areas. Teaches a progression of failure detection from most likely to more complex causes. Emphasizes use of infrared analyzer and manufacturer's specified adjustments. Lecture 2 hours per week.

**AUT 217 COMPUTERIZED FUEL SYSTEMS** (3 CR.)

Introduces devices which sense the engine condition and control fuel mixture to produce economical fuel consumption. Teaches theory of operation, testing, adjustment and repair or replacement of these devices. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 225 AUTOMOTIVE EMISSIONS INSPECTION** (1 CR.)

Provides training for certified inspectors in the Virginia State Emissions Inspection Program. Emphasizes current legislation and inspection techniques using industry standard emission analyzers. Lecture 1 hour per week.

**AUT 236 AUTOMOTIVE CLIMATE CONTROL** (4 CR.)

Introduces principles of refrigeration, air conditioning controls, and adjustment and general servicing of automotive air conditioning systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 241-242 AUTOMOTIVE ELECTRICITY I-II** (4 CR.) (4 CR.)

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 245 AUTOMOTIVE ELECTRONICS** (4 CR.)

Introduces field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis and repair of digital indicator and warning systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 251-252 AUTOMATIC TRANSMISSIONS I-II** (4 CR.) (4 CR.)

Studies several types of automatic transmissions, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 266 AUTO ALIGNMENT, SUSPENSION AND STEERING** (4 CR.)

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 267 AUTOMOTIVE SUSPENSION AND BRAKING SYSTEMS** (4 CR.)

Presents the operation, design, construction, repair and servicing of braking and suspension systems. Explains use of tools and test

equipment, evaluation of test results, estimation and repair cost, front and rear suspension alignment, power and standard steering, and power, standard and disc brakes. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**AUT 273-274 AUTOMOTIVE DRIVEABILITY AND TUNE-UP I-II** (3 CR.) (3 CR.)

Presents diagnostic and service procedures for automatic electrical and mechanical systems. Teaches use of tools and test equipment, evaluation of test results, estimation of repair cost. Emphasizes performance of required service. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**AUT 276 SHOP MANAGEMENT** (3 CR.)

Studies shop layout, personnel and management, cost analysis, record keeping and quality control. Discusses shop manager, service salesman, and service writer's roles in customer relations. Lecture 3 hours per week.

**AUT 297 COOPERATIVE EDUCATION** (1-6 CR.)

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## AVIATION

**ARO 100 AVIATION IN THE UNITED STATES** (3 CR.)

Presents a study of evolution of air transportation in the United States. Includes study of growth of American aviation and the national airspace system and increasing role of government in aviation. Includes Air Commerce Act of 1926 to the present FAA. Lecture 3 hours per week.

**ARO 111 FLIGHT I** (1 CR.)

Commences flight training. Teaches aeronautical skills necessary to meet the requirements for private pilot certificate. Consists of thirty-two hours of flight training. Requires a special fee. Laboratory 2 hours per week.

**ARO 112 FLIGHT II** (1 CR.)

Continues flight training for attaining private pilot certificate. Commences flight training toward the instrument rating. Consists of thirty-two hours of flight training. Laboratory 2 hours per week.

**ARO 113 FLIGHT III** (1 CR.)

Continues flight training toward the time instrument rating. Consists of thirty-two hours of flight training. Laboratory 2 hours per week.

**ARO 114 FLIGHT IV** (1 CR.)

Continues ARO 113. Consists of thirty-two hours of flight training. Laboratory 2 hours per week.

**ARO 115 FLIGHT V** (1 CR.)

Continues flight training toward instrument rating and Commercial Pilot Certificate. Consists of thirty-two hours of flight training. Laboratory 2 hours per week.

**ARO 116 FLIGHT VI (1 CR.)**

Continues flight training toward attainment of Commercial Pilot Certificate. Consists of thirty-two hours of flight training. Laboratory 2 hours per week.

**ARO 121 PRIVATE PILOT GROUND SCHOOL (4 CR.)**

Presents the fundamental principles of flight including theory of flight, aircraft standards and specifications, basic aircraft construction, weight and balance, navigation, meteorology, principles of radio communication and application of aerophysics. Prepares students for the FAA examination for private pilot rating. Lecture 4 hours per week.

**ARO 122 INSTRUMENT PILOT GROUND SCHOOL (4 CR.)**

Covers principles applicable to instrument aviation requirements. Includes study of aerodynamics pertaining to instrument flight, flight instruments and airways. Prepares students for the FAA examination for instrument pilot rating. Lecture 4 hours per week.

**ARO 123 COMMERCIAL PILOT GROUND SCHOOL (3 CR.)**

Presents advanced theory of flight covering navigation, meteorology, radio communication, aerophysics and performance. Studies federal aviation regulations. Prepares students for the FAA Examination for the commercial pilot rating. Lecture 3 hours per week.

**ARO 130 HISTORY OF AIR TRANSPORTATION (3 CR.)**

Studies the history of manned flight, development of aircraft, milestones in aviation, noted pioneers, and socio-economic impact of flight upon modern civilization. Lecture 3 hours per week.

**ARO 140 AVIATION SAFETY (3 CR.)**

Presents fundamentals essential to safe flight, instruments used and the evaluation and interpretation of their indications. Deals with weight and balance problems. Discusses federal aviation regulations pertaining to safe flight. Lecture 3 hours per week.

**ARO 141 FLIGHT ATTENDANT'S INTRODUCTION (3 CR.)**

Introduces the flight attendant's role in aviation from the beginning to the present day. Includes the advantages and disadvantages of the career. Discusses environment including bidding and scheduling, food and beverage service, emergency procedures, and post-flight responsibilities. Lecture 3 hours per week.

**ARO 142 FLIGHT ATTENDANT'S DUTIES AND RESPONSIBILITIES (3 CR.)**

Presents study of the flight attendant's image. Emphasizes health and appearance. Provides instruction and practice in interview preparation and communication skills. Lecture 3 hours per week.

**ARO 210 AVIATION LAW (3 CR.)**

Provides insight into federal agencies, as well as international, federal and local laws forming the present structure of aviation law. Lecture 3 hours per week.

**ARO 220 METEOROLOGY (3 CR.)**

Presents an introduction to interpretation of meteorological phenomena affecting flight.

Studies basic concepts of aviation meteorology: temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, fog. Analyzes the weather data for flight planning and safe flying. Teaches interpretation of national weather service maps, reports, and forecast. Lecture 3 hours per week.

**ARO 230 AIR NAVIGATION (3 CR.)**

Covers basic elements of air navigation, fundamentals and practical application of pilotage and dead reckoning, including use of plotter, computer, aerial charts and navigation systems. Lecture 3 hours per week.

**ARO 240 AIRCRAFT SUPPORT OPERATIONS (3 CR.)**

Presents logistics and services necessary to insure and support safe, efficient flight operations. Discusses aviation supply and maintenance, loading and unloading, preflight checks and services, and logistical support en route. Lecture 3 hours per week.

**ARO 245 AIRPORT OPERATIONS AND MANAGEMENT (3 CR.)**

Studies airports as integral parts of the national airspace system. Includes major functions of airport management, organization, financing, operations, safety and airport and airline security. Discusses role of governments in airport construction, modernization, certification and operation, and the airport and its socio-economic effect on the community. Lecture 3 hours per week.

**ARO 255 MULTI-ENGINE CLASS RATING (3 CR.)**

Prerequisite FAA Pilot Certificate. Provides instruction and flight training in preparation for the multi-engine rating. Includes transition to multi-engine aircraft systems and operations, emergency procedures, and will provide the aeronautical knowledge and skill to meet requirements for the addition of a multi-engine land class rating to an existing pilot certificate. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**ARO 256 CERTIFIED FLIGHT INSTRUCTOR—INSTRUMENT (3 CR.)**

Prerequisite FAA Certified Flight Instructor Certificate Airplane. Provides instruction and flight training in preparation for flight instructor certification instrument rating. Principles and methods for instrument flying instruction, comprehensive coverage of instrument flight maneuvers, and aeronautical knowledge and skill necessary for instructing instrument flight. Lecture 3 hours per week.

**ARO 257 CERTIFIED FLIGHT INSTRUCTOR—AIRPLANE (5 CR.)**

Prerequisite FAA Commercial Pilot Certificate and Instrument Airplane Rating. Provides instruction and flight training in preparation for flight instructor certification. Includes training syllabus and lesson plan development, teaching methods, flight instruction methods, performance evaluation, instructor responsibilities, and instructing private and commercial flight students. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

**ARO 258 CERTIFIED FLIGHT INSTRUCTOR—MULTI-ENGINE (3 CR.)**

Prerequisite FAA Commercial Pilot Certificate and FAA Certified Flight Instructor Certificate Airplane. Provides instruction and flight training in preparation for flight instructor certification multi-engine rating. Includes principles and methods for multi-engine flight instruction, comprehensive coverage of multi-engine flight maneuvers, and aeronautical knowledge and skill necessary for instructing instrument flight. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

**ARO 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**BIOLOGY****BIO 001 FOUNDATIONS OF BIOLOGY (4 CR.)**

Develops a basic understanding of plant and animal form, function, and relationships. Prepares students who have a deficiency in high school biology. May be repeated for credit. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 100 BASIC HUMAN BIOLOGY (3 CR.)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Lecture 3 hours per week.

**BIO 101-102 GENERAL BIOLOGY I-II (4 CR.) (4 CR.)**

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 110 GENERAL BOTANY (4 CR.)**

Emphasizes plant life cycles, anatomy, morphology, taxonomy, and evolution. Considers the principles of genetics, ecology, and physiology. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 120 GENERAL ZOOLOGY (4 CR.)**

Presents basic biological principles, and emphasizes structure, physiology and evolutionary relationships of invertebrates and vertebrates. 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.)**

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 146 HUMAN HEREDITY (3 CR.)**

Surveys basic principles of classical and molecular genetics as applied to humans. Lecture 3 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 205 GENERAL MICROBIOLOGY**

(4 CR.)

Prerequisites one year of college biology and one year of college chemistry or divisional approval. Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 206 CELL BIOLOGY**

(4 CR.)

Prerequisite one year of college biology or one year of college chemistry. Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 225 INVERTEBRATE ZOOLOGY**

(4 CR.)

Prerequisites BIO 101-102 or equivalent. Focuses on structure, embryology, function, ecology, classification and evolution of invertebrate animals. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 226 VERTEBRATE ZOOLOGY**

(4 CR.)

Prerequisites BIO 101-102. Focuses on structure, embryology, function, ecology, classification, and evolution of vertebrate animals. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 231-232 HUMAN ANATOMY AND PHYSIOLOGY I-II**

(4 CR.) (4 CR.)

Prerequisites one year of college biology and one year of college chemistry or divisional approval. Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 245 COMPARATIVE ANATOMY OF VERTEBRATES**

(4 CR.)

Prerequisites BIO 101-102 or equivalent. Compares the gross morphology of larger taxonomic groups of chordates with emphasis on their evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 246 VERTEBRATE EMBRYOLOGY**

(4 CR.)

Prerequisites BIO 101-102 or equivalent. Describes and analyzes developmental processes in higher vertebrates including laboratory study of the frog, chick, and pig. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 256 GENERAL GENETICS**

(4 CR.)

Prerequisites BIO 101-102 or equivalent. Explores the principles of genetics ranging from classical Mendelian inheritance to the

most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 265 BIOLOGY OF NON-VASCULAR PLANTS**

(4 CR.)

Prerequisites BIO 101-102 or equivalent. Covers lower plants and fungi. Studies major taxonomic groups, their morphology, life cycles, ecology, physiology, and economic importance. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 266 BIOLOGY OF VASCULAR PLANTS**

(4 CR.)

Prerequisites BIO 101-102 or equivalent. Covers higher plants—nonflowering and flowering. Studies major taxonomic groups, their morphology, life cycles, ecology, physiology and economic importance. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 270 GENERAL ECOLOGY**

(4 CR.)

Prerequisites BIO 101-102 or divisional approval. Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 275 MARINE ECOLOGY**

(4 CR.)

Prerequisites BIO 101-102 or divisional approval. Applies ecosystem concepts to marine habitats. Includes laboratory and field work. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 276 FRESHWATER ECOLOGY**

(4 CR.)

Prerequisites BIO 101-102 or divisional approval. Applies ecosystem concepts to freshwater habitats. Includes laboratory and field work. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 277 REGIONAL FLORA**

(3 CR.)

Stresses family characteristics of vascular plants including identification and classification of local flora. Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 hours per week.

**BIO 297 COOPERATIVE EDUCATION**

(1-6 CR.)

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**BUILDING****BLD 100 CONSTRUCTION INSPECTION, PLAN REVIEW AND CODES**

(4 CR.)

Introduces the construction inspection profession, qualifications of the inspector, methods and procedures for field report writing, records on public relations, safety on construction sites, and the legal aspects governing the construction inspector. Includes study and interpretation of the basic building codes as they relate to construction of residential, commercial, and public facilities. Interprets work-

ing drawings and construction specifications for compliance with basic building codes. Lecture 4 hours per week.

**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 102 CONSTRUCTION MANAGEMENT II**

(3 CR.)

Emphasizes advanced management techniques and methodology. Includes engineering economics, accounting principles, life cycle costing, value engineering, systems analysis with computer applications, work improvement, quality control, and a broad overview of the construction management profession. Lecture 3 hours per week.

**BLD 103 PRINCIPLES OF RESIDENTIAL BUILDING CONSTRUCTION INSPECTION**

(3 CR.)

Corequisite BLD 100. Introduces general principles of residential building inspection including materials, foundations, framing, finishing, and building codes. Lecture 3 hours per week.

**BLD 104 PRINCIPLES OF CONCRETE AND STEEL FRAME INSPECTION**

(4 CR.)

Introduces fundamentals of concrete and new developments that directly apply to modern construction technology. Develops an understanding of the ingredients of concrete, properties of concrete, mix proportions and testing procedures which result in quality controlled product, concrete form use and removal. Teaches fundamentals of modern steel framing methods and non-destructive testing methods. Introduces principles, techniques and materials used in the fireproofing of steel structural elements utilized in construction projects to comply with national fire protection standards and local codes. Lecture 4 hours per week.

**BLD 112 PRINCIPLES OF ELECTRICAL INSPECTION**

(3 CR.)

Teaches fundamentals of electrical wiring systems used in residential, commercial and industrial buildings. Introduces principles of computing loads on circuits, services and feeders, and the use and procedures of using measuring and testing equipment. Includes national and local electrical codes for safe installation of wiring systems. Lecture 3 hours per week.

**BLD 113 PRINCIPLES OF MECHANICAL AND PLUMBING INSPECTION**

(4 CR.)

Presents fundamentals and theory of heating, cooling and refrigeration terminology and the fundamentals of sanitary plumbing systems terminology and symbols as used in layout of the various systems. Introduces the code and inspections problems for commer-

cial, industrial and residential public and private sanitary systems. Lecture 4 hours per week.

**BLD 164 CONSTRUCTION LEADERSHIP AND MOTIVATION (2 CR.)**

Presents the functions, responsibilities, and leadership of a construction supervisor, including office and field management, construction labor laws, labor relations, safety, and construction laws. Lecture 2 hours per week.

**BLD 165 CONSTRUCTION FIELD OPERATIONS (2 CR.)**

Introduces areas of construction field management which relate directly to on-the-job requirements of construction operations viewed from the construction superintendent's standpoint. Includes theories of project management and field supervision; utilization of equipment, labor and material; construction site development; requirements of field scheduling; management input requirements; job recording and documentation; supervision responsibility. May include field trips to project sites. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**BLD 166 CONSTRUCTION LAW (2 CR.)**

Prerequisite divisional approval. Presents general principles of construction law pertaining to contract documents, general conditions, changes in specifications, pricing of claims, arbitration, design responsibility, mechanic's liens, delays, and construction management. Lecture 2 hours per week.

**BLD 167 PROBLEM-SOLVING AND DECISION-MAKING (2 CR.)**

Applies problem-solving and decision-making techniques to the problems encountered by the construction foreman or superintendent. Lecture 2 hours per week.

**BLD 168 CONTRACT DOCUMENTS (2 CR.)**

Interprets and integrates specifications and drawings into the construction supervision process. Identifies interrelationships of authority and legal and social implications of supervisor's role as an agent of the contractor. Lecture 2 hours per week.

**BLD 169 COST AWARENESS AND PRODUCTION CONTROL (2 CR.)**

Introduces the construction cycle and the preparation estimate, cost reports, and work schedules for commercial construction. Emphasizes techniques for controlling construction costs and evaluating past projects. Lecture 2 hours per week.

**BLD 170 INTRODUCTION TO PROJECT MANAGEMENT (2 CR.)**

Teaches fundamentals of basic techniques such as applied planning, organizing and staffing a construction project. Emphasizes techniques for purchasing and receiving materials and monitoring subcontractor work. Lecture 2 hours per week.

**BLD 175 CONSTRUCTION PRODUCTIVITY IMPROVEMENT (2 CR.)**

Introduces techniques used to improve productivity including planning, communications, motivation, time management and an analysis of work methods. Lecture 2 hours per week.

**BLD 177 PLANNING SCHEDULING TECHNIQUES (2 CR.)**

Introduces principles and use of modern planning, scheduling and control techniques. Includes graph preparation, updating and analysis of arrow-diagrams, project progress and manpower reports. Lecture 2 hours per week.

**BLD 210 BUILDING STRUCTURES (3 CR.)**

Introduces analysis and design of steel, wood, and reinforced concrete structural members including loads, reactions, bending moments, stresses, and deflection for selection of beam and column sizes. Considers bolted and welded connections in steel design. Introduces determination of reinforcing steel sizes and arrangements in concrete members. 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 232 CONSTRUCTION ESTIMATING II (3 CR.)**

Prerequisite BLD 231. Presents an introduction to computer programs for construction estimating. Produces a cost estimate for a major project with the aid of a computer program. Lecture 3 hours per week.

**BLD 241 CONSTRUCTION MANAGEMENT I (3 CR.)**

Presents fundamentals of construction supervision including responsibilities of the construction superintendent, operations manager, general superintendent and project engineer, with factors relating to their work and that of their subordinates, aspects of job leadership and effective human relations as related to efficient supervision. Lecture 3 hours per week.

**BLD 242 CONSTRUCTION MANAGEMENT II (3 CR.)**

Presents a comprehensive overview of all aspects of construction law and labor relations, exposing the students to responsibilities and requirements. Includes history of labor relations in the United States, trade unionism, federal labor laws and their direct effect on construction, OSHA (Occupational Safety and Health Act) laws and regulations that apply. Lecture 3 hours per week.

**BLD 247 CONSTRUCTION PLANNING AND SCHEDULING (3 CR.)**

Introduces principles of planning and scheduling of a construction project. Includes sequence of events and processes on a construction site. Studies scheduling techniques including the critical path method. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**BUSINESS MANAGEMENT AND ADMINISTRATION**

**BUS 100 INTRODUCTION TO BUSINESS (3 CR.)**

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, finance, marketing, production, and risk and human resource management. 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 115 ORGANIZATIONAL BEHAVIOR (3 CR.)**

BUS 115 and PSY 126 cannot both be taken for credit toward graduation. 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 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 121 BUSINESS MATHEMATICS I (3 CR.)**

Prerequisite MTH 120. Applies mathematics to business processes and problems such as checkbook records and bank reconciliation, simple interest notes, present value, bank discount notes, wage and payroll computations, depreciation, sales and property taxes, commercial discounts, markup and markdown, and inventory turnovers and valuation. Lecture 3 hours per week.

**BUS 122 BUSINESS MATHEMATICS II (3 CR.)**

Applies mathematical operations to business problems, such as insurance, distribution of profit and loss in partnerships, distribution of corporate dividend; overhead, financial statements and ratios, sinking funds, compound interest, amortization, annuities, present value, basic statistics, break-even analysis, and multiple payment plans. Lecture 3 hours per week.

**BUS 125 APPLIED BUSINESS MATHEMATICS** (3 CR.)

Prerequisite MTH 120. Applies mathematics to business process and problems such as checkbook records and bank reconciliation, simple interest, present value, bank discount notes, depreciation, commercial discounts, markup and markdown, distribution of profit and loss in partnerships, distribution of corporate dividends, sinking funds, compound interest, amortization, annuities, and multiple payment plans. Lecture 3 hours per week.

**BUS 145 GOVERNMENT REGULATION OF BUSINESS** (3 CR.)

Introduces federal, state, and local government rules and regulations, and their effect on private business and industry. Covers (but is not limited to) EEO, Affirmative Action, OSHA, EPA, DOT, and Hazardous Materials Regulations. Emphasizes effect these regulations have on business activities and profits and their importance to all levels of management. Lecture 3 hours per week.

**BUS 146 INTRODUCTION TO LABOR RELATIONS** (3 CR.)

Examines history of the labor unions, labor contracts, bargaining processes, philosophy of unionism; use of bargaining techniques for nonwage issues; legal, social, and economic context of labor-management relations; responsibilities and duties of unions and management; analysis of public policy, and current state of the labor movement. May apply simulation and cases of arbitration and collective bargaining procedures. Lecture 3 hours per week.

**BUS 150 PRINCIPLES OF MANAGEMENT** (3 CR.)

Teaches management and the management functions of planning, organizing, directing 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 155 APPLIED MANAGEMENT PRINCIPLES** (3 CR.)

Prerequisite BUS 150. Focuses on management practices and issues. May use case studies and/or management decision models to analyze and develop solutions to management problems. Lecture 3 hours per week.

**BUS 157 WOMEN IN MANAGEMENT** (3 CR.)

Introduces responsibilities, functions and decisions required in or preparing for a management position, and impact of these decisions on women. Presents a comprehensive view of how women may establish and maintain their effectiveness as managers at all levels within an organization. Lecture 3 hours per week.

**BUS 165 SMALL BUSINESS MANAGEMENT** (3 CR.)

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a

marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. 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, and employee evaluation systems. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

**BUS 206 PUBLIC RELATIONS IN MANAGEMENT** (3 CR.)

Presents public relations as a management responsibility and introduces the theory of public relations. Focuses on public relations techniques and their application to gaining and maintaining understanding and support for an organization from the employee, community, customer, supplier, and stockholder. Uses lectures, demonstrations, and case problems. Lecture 3 hours per week.

**BUS 215 PURCHASING AND MATERIALS MANAGEMENT** (3 CR.)

Prerequisite ACC 211. Teaches the principles of effective purchasing and management of materials and equipment. Includes determination of requirements, source selection, pricing, value analysis, contracting, inventory management, and equipment requisition decisions. Lecture 3 hours per week.

**BUS 221 BUSINESS STATISTICS I** (3 CR.)

Prerequisite MTH 165 or divisional approval. Focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution and hypotheses for means and proportions. Lecture 3 hours per week.

**BUS 222 BUSINESS STATISTICS II** (3 CR.)

Prerequisite BUS 221 or divisional approval. Continues study of inferential statistics and application of statistical techniques and methodology in business. Includes analysis of variance, regression and correlation measurement of business and economic activity through the use of index numbers, trend, cyclical, and seasonal effects and the Chi-Square distribution and other non-parametric techniques. Lecture 3 hours per week.

**BUS 225 APPLIED BUSINESS STATISTICS** (3 CR.)

Introduces statistics as a tool in decision making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index number, and time series analysis. Lecture 3 hours per week.

**BUS 226 MICROCOMPUTER APPLICATION IN BUSINESS** (3 CR.)

Prerequisite keyboarding competence. Provides a practical application of software packages. Offers a working knowledge of spreadsheets, word processing, database management, outlining and graphics. Includes

the use of programs in accounting techniques, word processing, and management science application. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**BUS 235 BUSINESS LETTER WRITING** (3 CR.)

Applies composition principles to business correspondence, employment documents, and reports (including presentation of data in various chart formats). Focuses on preparing effective communications with customers, suppliers, employees, the public, and other business contacts. Lecture 3 hours per week.

**BUS 241 BUSINESS LAW I** (3 CR.)

Presents a broad introduction to legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

**BUS 242 BUSINESS LAW II** (3 CR.)

Prerequisite BUS 241 or divisional approval. Develops a basic understanding of the uniform commercial code relating to business organization bankruptcy, and personal and real property. 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 266 PRODUCTION AND OPERATIONS MANAGEMENT** (3 CR.)

Examines the process by which both goods and services producing businesses, many not-for-profit institutions, and governmental agencies transform resources into an end product to meet the demands of customers or clients. Includes a survey of some of the quantitative methods involved in the process. Lecture 3 hours per week.

**BUS 280 INTRODUCTION TO INTERNATIONAL BUSINESS** (3 CR.)

Studies the problems, challenges, and opportunities which arise when business operations or organizations transcend national boundaries. Examines the functions of international business in the economy, international and transnational marketing, production, and financial operations. Lecture 3 hours per week.

**BUS 297 COOPERATIVE EDUCATION** (1-6 CR.)  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**CHEMISTRY****CHM 001 CHEMISTRY I** (1-5 CR.)

Presents basic inorganic and organic principles to students with 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.)**

Designed for the non-science major. 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. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHM 111-112 COLLEGE****CHEMISTRY I-II (4 CR.) (4 CR.)**

Requires a strong background in mathematics. Designed primarily for science and engineering majors. Explores the fundamental laws, theories, and mathematical concepts of chemistry. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHM 121-122 HEALTH SCIENCE****CHEMISTRY I-II (4 CR.) (4 CR.)**

Introduces the health science student to concepts of inorganic, organic, and biological chemistry as applicable to the allied health profession. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHM 135 HORTICULTURAL****CHEMISTRY (3 CR.)**

Introduces inorganic and organic structures and the pH concept. Applies these principles to selected topics in horticulture. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHM 140 SURVEY OF ORGANIC****CHEMISTRY (3 CR.)**

Prerequisite high school chemistry or equivalent. Introduces fundamentals of organic chemistry for students not intending to specialize in chemistry. Focuses on nomenclature, classification, and reactions of organic compounds. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHM 241-242 ORGANIC****CHEMISTRY I-II (3 CR.) (3 CR.)**

Prerequisite CHM 112 or equivalent. Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Lecture 3 hours per week.

**CHM 243-244 ORGANIC****CHEMISTRY LABORATORY I-II (1 CR.) (1 CR.)**

Prerequisite CHM 112. May be taken concurrently with or following CHM 241-242. Laboratory 3 hours per week.

**CHM 245-246 SPECIAL ORGANIC****CHEMISTRY LABORATORY I-II (2 CR.) (2 CR.)**

Prerequisite CHM 112. May be taken concurrently with or following CHM 241-242. Is taken by chemistry and chemical engineering majors. Includes qualitative organic analysis. Laboratory 6 hours per week.

**CHM 251-252 QUANTITATIVE****ANALYSIS I-II (4 CR.) (4 CR.)**

Prerequisite CHM 112 or equivalent. Develops the theory and methods of volumetric and gravimetric analysis. Teaches specific analytical procedures involving instrumental meth-

ods of analysis. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**CHM 255 INSTRUMENTAL ANALYSIS (3 CR.)**

Prerequisite CHM 112 or equivalent. Introduces general principles and applications of specific instrumental methods. Emphasizes practical analysis of everyday and/or industrial substances. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CHM 260 INTRODUCTORY****BIOCHEMISTRY (3 CR.)**

Prerequisite CHM 112 or divisional approval. Explores fundamentals of biological chemistry. Includes study of macromolecules, metabolic pathways, and biochemical genetics. Lecture 3 hours per week.

**CHM 297 COOPERATIVE****EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**CHILDHOOD DEVELOPMENT****CHD 105 INTERPERSONAL SKILLS FOR NANNIES (4 CR.)**

Introduces fundamental concepts of nannyship: family dynamics, multi-cultural awareness, legal aspects of child care, family communications, home life skills, etiquette, and dress. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHD 106 HEALTH EDUCATION FOR****NANNIES (4 CR.)**

Develops skills and attitudes for creating a healthy and safe home atmosphere. Topics include sick child care, safety of the young child, nutrition, cardio-pulmonary resuscitation, first aid, and sanitation practices in the home. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHD 109 METHODS IN MOVEMENT AND MUSIC EDUCATION FOR****CHILDREN (3 CR.)**

Emphasizes theory and practice in movement and music education and the integration of these skills in a curriculum. Designed for teachers and aides in child care, preschool, nursery, or primary schools. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHD 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR****CHILDREN (3 CR.)**

Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story telling and story reading, and stresses the use of audiovisual materials. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHD 121-122 CHILDHOOD EDUCATIONAL DEVELOPMENT I-II (3 CR.) (3 CR.)**

Focuses attention on the observable characteristics of children from birth through ad-

olescence. Concentrates on cognitive, physical, social, and emotional changes that occur. Emphasizes the relationship between development and child's interactions with parents, siblings, peers, and teachers. Lecture 3 hours per week.

**CHD 125 CREATIVE ACTIVITIES FOR CHILDREN (3 CR.)**

Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates effective classroom experiences and open-ended activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHD 126 METHODS AND MATERIALS FOR DEVELOPING SCIENCE AND MATHEMATICAL CONCEPTS****IN CHILDREN (3 CR.)**

Teaches selecting developmentally appropriate learning activities using materials to develop logical thinking skills in the child. Lecture 3 hours per week.

**CHD 131 CHILD DEVELOPMENT ASSOCIATE I (3 CR.)**

Provides an overview of employment settings, requirements, and roles of the CDA candidate and an introduction to the 13 functional areas of assessment. The coursework will demonstrate continuity of theory and practice; show varying ways to implement functional areas; and provide for the possibility of changing roles within the field of Early Childhood Education. Lecture 3 hours per week.

**CHD 132 CHILD DEVELOPMENT****ASSOCIATE II (3 CR.)**

Prerequisite CHD 131. Provides in-depth study of each of the 13 functional areas as established by the Child Development Associate Credential, focusing on theoretical justification, as well as practical implementation for various settings and age groups. This course will coordinate with the portfolio sessions. Student outcomes from this course will be demonstrated in the portfolio Theories and Applications course. Lecture 3 hours per week.

**CHD 165 OBSERVATION AND PARTICIPATION IN EARLY CHILDHOOD/PRIMARY SETTINGS (3 CR.)**

Observes and participates in early childhood settings such as child care centers, preschools, Montessori schools or public school settings. Kindergarten through 3rd grade. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**CHD 166 INFANT AND TODDLER PROGRAMS (3 CR.)**

Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care. Emphasizes meeting physical, social, emotional, and cognitive needs: scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Lecture 3 hours per week.

**CHD 167 RESOURCE DEVELOPMENT FOR THE CHILD DEVELOPMENT ASSOCIATE (CDA) CANDIDATE (3 CR.)**

Supports the CDA candidate in organizing and developing a portfolio for presentation at local assessment team meeting. 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 prosocial behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

**CHD 210 INTRODUCTION TO EXCEPTIONAL CHILDREN (3 CR.)**

Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

**CHD 215 MODELS OF EARLY CHILDHOOD EDUCATION PROGRAMS (3 CR.)**

Studies and discusses the various models and theories of early childhood education programs including current trends and issues. Presents state licensing and staff requirements. Lecture 3 hours per week.

**CHD 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**CHINESE****CHI 101-102 BEGINNING SPOKEN CHINESE I-II (5 CR.) (5 CR.)**

Introduces beginning student to spoken Chinese (Mandarin) with major emphasis on learning to comprehend and speak the Chinese language within a limited context of vocabulary and structure. Lecture 5 hours per week.

**CHI 111-112 BEGINNING CHINESE READING AND WRITING I-II (3 CR.) (3 CR.)**

Introduces the reading and writing of modern standard Chinese. Emphasizes vocabulary build-up and practice in reading and writing. May be taken in conjunction with Beginning Spoken Chinese. Lecture 3 hours per week.

**CHI 201-202 CONVERSATIONAL CHINESE (MANDARIN) I-II (4 CR.) (4 CR.)**

Prerequisite CHI 102. Offers intensive practice in comprehending and speaking Chinese, with emphasis on developing structure and fluency. Lecture 4 hours per week.

**CHI 211-212 INTERMEDIATE CHINESE READING AND WRITING I-II (3 CR.) (3 CR.)**

Prerequisite CHI 112. Continues the study of the reading and writing of modern standard Chinese, including word combinations, syn-

tax, and the writing of short compositions. May be taken in conjunction with Conversational Chinese. Lecture 3 hours per week.

**CIVIL ENGINEERING TECHNOLOGY****CIV 115 CIVIL ENGINEERING DRAFTING (3 CR.)**

Introduces terminology and drafting procedures related to civil engineering. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 116 TOPOGRAPHIC DRAFTING (3 CR.)**

Focuses on the development of techniques for topographic data computation, topographic map preparation and interpretation. Includes preparation of maps from survey field data, terrestrial and aerial photography, and techniques for the use of color in topographic presentations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 145 APPLIED SOIL EROSION AND SEDIMENT CONTROL (2 CR.)**

Focuses on the implementation of erosion and sediment control plans and inspection of construction sites based on local programs in accordance with Virginia law and the Virginia Erosion and Sediment Control Handbook. Lecture 2 hours per week.

**CIV 171 SURVEYING I (3 CR.)**

Introduces surveying equipment, procedures and computations including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations and introduction to topography. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 172 SURVEYING II (3 CR.)**

Introduces surveys for transportation systems including the preparation and analysis of topographic maps, horizontal and vertical curves, earthwork and other topics related to transportation construction. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 201 SUBURBAN DEVELOPMENT I (3 CR.)**

Presents the preparation of preliminary plans, subdivision computations and preparation of record plats for residential areas. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIV 202 SUBURBAN DEVELOPMENT II (3 CR.)**

Focuses on calculating flow quantities, design of sanitary sewer laterals, street grades and storm sewers pertinent to Virginia "3-B" land surveyor registration laws. Teaches preparation of plans and profiles, preparation of residential development plans and commercial site plans, and flood plain studies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIV 210 STRUCTURAL SYSTEMS (5 CR.)**

Prerequisite EGR 130 or equivalent. Introduces the application of the principles of mechanics and strength of materials to the anal-

ysis and design of civil engineering structures, specifically in the areas of building and highway construction, timber, steel and concrete structures. Lecture 5 hours per week.

**CIV 217 STRUCTURAL DRAFTING (2 CR.)**

Presents the fundamentals of structural drafting including the design and fabrication of frame connections, column detailing, welding connections, shop details, and general drafting room procedure. Laboratory includes drawings of timber, steel, and reinforced concrete structures. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**CIV 225 SOIL MECHANICS (2 CR.)**

Focuses on soil in its relationship to engineering construction. Includes soil composition and structure, weight-volume relationships, sampling procedures, classification systems, water in soil, stresses, strains, bearing capacity, settlement and expansion, compaction, stabilization, and introduction to foundations and retaining walls. Lecture 2 hours per week.

**CIV 226 SOIL MECHANICS LABORATORY (1 CR.)**

Introduces practical soil sampling; classification of unified, ASTM and ASSHTO specifications; laboratory testing of soils to predict engineering performance. Laboratory 2 hours per week.

**CIV 227 CONCRETE AND SOIL TECHNOLOGY (3 CR.)**

Teaches properties of portland cement concrete, methods of mix design, use and placement of concrete, soil and its relationship to engineering construction. Includes properties of soil with introduction to retaining walls, piles, underground conduits, and earth dams. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 228 CONCRETE TECHNOLOGY (2 CR.)**

Introduces properties of portland cement concrete, methods of mix design and adjustment, transportation, placement and curing in accordance with ACI and PCA recommended procedures. Lecture 2 hours per week.

**CIV 229 CONCRETE LABORATORY (1 CR.)**

Focuses on mixing, curing, testing and quality control of concrete. Laboratory 2 hours per week.

**CIV 241-242 APPLIED HYDRAULICS AND DRAINAGE I-II (3 CR.) (3 CR.)**

Presents the basic fundamentals of hydrology and hydraulics to the practical problems of drainage design. The use of design aids with supportive theory is stressed to insure an understanding of the background, the theory of development, basic assumptions and limitations of the various methods of estimating storm water run off and hydraulic structure design. Lecture 3 hours per week.

**CIV 261 ADVANCED SURVEYING I (3 CR.)**

Prerequisite CIV 172 or equivalent. Introduces layout of curves under complex field conditions. Explores route surveying, vertical curves, slope boundaries, legal aspects of surveying, original surveys and resurveys, public

land surveys. Discusses topics in surveying, astronomy, and celestial observations. Provides drills in the use of theodolite and electronic equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 262 ADVANCED SURVEYING II (3 CR.)**

Presents topics in surveying astronomy and celestial observations, precise leveling and triangulation, introduction to photogrammetry and electronic surveying, and use of related surveying equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**CIV 265 CURVES AND EARTHWORK (3 CR.)**

Studies computations of simple, compound and transition curves; grades and vertical curves; earthwork and haul quantities. Lecture 3 hours per week.

**CIV 270 COMPUTER APPLICATIONS FOR SURVEYORS AND TECHNICIANS (3 CR.)**

Prerequisite CIV 172 or equivalent. Introduces the computer applications for conventional coordinate-geometry (COGO) calculations. Studies and evaluates numerous COGO software and their associated drafting packages. Topics include calculations and drafting of traverse adjustment, subdivision, curves, and others. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIV 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**COMPUTER INFORMATION SYSTEMS**

**CIS 100 INTRODUCTION TO INFORMATION SYSTEMS (3 CR.)**

Introduces students to general concepts of processing data on computer information systems. Presents terminology and effects of computers on daily life. Discusses available hardware and software as well as their applications. Exposes students to the system development process. May include "hands on" experience. Lecture 3 hours per week.

**CIS 106 INTRODUCTION TO INTERACTIVE COMPUTING (1 CR.)**

Introduces time sharing for the Virginia Community College System computer network. Includes procedures for signing on and off, creating, compiling, debugging and executing programs, entering and updating files, and directing output to a printer. Provides knowledge of editor and batch concepts. Lecture 1 hour per week.

**CIS 116 COMPUTERS AND INFORMATION SYSTEMS (1 CR.)**

Introduces terminology, concepts and methods of using computers in information systems. Is a computer literacy course, not intended for Computer Information System majors. Lecture 1 hour per week.

**CIS 121 COMPUTER PROGRAMMING: BASIC I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing BASIC programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 125 COMPUTER PROGRAM DESIGN (3 CR.)**

Corequisite MTH 120 or divisional approval. Teaches design of programming solutions to common processing problems in information systems. Surveys methods and styles of structured modular design, using recognized design tools. May include "hands-on" experience. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 126 COMPUTER SYSTEM ARCHITECTURE (3 CR.)**

Prerequisite CIS 100. Teaches number systems and data storage formats of computers, leading to ability to read computer "dumps." Includes matching language instructions and their format, components and operation of the CPU and overload processing of the CPU and I/O equipment. Includes the interrupt architecture of IBM mainframe and other systems. Lecture 3 hours per week.

**CIS 131 COMPUTER PROGRAMMING: COBOL I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing COBOL programs from stated problems or specifications and applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 141 COMPUTER PROGRAMMING: PASCAL I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing Pascal programs from stated problems or specifications and applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 145 COMPUTER APPLICATIONS (1 CR.)**

Introduces design, coding, testing, and debugging of application programs. Includes "hands on" use of computers and a high-level computer language. Lecture 1 hour per week.

**CIS 150 INTRODUCTION TO MICROCOMPUTER SOFTWARE (3 CR.)**

Provides a working introduction to microcomputer software, fundamentals, and applications. Includes operating systems, word processing spreadsheet and database software. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 151 COMPUTER PROGRAMMING: FORTRAN I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing FORTRAN programs from stated problems or specifications, applying

structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 155 MICROCOMPUTER WORD PROCESSING SOFTWARE (3 CR.)**

Prerequisite CIS 150 or divisional approval. Provides hands-on introduction to microcomputer word processing software. Teaches creation, modification, reformatting, and printing of text. Offers a working knowledge of a commercial word processing package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 157 MICROCOMPUTER SPREADSHEET SOFTWARE (3 CR.)**

Prerequisite CIS 150 or divisional approval. Provides hands-on introduction to microcomputer spreadsheet software. Includes creating a spreadsheet for data analysis, integrating information from database, displaying results in graphic format, techniques for "what-if" analyses, and introduction to macros. Offers a working knowledge of a commercial spreadsheet package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 158 MICROCOMPUTER DATABASE MANAGEMENT SOFTWARE (3 CR.)**

Prerequisite CIS 150 or divisional approval. Provides hands-on introduction to microcomputer software for database management. Teaches planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Offers a working knowledge of a commercial database package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 159 BUSINESS GRAPHICS SOFTWARE (3 CR.)**

Prerequisite CIS 150 or divisional approval. Provides a working knowledge of several microcomputer business graphics packages. Includes techniques for evaluation and selection of graphics software. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 161 COMPUTER PROGRAMMING: ASSEMBLER I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing ASSEMBLER programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 166 MICROCOMPUTER INTEGRATED SOFTWARE (3 CR.)**

Prerequisite CIS 150 or divisional approval. Provides hands-on introduction to integrated software packages for microcomputers. Teaches integration of spreadsheet database management with word processing and telecommunication software. Includes import/export facilities. Offers working knowledge of an integrated software package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



**CIS 173 COMPUTER PROGRAMMING:  
PL/I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing PL/I programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 175 COMPUTER PROGRAMMING:  
ADA I (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing ADA programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 176 COMPUTER PROGRAMMING:  
"C" I (4 CR.)**

Prerequisite CIS 125 and knowledge of a high-level computer language or divisional approval. Teaches writing "C" programs from stated problems or specifications and applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 197 COOPERATIVE  
EDUCATION (1-6 CR.)**  
(see General Usage Courses section)**CIS 205 JOB CONTROL  
LANGUAGE (3 CR.)**

Prerequisite CIS 125 or divisional approval. Focuses on task flow, job flow and operating systems communication through use of Job Control Language. Teaches the JCL statements, catalog procedures, symbolics and load module/file, interfaces. Lecture 3 hours per week.

**CIS 225 COMPUTER INFORMATION  
SYSTEM DEVELOPMENT (3 CR.)**

Prerequisite CIS 100 or divisional approval. Presents a structured approach to defining needs, creating specifications, and implementing new information systems. Emphasizes business-oriented, computer-based systems. Defines common processes and procedures. Includes data modelling, report generation, life cycle methodology, and traditional and structured tools for development. Lecture 3 hours per week.

**CIS 227 COMPUTER SYSTEMS  
SELECTION AND ACQUISITION (3 CR.)**

Prerequisite CIS 225 or divisional approval. Provides a study of selection and acquisition of a computer system's hardware and software components. Compares features and capabilities of available hardware and software. Studies selection criteria and methods of acquisition and procurement. Lecture 3 hours per week.

**CIS 228 MICROCOMPUTERS:  
OPERATING SYSTEMS, ARCHITECTURE,  
AND HARDWARE (3 CR.)**

Prerequisite or corequisite a high-level programming language or divisional approval. Fo-

cus on microcomputer architecture, operating systems, internal functions, and peripheral equipment interfaces. Teaches memory segmentation, instruction and data formats, and interaction with user software. Lecture 3 hours per week.

**CIS 229 MAINFRAMES: OPERATING  
SYSTEMS ARCHITECTURE AND  
HARDWARE (3 CR.)**

Prerequisite or corequisite a high-level programming language or divisional approval. Focuses on mainframe computer operating systems and their interaction with user programs. May include interrupt handling, virtual storage, dynamic address translation, dump reading, task management, performance considerations, and basic operating system control blocks. Lecture 3 hours per week.

**CIS 230 INTRODUCTION TO  
TELECOMMUNICATIONS (3 CR.)**

Prerequisite CIS 100 or divisional approval. Surveys data transmission systems, communication lines, data sets, network, modes of transmission. Emphasizes multiplexing in a network structure. Focuses on both intelligent and non-intelligent terminals. Lecture 3 hours per week.

**CIS 231 COMPUTER PROGRAMMING:  
COBOL II (4 CR.)**

Prerequisite CIS 131 or divisional approval. Emphasizes advanced structured programming techniques and procedures for more complex problems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 233-234 EDUCATIONAL COMPUTER  
APPLICATIONS I-II (3 CR.) (3 CR.)**

Emphasizes computer assisted instruction (CAI), specialized software, and their incorporation in the classroom. Requires developing a lesson using CAI and an authoring language. Includes a discussion of microcomputer hardware. Designed for individuals who need to locate, evaluate, and use educational software. Lecture 3 hours per week.

**CIS 235 TELECOMMUNICATION  
SOFTWARE (3 CR.)**

Prerequisite CIS 230 or divisional approval. Surveys components, functions and relationships of telecommunication software. Introduces network control programs, network architecture, line protocols and communication access methods. Lecture 3 hours per week.

**CIS 241 COMPUTER PROGRAMMING:  
PASCAL II (4 CR.)**

Prerequisite CIS 141. Emphasizes advanced structured programming techniques and procedures for more complex problems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 245 DATABASE  
MANAGEMENT (3 CR.)**

Prerequisite a course in a high-level language. Focuses on the basic models and capabilities of standard database management systems (DBMS) packages. Teaches database principles, file-level models, data-level models, operation implementation, maintenance, and security of database systems. Covers methods of DBMS selection and evaluation. Lecture 3 hours per week.

**CIS 251 COMPUTER PROGRAMMING:  
FORTRAN II (4 CR.)**

Prerequisite CIS 151 or divisional approval. Emphasizes advanced structured programming techniques and procedures for more complex problems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 259 MICROCOMPUTER  
GRAPHICS (4 CR.)**

Prerequisite a high-level programming language or divisional approval. Teaches the programming of computer graphics using a high level language. Includes low resolution graphics with demonstrations on simple figures, "ball-bouncing" programs and bar charts, refinements over low resolution programs, use of animation, setting up binary-shaped tables and x-y graphics. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 261 COMPUTER PROGRAMMING:  
ASSEMBLER II (4 CR.)**

Prerequisite CIS 161 or divisional approval. Emphasizes advanced structured programming techniques and procedures for more complex problems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 265 COMPUTER PROGRAMMING:  
MICRO ASSEMBLER (4 CR.)**

Prerequisite CIS 125 or divisional approval. Teaches writing and debugging of programs in a manufacturer's assembly language for microcomputer. Focuses on the principles of debugging and core-dump reading. Uses a micro-assembly language in a total programming system. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 270 NON-PROCEDURAL AND  
FOURTH GENERATION  
LANGUAGES (4 CR.)**

Teaches writing non-procedural fourth generation language programs from stated problems or specifications. Includes specific skills for modifying and maintaining existing programs. Involves hands-on experiences with the language. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 275 COMPUTER PROGRAMMING:  
ADA II (4 CR.)**

Prerequisite CIS 175 or divisional approval. Emphasizes advanced structured programming techniques and procedures for more complex problems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 276 COMPUTER PROGRAMMING:  
"C" II (4 CR.)**

Prerequisite CIS 176 or divisional approval. Emphasizes advanced structured programming techniques and procedures for more complex problems. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 285 DATA PROCESSING  
MANAGEMENT (3 CR.)**

Focuses on management of data processing functions. Offers various techniques involved in planning, estimating and analyzing requirements and selecting systems. Includes costing of benefits, contractual considerations and lease/purchase studies. Lecture 3 hours per week.

**CIS 286 COMPUTER PROGRAMMING APPLICATIONS (4 CR.)**

Prerequisite 2 semesters of a high-level programming language or divisional approval. Uses a previously mastered higher level language to develop a computerized solution to business applications. Requires the implementation of valid techniques used in systems analysis, programming, and documentation. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 287 SYSTEM DEVELOPMENT PROJECT (3 CR.)**

Prerequisite CIS 225 or divisional approval. Applies life cycle system development methodologies in a case study. Incorporates feasibility study, system analysis, system design, program specification, and implementation planning. Involves assigning project to students as members of system development teams. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CIS 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**COMPUTER SCIENCE****CSC 100 INTRODUCTION TO COMPUTER USAGE (1 CR.)**

Corequisites CSC 201 and MTH 173 or equivalent or divisional approval. Teaches fundamental skills of computer operation. Examines hardware (processor, keyboard, disk drives, and printers) and operating systems and editors. Lecture 1 hour per week.

**CSC 110 INTRODUCTION TO COMPUTING (3 CR.)**

Introduces problem solving through computer applications and via a programming language. Examines development of computers, social and ethical implications of computers, and properties of programming languages. Covers input, storage, data manipulation, software and hardware. Lecture 3 hours per week.

**CSC 130 SCIENTIFIC PROGRAMMING (3 CR.)**

Prerequisite CSC 110 or permission of the instructor. Introduces a science-oriented, high level programming language. Studies the language and its application. Lecture 3 hours per week.

**CSC 201 COMPUTER SCIENCE I (4 CR.)**

Corequisite CSC 100 or equivalent and MTH 173 or equivalent or divisional approval. Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Lecture 4 hours per week.

**CSC 202 COMPUTER SCIENCE II (4 CR.)**

Prerequisite CSC 201. Corequisite MTH 174. Examines data structures and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data

types, algorithm analysis (including searching and sorting methods), and file structures. Lecture 4 hours per week.

**CSC 205 COMPUTER ORGANIZATION (3 CR.)**

Prerequisite CSC 202. Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization used with a simple assembler language. Includes processors, instruction execution, addressing techniques, data representation and digital logic. Lecture 3 hours per week.

**CSC 206 ASSEMBLY LANGUAGE (3 CR.)**

Prerequisite CSC 205 or permission of instructor. Examines assembly language programming. Includes the use of macros, linkers, loaders, assemblers and interfacing of assembly language with hardware components. Lecture 3 hours per week.

**CSC 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**DECORATING****DEC 100 INTRODUCTION TO INTERIOR DECORATING (3 CR.)**

Presents the elements and principles of residential design with emphasis on space planning, color, lighting, materials, furnishings and costing. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**DENTAL HYGIENE****DNH 112 ORAL ANATOMY AND TOOTH MORPHOLOGY (3 CR.)**

Studies the anatomy, morphology and functions of the oral structures, including primary and permanent dentition. Laboratory procedures include identification, eruption sequence, tooth drawings or carvings, principles of occlusion and intra-arch relationships. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DNH 113 GENERAL AND ORAL HISTOLOGY (2 CR.)**

Studies minute structure of the tissues of the body with particular reference to the teeth and the supporting tissues. Explains morphology of different tissues, early embryonic development, histologic features of the structures of the oral cavity. Lecture 2 hours per week.

**DNH 114 HEAD AND NECK ANATOMY (2 CR.)**

Studies the anatomy and physiology of the structures of the head and neck. Lecture 2 hours per week.

**DNH 130 ORAL RADIOGRAPHIC TECHNIQUES (3 CR.)**

Studies the nature, physics, biologic effects, methods of control and safety precautions and

techniques for exposing, processing, mounting, and interpretation of intra- and extra-oral radiographs. 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 manikins, and patient practice. Lecture 3 hours. Clinic 6 hours. Total 9 hours per week.

**DNH 142 DENTAL HYGIENE II (5 CR.)**

Prerequisite DNH 141. Exposes students to instrument sharpening, time management, and patient education techniques and methods. Provides supervised clinical practice in the dental hygiene clinic with emphasis on developing patient treatment and instrument skills. Introduces the student to dental assisting skills. Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

**DNH 143 DENTAL HYGIENE III (4 CR.)**

Introduces dental health care for patients 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 instrumentation skills, including oral radiographs. 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. 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. Lecture 2 hours per week.

**DNH 147 ORAL MICROBIOLOGY (1 CR.)**

Presents the microbiology of various dental diseases. Lecture 1 hour 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 215 DENTAL MATERIALS (3 CR.)**

Studies the physical and chemical properties of the materials used in dentistry. Laboratory experiences emphasize proper manipulation of materials. Lecture 2 hours. Laboratory 3 hours. Total 5 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 220 COMMUNITY DENTAL HEALTH (2 CR.)**

Introduces the student to community health problems, public health, and related institutions. Lecture 2 hours per week.

**DNH 225 COMMUNITY DENTAL HEALTH EDUCATION (2 CR.)**

Exposes students to the principles, practices, methods, and audiovisual materials used for group dental health instruction. Laboratory experience provides an opportunity for students to assume responsibility for designing, implementing and assessing community dental health programs. Lecture 1 hour. Laboratory 3 hours. Total 4 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 244 DENTAL HYGIENE IV (5 CR.)**

Prerequisite DNH 143. Introduces advanced skills and the dental hygienist's role in dental specialties. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasizes treatment of patients demonstrating periodontal involvement, stressing application and correlation of knowledge and skills from previous semesters. Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

**DNH 245 DENTAL HYGIENE V (5 CR.)**

Prerequisite DNH 244. Exposes student to current advances in dentistry. 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 patients with moderate to advanced periodontal involvement and improving clinical speed while maintaining quality in preparation for practice. Lecture 1 hour. Clinic 12 hours. Total 13 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**DENTAL LABORATORY****DNL 100 PROFESSIONAL ETHICS AND DENTAL HISTORY (3 CR.)**

Introduces students to dental profession and supporting personnel; history and development of dentistry; the role of the dental auxiliaries in clinical settings and to members of dental laboratory craft and others of the dental health team; dental ethics and jurisprudence; professional and educational opportunities. Lecture 3 hours per week.

**DNL 110 DENTAL LABORATORY MATERIALS (3 CR.)**

Studies the chemical composition, physical properties, and uses of metallic and non-metallic dental materials, dentures and tooth resins, porcelain, waxes and duplicating materials. The laboratory exercises are designed

to illustrate the properties and uses of the materials studied, including their inherent limitations. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNL 120 DENTAL ANATOMY AND PHYSIOLOGY (3 CR.)**

Introduces students to human anatomy and physiology. Emphasizes regions of the head and neck and the primary and permanent teeth. Laboratory exercises include accurate scale drawings of the permanent teeth and tooth carvings of the permanent teeth. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNL 130 INTRODUCTION TO COMPLETE DENTURES (6 CR.)**

Introduces the student to the basic principles, knowledge, and skills involved in the proper construction of complete dentures. Includes introduction to articulation and occlusal harmony followed by repair, relining, and reconstruction techniques. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**DNL 135 INTRODUCTION TO REMOVABLE PARTIAL DENTURES (6 CR.)**

Introduces students to the principles of surveying and designing of removable partial denture frameworks followed by the fabrication and repair of removable partial dentures. Students will observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**DNL 136 PRINCIPLES OF OCCLUSION (3 CR.)**

Provides a general overview of the masticatory system and the dynamics of mandibular movement. Occlusal restorations are fabricated in wax on a semi-adjustable articulator according to functional criteria. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNL 137 ORTHODONTIC AND PEDODONTIC APPLIANCES (3 CR.)**

Develops the student's ability to fabricate and repair pedodontic and orthodontic appliances. This laboratory-didactic course utilizes programmed instruction augmented by individualized assistance and demonstration. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DNL 138 INTRODUCTION TO FIXED PROSTHODONTICS (6 CR.)**

Introduces students to fixed prosthodontic restorations. The student practices the techniques of die preparation and the fabrication of inlays, crowns, and fixed partial dentures utilizing gold alloy, shaded acrylic and composite materials. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**DNL 205 INFECTION CONTROL AND CROSS CONTAMINATION (3 CR.)**

Studies infection control as applied to dental personnel and dental appliances. Discusses the wide variety of microorganisms in blood and saliva. Demonstrates techniques for preventing cross contamination by Hepatitis B, Acquired Immune Deficiency Syndrome, and other highly contagious diseases in a clinical and laboratory environment. Lecture 3 hours per week.

**DNL 210 INTRODUCTION TO MAXILLOFACIAL PROSTHETICS (3 CR.)**

Introduces maxillofacial design and production. Emphasizes maxillofacial procedures and techniques commonly utilized in health care institutions. Lecture 3 hours per week.

**DNL 215 SPECIALIZATION IN DENTAL LABORATORY TECHNOLOGY (9 CR.)**

Provides advanced instruction in laboratory specialty techniques, including fabrication of fixed prosthodontic appliances, removable prosthodontic appliances (partial and complete dentures), orthodontic/pedodontic appliances and dental ceramics. Written authorization form, clinical responsibility, and experience are emphasized. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week.

**DNL 220 INTRODUCTION TO DENTAL CERAMICS (6 CR.)**

Introduces students to ceramic and porcelain-fused-to-metal dental restorations. Includes techniques of design and fabrication of metal substructures followed by ceramic firing techniques. Discusses various ceramic alloy techniques. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

**DNL 231 ADVANCED DENTAL LABORATORY TECHNIQUES I (3 CR.)**

Introduces the theory of advanced dental laboratory techniques and new technological developments that are currently used in dentistry. Lecture 3 hours per week.

**DNL 232 ADVANCED DENTAL LABORATORY TECHNIQUES II (4 CR.)**

Studies theory and laboratory application of advanced techniques and current technological developments in dentistry. Students fabricate prostheses such as precision attachments, light-cured composite restorations and other advanced appliances. Students observe fabrication procedure demonstrations and receive one-on-one instruction during part of the laboratory sessions. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**DNL 297 COOPERATIVE  
EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**DIETETICS**

**DIT 100 INTRODUCTION TO  
DIETETICS (1 CR.)**

Orients the student to the field of dietetics, role responsibilities and relationships within the professions, and interrelationships with other health professionals. Explains standards and ethics of professional conduct. Lecture 1 hour per week.

**DIT 105 DIETETICS AND THE HEALTH  
FIELD (3 CR.)**

Studies the role of dietetics in the health care field, the history of the profession, and the techniques of effective interaction with patients and other healthcare team members. Explains ethics and standards of professional conduct. Addresses the use of computers in dietetics and educational and career opportunities. Lecture 3 hours per week.

**DIT 121 NUTRITION I (3 CR.)**

Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

**DIT 122 NUTRITION II (3 CR.)**

Includes current topics such as fad diets, preventive nutrition, weight control, and exercise. Lecture 3 hours per week.

**DIT 125 CURRENT CONCEPTS IN DIET  
AND NUTRITION (3 CR.)**

Studies the importance of diet to health and well-being in daily life. Addresses current controversies over food practices and information, food facts and fiction, fad diets, vegetarianism, diet and heart disease, and sound guidelines for maintaining good health with wise food choices. Applies computer technology for nutritional analysis. Intended especially for the non-Dietetics major. Lecture 3 hours per week.

**DIT 130 FOOD MANAGEMENT  
SYSTEMS (3 CR.)**

Studies the principles of food service delivery systems in institutional and other health care facilities. Includes fundamentals of menu planning, recipe standardization, food preparation, equipment, sanitation and safety, role of computers in food service, and concepts of food service management. Lecture 3 hours per week.

**DIT 221 THERAPEUTIC  
NUTRITION I (4 CR.)**

Applies nutrition principles to the treatment of persons with special dietary needs. Lecture 4 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**DRAFTING**

**DRF 120 INTRODUCTION TO GRAPHIC  
REPRESENTATION (3 CR.)**

Teaches use of instruments, lettering, sketching, and drawing conventions. Emphasizes legible drawings and the value of presentation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 127 GEOMETRIC  
TOLERANCING (1 CR.)**

Teaches use of a positional tolerance system, its relationship to coordinate tolerance systems, and other aspects of U.S. standard drafting practices. Lecture 1 hour per week.

**DRF 136 DESCRIPTIVE GEOMETRY FOR  
DRAFTING (2 CR.)**

Prerequisite DRF 151. Gives analysis and graphic presentation of the space relationship of fundamental geometric elements as point, line, plane, curved surfaces, development and vectors. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**DRF 151-152 ENGINEERING DRAWING  
FUNDAMENTALS I-II (3 CR.) (3 CR.)**

Introduces technical drafting from the fundamentals through advanced drafting practices. Includes lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners. Teaches theory and application of dimensioning and tolerances, pictorial drawing, and preparation of drawings. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**DRF 153-154 TECHNICAL  
ILLUSTRATION I-II (3 CR.) (3 CR.)**

Prerequisite DRF 152 or equivalent. Teaches the development of axonometric pictorial projections, perspectives, exploded illustrations, industrial shading, inking techniques, and instrument lettering. Includes use of CAD and other advanced presentations. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 165 ARCHITECTURAL BLUEPRINT  
READING (3 CR.)**

Emphasizes reading, understanding and interpreting standard types of architectural drawings including plans, elevation, sections and details. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 225 MACHINE DRAWING AND  
DESIGN (3 CR.)**

Prerequisites DRF 151 and DRF 152. Teaches design of basic machine elements and the analysis of linear and geometric tolerancing including the preparation of complete design and production drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 231 COMPUTER AIDED  
DRAFTING I (3 CR.)**

Prerequisite DRF 151 or divisional approval. Teaches computer aided drafting concepts and equipment. Designed to develop a general understanding of components and the

operation of a typical CAD system. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 232 COMPUTER AIDED  
DRAFTING II (3 CR.)**

Prerequisite DRF 231. Teaches advanced operation in computer aided drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 233 COMPUTER AIDED  
DRAFTING III (3 CR.)**

Prerequisite DRF 232. Introduces programming skills and exposes student to geometric modeling. Focuses on proficiency in production drawing using a CAD system. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**DRF 237 CADD SYSTEMS  
MANAGEMENT (3 CR.)**

Prerequisite DRF 233. Studies the principles and practices of CADD database use, design and programming for a CADD environment. Topics include: attributes manipulation and revision; CADD database extraction and management; basic techniques of data conversion and communication protocol between CADD systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 245 ELECTRONIC DRAFTING (2 CR.)**

Presents fundamental principles, practices and methods of electro-mechanical information through the graphic language principle of projection fastening, materials and finishes, electronic symbology, schematic diagrams, printed circuit drawings and checking of electronic drawings. Explains CAD applications. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**DRF 297 COOPERATIVE  
EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**ECONOMICS**

**ECO 110 CONSUMER ECONOMICS (3 CR.)**

Fosters understanding of American economic system and the individual's role as a consumer. Emphasizes application of economic principles to practical problems encountered. Alerts students to opportunities, dangers, and alternatives of consumers. Lecture 3 hours per week.

**ECO 120 SURVEY OF ECONOMICS (3 CR.)**

Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 3 hours per week.

**ECO 201-202 PRINCIPLES OF  
ECONOMICS I-II (3 CR.) (3 CR.)**

Introduces macroeconomic and microeconomic principles and considers their bearing

on present conditions. Describes structural and functional aspects of the economy. Analyzes the organization of business, labor, and governmental institutions and their economic stability and growth. Presents measures of economic activity. Discusses private enterprise, economic growth and stabilization policies, monetary and fiscal policy. Considers international economic relationships and alternative economic systems. Lecture 3 hours per week.

**ECO 230 SURVEY OF MONEY AND BANKING (3 CR.)**

Reviews history of American banking institutions, principles, and practices. Emphasizes the relationship of finances to business structure, operation, and organization. Examines present-day financial structures, agents, problems and institutions. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**EDUCATION**

**EDU 100 INTRODUCTION TO EDUCATION (1 CR.)**

Provides an overview of teaching as a career with orientation to theories, practices, responsibilities, guidelines, current trends and issues in education. Lecture 1 hour per week.

**EDU 155 PARENT EDUCATION (3 CR.)**

Focuses on an introduction to effective parent/child communication and interaction, with special emphasis on listening skills, responsibility, encouragement, growth, problem solving process, and discipline. Lecture 3 hours per week.

**EDU 156 SINGLE PARENT FAMILIES (3 CR.)**

Discusses issues surrounding single-parent families and the causal factor including: separation, divorce, death, and teenage pregnancies. Explores the effects on both the parent and the child. Familiarizes students with services available in the community which support the single-parent family. Lecture 3 hours per week.

**EDU 160 TECHNIQUES OF OBSERVATION IN EARLY EDUCATION (3 CR.)**

Introduces formal and informal methods of gathering data on children. Emphasis on understanding developmental patterns and implications for diagnostic teaching. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EDU 235 HEALTH, SAFETY, AND NUTRITION EDUCATION (3 CR.)**

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Describes symptoms and

reporting procedures for child abuse. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**ELECTRICAL TECHNOLOGY**

**ELE 131-132 NATIONAL ELECTRICAL CODE I-II (4 CR.) (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 hours. Laboratory 3 hours. Total 6 hours per week.

**ELE 157 ELECTRICITY (5 CR.)**

Teaches the theories and laws of the flow of electricity, magnetism, inductance, capacitance, and the fundamentals of direct and alternating currents. Provides practical application by the use of test and measuring equipment, circuitry, electrical apparatus, and rotating machinery. May require preparation of a report as an out-of-class activity. Lecture 2 hours. Laboratory 8 hours. Total 10 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**ELECTRONICS TECHNOLOGY**

**ETR 113-114 D.C. AND A.C. FUNDAMENTALS I-II (4 CR.) (4 CR.)**

For ETR 113, prerequisite or corequisite is MTH 115. For ETR 114, prerequisite is ETR 113 and the prerequisite or corequisite is MTH 116. Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 115 D.C. AND A.C. FUNDAMENTALS (4 CR.)**

Studies current flow in direct and alternating current circuits with emphasis upon practical problems. Reviews the mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. ETR 115 does not apply towards the degree or certificate in Electronics. Lecture 4 hours per week.

**ETR 144 DEVICES AND APPLICATIONS II (4 CR.)**

Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJT'S), amplifiers and their parameters, fets, and op amps. May include UJT'S, oscillators, RF amplifiers, thermionic devices, and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 158 ELECTRONIC CIRCUITS FOR COMPUTERS (4 CR.)**

Studies the basic electrical and electronic principles used in repair and troubleshooting of computer systems. Includes Ohm's and Kirchhoff's laws, capacitor and diode circuit analysis, power supply circuits, and transistor fundamentals. Use of the laboratory equipment (oscilloscope and DMM) is stressed. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 159 COMPUTER PERIPHERALS (4 CR.)**

Prerequisites ETR 158 and ETR 229. Provides the student with basic knowledge of the typical peripheral devices found in a microcomputer system. The devices covered are printer, disk drive, CRT monitor, and keyboard. Emphasis is placed on troubleshooting techniques. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 167 LOGIC CIRCUITS AND SYSTEMS I (4 CR.)**

Studies digital switching and logic circuits, number systems, Boolean algebra, logic gates and families. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 221 ELECTRONIC CONTROLS I (4 CR.)**

Prerequisites or corequisites ETR 250 or ETR 263. Discusses characteristics and performance of linear control systems with one or more feedback loops. Includes functions and properties of various components encountered in control systems including servo-amplifiers and error detectors, machine synchronization for automatic operations. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 225 DATA COMMUNICATIONS (4 CR.)**

Studies computer communication devices including configurations and protocols. May include modems multiplexing, teletex and interfacing with telecommunication systems such as local and area networks, microwave and satellite and delivery systems, fiber optic systems and packet systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 228 COMPUTER TROUBLESHOOTING AND REPAIR (4 CR.)**

Prerequisites ETR 158 and ETR 229. Provides the student with a basic knowledge of each of the functional units of the microcomputer system. Emphasis is placed on troubleshooting and repair techniques. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 229 DIGITAL LOGIC AND MICROPROCESSOR FUNDAMENTALS (4 CR.)**

Prerequisite or corequisite ETR 158. Teaches digital logic fundamentals and microcomputer operation. Emphasis is placed on troubleshooting techniques. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 232 PRINCIPLES OF LASERS AND FIBER OPTICS (4 CR.)**

Studies the theory and application of lasers and fiber optics. Includes optics, fiber optic

cables and connectors, photo detectors, optical pulse generation, sensors, multiplexers, and laser safety. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 241-242 ELECTRONIC COMMUNICATIONS I-II (4 CR.) (4 CR.)**

Prerequisite or corequisite for ETR 241 is ETR 250. Prerequisite for ETR 242 is ETR 241. Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 247 DISPLAY SYSTEMS (3 CR.)**

Prerequisite or corequisite ETR 242. Teaches principles, circuits, and devices for producing, transmitting, receiving, storing, reproducing, processing and displaying video and other visual information. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**ETR 250 INTERMEDIATE ELECTRONICS (4 CR.)**

Prerequisites ETR 144 and MTH 116. Teaches theory and application of amplifiers and oscillators. Includes amplifier circuit configurations, amplifier classes, operational amplifiers, power amplifiers, bandwidth distortion, and principles of feedback. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 261-262 MICROPROCESSOR APPLICATION I-II (4 CR.) (4 CR.)**

Prerequisite ETR 167. Teaches the fundamentals of microprocessors, including architecture, internal operations, memory, I/O devices machine level programming and interfacing. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 269 ASSEMBLY LANGUAGE (2 CR.)**

Prerequisite MEC 126. Corequisite or prerequisite ETR 167. Introduces assembly language programming including the basic concepts, machine language, CPU architecture, and an overview of instruction sets, memory maps and practical programming. Lecture 2 hours per week.

**ETR 277 COMPUTER INTERFACING (3 CR.)**

Studies computer peripherals and serial and parallel interfaces. May require preparation of a report as out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ETR 284 DIGITAL COMMUNICATION (4 CR.)**

Prerequisite ETR 167. A study of information theory, pulse communication A/D and D/A conversion, coding and error detection and interconnection requirements of digital techniques to voice, video and data communication. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 285 FUNDAMENTALS OF MICROCOMPUTER REPAIR (4 CR.)**

Provides the student with an exposure to the various techniques and procedures used to troubleshoot a microcomputer. May include an overview of a particular microprocessor system, use of isolation flow charts, test point charts, prints, diagnostic routines, component testing and fault isolation labs. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 286 PRINCIPLES AND APPLICATIONS OF ROBOTICS (3 CR.)**

Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting. May require preparation of a report as an out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**ETR 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**EMERGENCY MEDICAL TECHNOLOGY**

**EMT 106 BASIC EMERGENCY MEDICAL TECHNICIAN/AMBULANCE (6 CR.)**

Prepares student for certification as a Virginia and National Registry EMT/A. Includes all aspects of pre-hospital basic life support as defined by the Department of Transportation's National Curriculum for Basic Emergency Medical Technicians/Ambulance. Lecture 4 hours. Laboratory 4 hours. Total 8 hours per week.

**EMT 155 BASIC EMT/A REFRESHER (3 CR.)**

Prerequisite current EMT/A certification. Reviews material covered in the basic emergency medical technician/ambulance course. Emphasizes critique of basic skills and recent developments in the area of pre-hospital basic life support. Required for Virginia recertification as an EMT/A. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EMT 215 PRINCIPLES OF EXTRICATION (4 CR.)**

Prerequisite EMT/A certification. Focuses on the practical evolutions utilized for vehicle extrication, basic and light duty rescue. Includes techniques of vehicle, water, vertical, and trench rescue, as well as electrical emergencies, bus, aircraft, and subway crashes, radiation hazards, and elevator accidents. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**EMT 216 PRE-HOSPITAL PHYSIOLOGICAL ASSESSMENT (2 CR.)**

Prerequisite EMT 106 or equivalent. May be taken concurrently with EMT 231 or EMT 232. Focuses on the application of normal anatomy and physiological phenomena to ill and injured individuals. Emphasizes the analysis and in-

terpretation of physiological data to assist in patient assessment and management. Lecture 2 hours per week.

**EMT 225 CLINICAL EXPERIENCES FOR THE CARDIAC CARE TECHNICIAN (3 CR.)**

Runs concurrent with EMT 231. Deals with in-hospital clinical rotations in emergency department, intensive and coronary care units, operating and recovery rooms, level one trauma center, and intravenous team. Required for certification as Virginia EMT-cardiac and/or paramedic. Laboratory 6 hours per week.

**EMT 226 DYSRHYTHMIA RECOGNITION AND MANAGEMENT (3 CR.)**

Prerequisite EMT/A certification or equivalent. Focuses on interpretation of normal electrocardiogram and recognition and management of basic dysrhythmias. Also covers basic anatomy and physiology of cardiovascular system and pathophysiology and management of a cardiovascular dysfunction. Required for Virginia certification as an EMT-Cardiac and/or Paramedic. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EMT 231 PARAMEDIC PROCEDURES I (5 CR.)**

Corequisite EMT 226. Prepares for functioning as advanced life support provider defined by Department of Transportation's National Paramedic Curriculum. Includes assessment, pathophysiology and treatment for shock, calculation of drug dosages and drip rates, and respiratory emergencies. Required for Virginia certification as EMT-cardiac and paramedic. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

**EMT 232 PARAMEDIC PROCEDURES II (6 CR.)**

Prerequisites EMT 231, EMT 225. Continues DOT's National Paramedic Curriculum from EMT 231. Includes pathophysiology, assessment, and management of neurological, musculoskeletal, psychiatric, and obstetrical/gynecological emergencies. Required for certification as Virginia and/or National Registry paramedic. Lecture 5 hours. Laboratory 2 hours. Total 7 hours per week.

**EMT 235 CLINICAL EXPERIENCES FOR THE PARAMEDIC (4 CR.)**

Runs concurrent with EMT 232. Deals with in-hospital clinical rotations in labor and delivery, newborn nursery, pediatric unit, burn center, psychiatric unit or mobile crisis team, and pathology. Required for certification as a Virginia and National Registry paramedic. Laboratory 8 hours per week.

**EMT 251 ADVANCED CARDIAC LIFE SUPPORT PROVIDER COURSE (1 CR.)**

Prerequisite EMT-cardiac certification, RN or equivalent. Prepares for certification as an Advanced Cardiac Life Support Provider. Follows course as defined by the American Heart Association. Lecture 1 hour per week.

**EMT 252 ADVANCED CARDIAC LIFE SUPPORT INSTRUCTOR COURSE (1 CR.)**

Prerequisite current certification as ACLS Provider. Prepares for certification as Advanced Cardiac Life Support Provider Course



Instructor. Follows course as defined by the American Heart Association. Lecture 1 hour per week.

**EMT 255 EMT-CARDIAC/PARAMEDIC REFRESHER** (3 CR.)

Prerequisite current EMT-cardiac and/or paramedic certification. Reviews material covered in EMT-cardiac and/or paramedic courses. Emphasizes recent developments in the area of pre-hospital advanced life support. Required for Virginia and National Registry recertification as a Paramedic, and Virginia recertification as an EMT-Cardiac. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## ENGINEERING

**EGR 115 ENGINEERING GRAPHICS** (2 CR.)

Applies principles of orthographic projection and multi-view drawings. Teaches descriptive geometry including relationships of points, lines, planes and solids. Introduces sectioning, dimensioning and computer graphic techniques. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**EGR 120 INTRODUCTION TO ENGINEERING** (2 CR.)

Corequisites MTH 173 and ENG 111. Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer, operating systems and processing; engineering problem solving; and graphic techniques. Lecture 2 hours per week.

**EGR 126 COMPUTER PROGRAMMING FOR ENGINEERS** (3 CR.)

Prerequisites MTH 173 and EGR 120. Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN and Pascal. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EGR 130 STATICS AND STRENGTH OF MATERIALS FOR ENGINEERING TECHNOLOGY** (5 CR.)

Presents principles and applications of free-body diagrams of force systems in equilibrium. Analyzes frames and trusses. Presents principles and applications to problems in friction, centroids and moments of inertia. Includes properties of materials, stress, strain, elasticity, design of connections, shear and bending in statically determinate beams, and axially loaded columns. Lecture 5 hours per week.

**EGR 140 ENGINEERING MECHANICS—STATICS** (3 CR.)

Corequisites MTH 277 and PHY 241. 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. Lecture 3 hours per week.

**EGR 206 ENGINEERING ECONOMY** (2 CR.)

Presents economic analysis of engineering alternatives. Studies economic and cost concepts, calculation of economic equivalence, comparison of alternatives, replacement economy, economic optimization in design and operation, depreciation, and after tax analysis. Lecture 2 hours per week.

**EGR 225 NUMERICAL METHODS IN ENGINEERING** (3 CR.)

Prerequisites MTH 277, PHY 241, EGR 126 and EGR 140. Teaches numerical methods using main frame and/or personal computers, applied to engineering problems such as kinematics, space mechanics, vibrations and electric circuit analysis. Applies matrix algebra, Gaussian elimination, differential equation and curve fitting techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**EGR 245 ENGINEERING MECHANICS—DYNAMICS** (3 CR.)

Prerequisites MTH 277 and EGR 140. 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.)

Prerequisite EGR 140. Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation and principle stresses, column analysis and energy principles. Lecture 3 hours per week.

**EGR 248 THERMODYNAMICS FOR ENGINEERING** (3 CR.)

Prerequisites MTH 277 and PHY 241. Studies formulation of the first and second law of thermodynamics. Presents energy conversion, concepts of energy, temperature, entropy, and enthalpy, equations of state of fluids. Covers reversibility and irreversibility in processes, closed and open systems, cyclical processes and problem solving using computers. Lecture 3 hours per week.

**EGR 250 ELECTRICAL THEORY** (3 CR.)

Corequisites MTH 285 and MTH 292. Designed for non-electrical engineering majors. Presents fundamentals of electric circuits; circuit laws and network theorems; response of first- and second-order circuits; feedback; two-part network. Lecture 3 hours per week.

**EGR 251-252 BASIC ELECTRIC CIRCUITS I-II** (3 CR.) (3 CR.)

Prerequisite MTH 291. Corequisites MTH 285 and MTH 292 and PHY 242. Teaches fundamentals of electric circuits. Includes circuit quantities of charge, current, potential, power and energy. Teaches resistive circuit analysis; Ohm's and Kirchoff's laws; nodal and mesh analysis; network theorems; RC, RL and RLC

circuit transient response with constant forcing functions. Teaches AC steady-state analysis, power, three-phase circuits. Presents frequency domain analysis, resonance, Fourier series, inductively coupled circuits, Laplace transform applications, and circuit transfer functions. Introduces problem solving using computers. Lecture 3 hours per week.

**EGR 255 ELECTRIC CIRCUITS LABORATORY** (1 CR.)

Prerequisite EGR 250 or EGR 251. Teaches principles and operation of laboratory instruments such as VOM, electronic voltmeters, digital multimeters, oscilloscopes, counters, wave generators and power supplies. Presents application to circuit measurements, including transient and steady-state response of simple networks with laboratory applications of laws and theories of circuits plus measurement of AC quantities. Laboratory 3 hours per week.

**EGR 265 DIGITAL ELECTRONICS AND LOGIC DESIGN** (4 CR.)

Prerequisite EGR 250 or EGR 251 or departmental approval. Teaches number representation in digital systems; Boolean algebra; design of digital circuits, including gates, flip-flops, counters, registers, architecture, microprocessors, input-output devices. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**EGR 297 COOPERATIVE EDUCATION** (1-6 CR.)

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## ENGLISH

**ENG 001 PREPARING FOR COLLEGE WRITING I** (1-6 CR.)

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising, and editing. Variable hours per week.

**ENG 002 SPELLING AND VOCABULARY STUDY** (1-6 CR.)

Helps students to improve spelling and develop vocabulary. Reviews common spelling patterns. Familiarizes the student with basic prefixes, suffixes, root words, and other word formations. Teaches effective use of the dictionary and thesaurus. Stresses recognizing words in reading context and using them effectively in writing. Variable lecture/laboratory hours per week.

**ENG 003 PREPARING FOR COLLEGE WRITING II** (1-6 CR.)

Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Variable hours per week.

**ENG 004 READING IMPROVEMENT I (1-6 CR.)**

Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques, and ways to control reading pace. Variable hours per week.

**ENG 005 READING IMPROVEMENT II (1-6 CR.)**

Helps students read critically and increase appreciation of reading. Guides students in making inferences, drawing conclusions, detecting relationships between generalizations and supporting details. Includes interpreting graphic aids and basic library skills. Variable hours per week.

**ENG 006 READING IN THE CONTENT AREAS (1-3 CR.)**

Presents reading methods and study skills appropriate for specific courses to increase students' reading and studying efficiency. Must be taken with a content area course. Course content may be planned jointly by faculty in English and related discipline. Variable hours per week.

**ENG 007 WRITING AND READING IMPROVEMENT I (6-12 CR.)**

Provides an integrated approach to developing students' writing and reading processes. Prepares students to complete college assignments successfully by providing them with reading and writing strategies. Variable hours per week.

**ENG 008 WRITING AND READING IMPROVEMENT II (6-12 CR.)**

Emphasizes strategies within the writing and critical reading processes to help students with specific writing and reading assignments. Encourages an appreciation for clear writing and practical reading applications. Variable hours per week.

**ENG 009 INDIVIDUALIZED INSTRUCTION IN WRITING (1-3 CR.)**

Focuses on individual writing needs as determined by student and instructor. Provides support for students simultaneously enrolled in other courses or who want additional writing instruction in a tutorial setting. Variable 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 105 COMMUNICATION IN BUSINESS AND INDUSTRY (1-6 CR.)**

Develops ability to communicate effectively in business and industry, emphasizing gathering, organizing, and transmitting information. Primarily for noncurricular, on-site use in business and industry. Variable hours per week.

**ENG 106 SPEED READING (3 CR.)**

Emphasizes reading faster with comprehension. Includes controlling pace through scanning for specific details, skimming for main

ideas, and reading quickly but completely. Presents common ways reading material is organized and techniques for processing information rapidly. Lecture 3 hours per week.

**ENG 107 CRITICAL READING (3 CR.)**

Helps students refine their reading processes. Emphasizes applying and synthesizing ideas. Includes ways to detect organization, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions, and other advanced comprehension, strategies. May include comprehensive library skills. Lecture 3 hours per week.

**ENG 108 CRITICAL READING AND STUDY SKILLS (3 CR.)**

Helps students improve their reading and learning processes. Includes advanced comprehension strategies and study skills such as time management, note-taking, studying from textbooks and other reading materials, taking examinations, and using the library. Lecture 3 hours per week.

**ENG 111-112 COLLEGE COMPOSITION I-II (3 CR.) (3 CR.)**

Prerequisite satisfactory score on appropriate English proficiency examinations and four units of high school English or equivalent. Develops writing ability for study, work, and other areas of writing based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Lecture 3 hours per week.

**ENG 115 TECHNICAL WRITING (3 CR.)**

Prerequisite ENG 111 or divisional approval. 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 116 WRITING FOR BUSINESS (3 CR.)**

Prerequisite ENG 111 or divisional approval. Develops ability in business writing through extensive practice in composing business correspondence and other documents. Guides students in achieving voice, tone, style, and content appropriate to a specific audience and purpose. Includes instruction in formatting and editing. Introduces students to business discourse through selected readings. Lecture 3 hours per week.

**ENG 117 COMMUNICATION FOR THE JUSTICE SYSTEM (3 CR.)**

Develops proficiency in presenting oral and written reports. Stresses techniques of narration, description, and taking statements. Helps students apply the conventions of effective communication. Lecture 3 hours per week.

**ENG 118 ENGLISH FOR COURT REPORTERS (3 CR.)**

Highlights principles to be followed in preparing accurately transcribed court records.

Stresses the application of conventions practiced by the profession. Lecture 3 hours per week.

**ENG 120 SURVEY OF MASS MEDIA (3 CR.)**

Examines radio, television, newspapers, magazines, books and motion pictures. Emphasizes the nature of change in, and the social implications of, communications media today. Lecture 3 hours per week.

**ENG 121-122 INTRODUCTION TO JOURNALISM I-II (3 CR.) (3 CR.)**

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

**ENG 131 TECHNICAL REPORT WRITING I (3 CR.)**

Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills. Lecture 3 hours per week.

**ENG 132 TECHNICAL REPORT WRITING II (2 CR.)**

Completes technical report writing sequence. Presents report and letter writing skills appropriate for presenting somewhat complex technical ideas clearly and concisely. Stresses editing and proofreading skills. Offers instruction and practice in advanced forms of oral communication. Lecture 2 hours per week.

**ENG 135 APPLIED GRAMMAR (3 CR.)**

Develops ability to edit and proofread correspondence and other documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling, and mechanics. Lecture 3 hours per week.

**ENG 139 COLLEGE GRAMMAR (3 CR.)**

Studies formal English grammar and effective expression with attention to recognizing and employing appropriately the various levels of English usage, thinking logically, speaking and writing effectively, editing, evaluating content and intent of both spoken and written English, and punctuating correctly. Lecture 3 hours per week.

**ENG 141-142 LANGUAGES AND CULTURES I-II (3 CR.) (3 CR.)**

Examines the cultural bases and significance of the varieties of human language. Explores some features of different languages and dialects. Introduces questions about the nature of human languages, their meaning and structure. Lecture 3 hours per week.

**ENG 150 CHILDREN'S LITERATURE (3 CR.)**

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.

**ENG 197 COOPERATIVE EDUCATION**

(1-6 CR.)

(see General Usage Courses section)

**ENG 210 ADVANCED COMPOSITION**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Lecture 3 hours per week.

**ENG 211-212 CREATIVE WRITING I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Lecture 3 hours per week.

**ENG 220 THEORIES OF GRAMMAR**

(3 CR.)

Surveys traditional, structural, and transformational grammar. Includes syntax, morphology, and phonology. Lecture 3 hours per week.

**ENG 221-222 ADVANCED JOURNALISM I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 122. Provides instruction in news and feature writing and other aspects of journalism. Lecture 3 hours per week.

**ENG 231-232 SURVEY OF DRAMA I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines major works of dramatic literature. Considers plays as literary and as staged works. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 235 INTRODUCTION TO THE NOVEL**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines selected novels emphasizing the history of the genre. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 236 INTRODUCTION TO THE SHORT STORY**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines selected short stories emphasizing the history of the genre. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 237 INTRODUCTION TO POETRY**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines selected poetry, emphasizing the history of the genre. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 241-242 SURVEY OF AMERICAN LITERATURE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 243-244 SURVEY OF ENGLISH LITERATURE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Studies major English works from the

Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 245 MAJOR ENGLISH WRITERS**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines major writers in English literary history. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 246 MAJOR AMERICAN WRITERS**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines major writers of American literary history. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 247 SURVEY OF POPULAR CULTURE**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Analyzes familiar aspects of American culture, as seen through popular literature, with additional emphasis on television, film, and popular art. Lecture 3 hours per week.

**ENG 251-252 SURVEY OF WORLD LITERATURE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines major works of world literature. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 253-254 SURVEY OF AFRO-AMERICAN LITERATURE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 255 MAJOR WRITERS IN WORLD LITERATURE**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines major writers selected from a variety of literary traditions. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 256 LITERATURE OF SCIENCE FICTION**

(3 CR.)

Prerequisite ENG 112 or divisional approval. 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. Lecture 3 hours per week.

**ENG 257 MYTHOLOGY**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Studies selected mythologies of the world, emphasizing their common origins and subsequent influence on human thought and expression. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 261-262 ADVANCED CREATIVE WRITING I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Guides the student in imaginative writing in selected genres on an advanced level. Lecture 3 hours per week.

**ENG 265 THE MODERN SHORT STORY**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Studies the modern short story as a

literary form. Emphasizes appreciation and interpretation of selected stories. Requires critical reading and writing. Lecture 3 hours per week.

**ENG 266 MODERN POETRY**

(3 CR.)

Studies modern poetry. Emphasizes appreciation and interpretation of selected poems. Requires critical reading and writing. Lecture 3 hours per week.

**ENG 267 THE MODERN NOVEL**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Studies the modern novel. Emphasizes appreciation and interpretation of selected novels. Requires critical reading and writing. Lecture 3 hours per week.

**ENG 268 THE MODERN DRAMA**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Studies the modern drama. Emphasizes the understanding and enjoyment of dramatic literature. Requires critical reading and writing. Lecture 3 hours per week.

**ENG 271-272 THE WORKS OF SHAKESPEARE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines selected works of Shakespeare. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 273-274 WOMEN IN LITERATURE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines literature by and about women. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 275 INTRODUCTION TO HUMOROUS LITERATURE**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines various forms of humor in literature, emphasizing the history of the type. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 276 SOUTHERN LITERATURE**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 277 LITERATURE OF VIRGINIA**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines literature written by Virginia authors. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 279 FILM AND LITERATURE**

(3 CR.)

Prerequisite ENG 112 or divisional approval. Examines the translation of literature into film viewing and writing. Lecture 3 hours per week.

**ENG 281-282 AMERICAN FOLKLORE I-II**

(3 CR.) (3 CR.)

Prerequisite ENG 112 or divisional approval. Examines traditional spoken, written and musical examples of American folklore from various regional and ethnic groups. Involves critical reading and writing. Lecture 3 hours per week.

**ENG 291-292 WRITING FOR THE COLLEGE****NEWSPAPER I-II (3 CR.) (3 CR.)**

Prerequisite ENG 111 or 112 or divisional approval. Provides instruction in news and feature writing and other aspects of journalism. Lecture 3 hours per week.

**ENG 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**ENGLISH AS A SECOND LANGUAGE****ESL 001 ENGLISH AS A SECOND LANGUAGE I (9-20 CR.)**

Provides intensive instruction at the beginning level. Includes (1) listening comprehension, pronunciation and oral production of basic grammatical structure (2) reading and vocabulary development (3) introduction to the writing process. Variable hours per week.

**ESL 002 ENGLISH AS A SECOND LANGUAGE II (9-20 CR.)**

Provides intensive instruction and practice at the low intermediate level. Provides an introduction to the sound system, stress, intonation and rhythmic patterns of English through listening and speaking exercises. Includes individualized instruction to improve basic reading comprehension. Requires practice in writing with emphasis on building basic sentence structures, grammar and sentence-level writing. Variable hours per week.

**ESL 003 ENGLISH AS A SECOND LANGUAGE III (9-20 CR.)**

Provides intensive instruction and practice at the intermediate level. Includes (1) practice in oral communication skills needed in common situations (2) instruction to increase reading comprehension and vocabulary (3) practice in the writing process, emphasizing sentence structure, grammar and paragraph writing. Variable hours per week.

**ESL 004 ENGLISH AS A SECOND LANGUAGE IV (9-20 CR.)**

Provides instruction at the high intermediate level. Emphasizes reading and writing skills needed for successful completion of college work. Includes instruction to improve reading comprehension, study skills and reading rate. Introduces written academic English through practice in the writing process emphasizing summary writing, short essays and advanced language patterns. Variable hours per week.

**ESL 005 ENGLISH AS A SECOND LANGUAGE: READING I (3-6 CR.)**

Helps students improve word attack skills and basic comprehension. Variable hours per week.

**ESL 006 ENGLISH AS A SECOND LANGUAGE: READING II (3-6 CR.)**

Helps students improve their reading process by building such skills as finding and remembering facts, making inferences, drawing

conclusions and getting meaning from context. Variable hours per week.

**ESL 007 ENGLISH AS A SECOND LANGUAGE: ORAL COMMUNICATION (3-6 CR.)**

Helps students master the skills needed for functioning successfully in academic and professional settings. Emphasizes clear communication in large or small groups through formal and informal presentations. Variable hours per week.

**ESL 008 ENGLISH AS A SECOND LANGUAGE: PRONUNCIATION (3-6 CR.)**

Provides individualized instruction and practice to improve speaking ability. Includes assessment of students' oral skills. Provides exercises and other types of practice to overcome specific problems in pronunciation. Variable hours per week.

**ESL 011 ENGLISH AS A SECOND LANGUAGE: COMPOSITION I (3-6 CR.)**

Provides instruction and practice in the writing process, emphasizing development of fluency in sentence level and paragraph writing and competence in structural and grammatical patterns of written English. Variable hours per week.

**ESL 012 ENGLISH AS A SECOND LANGUAGE: COMPOSITION II (3-6 CR.)**

Provides further instruction and practice in the writing process, emphasizing writing summaries and short essays, and introducing advanced language patterns. Includes practice in developing and improving writing strategies. Variable hours per week.

**ESL 013 ENGLISH AS A SECOND LANGUAGE: COMPOSITION III (3-6 CR.)**

Prepares for college-level writing by practice in the writing process, emphasizing development of thought in essays of greater length and complexity. Variable hours per week.

**ESL 014 ENGLISH AS A SECOND LANGUAGE: ORAL AND WRITTEN COMMUNICATIONS I (3-6 CR.)**

Provides practice in the sound, stress, intonation, structural patterns, grammar, vocabulary, and idioms of beginning-level English in frequently encountered situations. Variable hours per week.

**ESL 015 ENGLISH AS A SECOND LANGUAGE: ORAL AND WRITTEN COMMUNICATIONS II (3-6 CR.)**

Provides practice in the sound, stress, intonation, structural patterns, grammar, vocabulary, and idioms of intermediate-level English in frequently encountered situations. Variable hours per week.

**ESL 016 ENGLISH AS A SECOND LANGUAGE: ORAL AND WRITTEN COMMUNICATIONS III (3-6 CR.)**

Provides practice in the sound, stress, intonation, structural patterns, grammar, vocabulary, and idioms of advanced-level English in frequently encountered situations, with an emphasis on preparation for college-level English proficiency. Variable hours per week.

**ENVIRONMENTAL SCIENCE****ENV 040 BASIC CERTIFICATION PREPARATION—WASTEWATER (1 CR.)**

Prerequisite divisional approval. Reviews materials which are normally associated with the Wastewater Treatment Plant Operator's Class IV or 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. Laboratory 2 hours per week.

**ENV 146 ADVANCED CERTIFICATION PREPARATION—WASTEWATER (1 CR.)**

Prerequisite divisional approval. Reviews the materials associated with the Wastewater Treatment Plant Operator's 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. Laboratory 2 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**FINANCIAL SERVICES****FIN 100 DEPOSIT OPERATIONS (3 CR.)**

Focuses on a comprehensive treatment of current and future state of U.S. payments system. Examines deposit-taking activities, considers how banks manage deposited funds, and explores shifting of U.S. payments mechanisms to electronic funds and what this shift will mean to banks. Lecture 3 hours per week.

**FIN 107 PERSONAL FINANCE (3 CR.)**

Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.

**FIN 108 PRINCIPLES OF SECURITIES INVESTMENT (3 CR.)**

Presents a broad survey of stocks and bonds. Introduces mechanics of stock exchanges, types of securities, kinds of orders, and specific investment objectives. Covers different investment theories and focuses on management and evaluation of investment portfolios. Lecture 3 hours per week.

**FIN 130 INTRODUCTION TO SAVINGS ASSOCIATION BUSINESS (3 CR.)**

Examines the origins, nature, and development of the savings association and its place in the economic fabric of the U.S. Explores environment for financial intermediaries, emphasizing savings associations. Analyzes major institutions competitive with savings associations in field of finance and investment. Describes organization, chartering, and function of savings associations, and identifies problems and trends in the current business world. Lecture 3 hours per week.

**FIN 134 TELLER OPERATIONS (2 CR.)**

Prerequisite FIN 130 or divisional approval. Examines the role of the teller in creation and maintenance of good customer relations. Describes routine and special teller procedures. Summarizes requirements of check negotiability and acceptability. Identifies the various types of savings instruments and ownership. Outlines recommended procedures in event of fire, robbery, or other emergencies. Lecture 2 hours per week.

**FIN 140 INTRODUCTION TO CREDIT UNIONS (3 CR.)**

Explores such facets of the credit union as history, operation, powers, and nature of credit union services. Covers role and programs developed by unions. Lecture 3 hours per week.

**FIN 141 PRINCIPLES OF CREDIT UNION OPERATIONS I (3 CR.)**

Prerequisite FIN 140 or divisional approval. Presents functions of teller transactions, loan approval, financial counseling, and collection procedures and systems. Addresses such topics as delinquency control and current regulations and policies governing credit unions. Lecture 3 hours per week.

**FIN 142 PRINCIPLES OF CREDIT UNION OPERATIONS II (3 CR.)**

Prerequisite FIN 141 or divisional approval. Examines the financial management skills necessary to operate a credit union. Emphasizes implications of risk management and insurance. Explores investment procedures and teaches use of sound accounting principles. Lecture 3 hours per week.

**FIN 160 COMMERCIAL LENDING (3 CR.)**

Presents an overview of the commercial lending function. Explores such topics as characteristics of the business loan customer and fundamentals of commercial loan products, pricing, decision-making, support, and documentation. Examines commercial loans, portfolio management, legal and regulatory requirements, and the overall management of the commercial lending function. Lecture 3 hours per week.

**FIN 168 MORTGAGE LOAN SERVICING (3 CR.)**

Prerequisite FIN 130 or divisional approval. Presents an overview of the scope of the mortgage loan market. Examines mortgage loan processing and role of mortgage loan officer in overall portfolio management. Covers loan servicing procedures for conventional, FHA, and VA loans. Explores the differences between whole loans and participations. Studies procedures for role and servicing of mortgage loans. Lecture 3 hours per week.

**FIN 215 FINANCIAL MANAGEMENT (3 CR.)**

Introduces the process of identifying and solving financial problems confronting the business enterprise. Includes topics such as the basic tools of financial analysis, working capital, capital budgeting, and long-term financing. Uses problems and cases to enhance skills in financial planning and decision making. Lecture 3 hours per week.

**FIN 275 INTERNATIONAL BANKING (3 CR.)**

Exposes the student to current data on international banking topics of country risk assessment, Edge Act corporations, and foreign exchange activities. Focuses on trend financing, international financial agreements, and instruments used in international financial markets. (AIB Approved). Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**FIRE SCIENCE****FIR 100 INTRODUCTION TO FIRE SCIENCE (3 CR.)**

Introduces basic concepts involved in fire suppression including fire behavior, building codes, built-in protection systems and the life safety code. Discusses the history and philosophy of the fire service at the national, state, and local levels and analyzes the overall fire problem. Lecture 3 hours per week.

**FIR 106 FIRE SUPPRESSION METHODS AND OPERATIONS (3 CR.)**

Prerequisite FIR 100 or divisional permission. Introduces the concepts of emergency management and incident command. Discusses basic concepts of fire suppression and incident control, including the establishment of priorities, size-up, strategic goals and tactical objectives. Lecture 3 hours per week.

**FIR 111 HAZARDOUS MATERIALS I (3 CR.)**

Introduces the chemistry of hazardous materials including solids, liquids, gases, and methods used in their identification. Examines the use, handling, transportation and environmental problems associated with hazardous materials. Lecture 3 hours per week.

**FIR 112 HAZARDOUS MATERIALS II (3 CR.)**

Prerequisite FIR 111. Studies hazardous materials storage, standards, and applicable laws designed to protect the public and emergency personnel. Discusses specific methods and techniques used by the emergency worker in the abatement of hazardous materials incidents. Lecture 3 hours per week.

**FIR 115 FUNDAMENTALS OF FIRE PREVENTION (3 CR.)**

Introduces fire safety through study of fire causes, inspections and investigation procedures. Familiarizes students with laws, ordinances and codes which influence the field of fire prevention and studies the legal aspects of fire prevention and related problems. Lecture 3 hours per week.

**FIR 116 FIRE PREVENTION FUNDAMENTALS (3 CR.)**

Examines the functions and objectives of a fire safety organization. Focuses on recognition and correction of fire hazards and necessary control procedures for a preventive maintenance program. Lecture 3 hours per week.

**FIR 117 INDUSTRIAL FIRE PROTECTION (3 CR.)**

Prerequisite FIR 100 or divisional permission. Studies industrial fire protection that fits needs of business, industry, educational and health care facilities. Deals with organizing for fire safety, hazard control and pre-fire planning, as well as fire detection, alarm and suppression systems. Lecture 3 hours per week.

**FIR 125 FIRE SERVICE ADMINISTRATION (3 CR.)**

Studies fire service organization and management, administrative procedures and methods, budgeting and reporting, control of resources, and the maintenance of records. Discusses managerial attitudes and decisions, general organizational planning and career development. Lecture 3 hours per week.

**FIR 135 METHODS OF INSTRUCTION (3 CR.)**

Emphasizes development of teaching methods and aids, including role-playing, small group discussion and development of individual learning methods and materials. Requires students to develop lesson plans and make presentations on appropriate topics. Meets (or exceeds) requirements for certification as listed in NFPA #1041 "LEVEL II" instructor, as well as appropriate "LEVEL III" state of Virginia Fire Training Program requirements. Lecture 3 hours per week.

**FIR 140 FIRE OFFICER STANDARDS (4 CR.)**

Presents an overview of fire protection, prevention and suppression with emphasis on hazards and dangers due to construction procedures and hazardous materials, as well as importance of fire investigation and proper methods of detection and control. Lecture 4 hours per week.

**FIR 205 FIRE HYDRAULICS AND DISTRIBUTION SYSTEMS (4 CR.)**

Teaches mathematics, laws and formulas as applied to fire service hydraulics, including the development of mental ability to solve fire flow requirements and water supply needs. Emphasizes the principles, techniques, and application of water distribution systems used for fire suppression. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**FIR 211 AUTOMATIC SPRINKLER SYSTEM DESIGN I (3 CR.)**

Presents a comprehensive study of treatment of automatic sprinkler systems including a study of sprinkler standards, design features, water supply adequacy, sprinkler limitations, and appropriate building and fire code applications. Lecture 3 hours per week.

**FIR 212 AUTOMATIC SPRINKLER SYSTEM DESIGN II (3 CR.)**

Prerequisite FIR 211. Continues the study of sprinkler system design, implementation and installation. Includes the use of appropriate computer applications in the design of various types of sprinkler systems. Lecture 3 hours per week.

**FIR 215 FIRE SUPPRESSION AND DETECTION SYSTEMS (3 CR.)**

Introduces fire suppression and detection systems. Includes design of smoke, heat, and

flame detectors, as well as the design and operation of basic control and annunciator panels and multiplex command and control systems. Lecture 3 hours per week.

**FIR 221 BUILDING CONSTRUCTION AND CODES (4 CR.)**

Considers effect of fire on structures and inherent dangers of failure due to fire attack as well as ways various types and methods of building construction can influence the tactics and strategy of fire fighting. Discusses the importance of corrective building and fire prevention codes and control of hazards within current legal framework. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**FIR 230 INVESTIGATION PROCEDURES (3 CR.)**

Introduces the development and philosophy of fire investigation and detection, including inspection techniques, gathering of evidence and development of a criminal procedure to conform to judicial requirements. Lecture 3 hours per week.

**FIR 237 EMERGENCY SERVICE SUPERVISION (3 CR.)**

Teaches the history of modern management theories, including scientific management and behavioral scientist approach. Introduces concepts of group dynamics, leadership, communication, stress and time management, and personnel evaluation techniques. Discusses the legal and ethical considerations of personnel management in the emergency service. Lecture 3 hours per week.

**FIR 245 URBAN FIRE AND RISK ANALYSIS (3 CR.)**

Prerequisite FIR 100 or divisional permission. Presents a study of current urban fire problems with emphasis on solutions based upon current available technology. Includes master planning, as well as methods of identifying, analyzing and measuring accompanying risk and loss possibilities. Lecture 3 hours per week.

**FIR 260 INTRODUCTION TO FIRE RESEARCH (3 CR.)**

Prerequisites FIR 100 and approved mathematics and English. Presents a basic survey of research methodology, a study of resource allocation, and a study of selected current research topics, for students who intend to transfer to a four-year program. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**FIR 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## FORESTRY

**FOR 100 INTRODUCTION TO FORESTRY (4 CR.)**

Develops the general concepts of forestry and forest resource use in the United States. Laboratory sessions introduce the student to the protection, management, and use of forest

resource. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**FOR 105 FOREST AND WILDLIFE ECOLOGY (4 CR.)**

Studies the interrelationships of organisms and the natural and cultural environments with emphasis on human influences, ecological structures, survey of populations, communities, and ecosystems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**FOR 115 DENDROLOGY (4 CR.)**

Studies trees and shrubs botanically and commercially important to the forests of the eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**FOR 125 FOREST FIRE CONTROL (1 CR.)**

Examines forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention and suppression, and forest fire control organizations. Lecture 1 hour per week.

**FOR 135 WILDLIFE AND FISHERIES MANAGEMENT (4 CR.)**

Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**FOR 211 WILDLIFE INVESTIGATIONAL TECHNIQUES I (3 CR.)**

Teaches techniques used in wildlife management research including the capturing, sexing, aging and marking of wild animals. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**FOR 212 WILDLIFE INVESTIGATIONAL TECHNIQUES II (3 CR.)**

Presents techniques used in the study of wildlife including an introduction to map use, observation and record keeping, and the capturing, sexing and aging of wild animals. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**FOR 236 MANAGING THE BACKYARD WILDLIFE HABITAT (2 CR.)**

Emphasizes the improvement of the backyard habitat through the application of applied wildlife management and landscaping principles for the purpose of increasing the presence of wildlife. Lecture 2 hours per week.

**FOR 246 URBAN FORESTRY (4 CR.)**

Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## FRENCH

**FRE 016 FRENCH FOR BUSINESS (1-3 CR.)**

Introduces the student to French used in business transactions. Lecture 1-3 hours per week.

**FRE 017 FRENCH FOR THE TOURIST (1-3 CR.)**

Introduces spoken French to people intending to travel in a French-speaking country. Lecture 1-3 hours per week.

**FRE 018 FRENCH FOR READING KNOWLEDGE (1-3 CR.)**

Develops the ability to translate French texts. Lecture 1-3 hours per week.

**FRE 101-102 BEGINNING FRENCH I-II (5 CR.) (5 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Lecture 5 hours per week.

**FRE 103-104 BASIC SPOKEN FRENCH I-II (3 CR.) (3 CR.)**

Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Does not fulfill the foreign language requirement for the Associate in Arts degree. Lecture 3 hours per week.

**FRE 111-112 CONVERSATION IN FRENCH I-II (3 CR.) (3 CR.)**

Prerequisite FRE 102. Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Lecture 3 hours per week.

**FRE 201-202 INTERMEDIATE FRENCH I-II (3 CR.) (3 CR.)**

Prerequisite FRE 102 or equivalent. Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Lecture 3 hours per week.

**FRE 211-212 INTERMEDIATE FRENCH CONVERSATION I-II (3 CR.) (3 CR.)**

Prerequisite FRE 202 or equivalent. Continues to develop fluency through emphasis on idioms and other complex sentence structures. Lecture 3 hours per week.

**FRE 233-234 INTRODUCTION TO FRENCH CIVILIZATION AND LITERATURE I-II (3 CR.) (3 CR.)**

Prerequisite FRE 201-202 or equivalent. Introduces the student to French culture and literature. Readings and discussions conducted in French. Lecture 3 hours per week.

**FRE 241-242 INTERMEDIATE FRENCH COMPOSITION I-II (3 CR.) (3 CR.)**

Prerequisite FRE 202 or equivalent. Develops writing skills and stresses French grammar. Lecture 3 hours per week.

## GEOGRAPHY

**GEO 200 INTRODUCTION TO PHYSICAL GEOGRAPHY (3 CR.)**

Studies major elements of the natural environment including earth sun relationship, land



tual achievements from pre-historic times to the present. Lecture 3 hours per week.

#### **HIS 261-262**

##### **TOPICS IN UNITED STATES**

##### **HISTORY I-II**

(3 CR.) (3 CR.)

Examines selected topics in United States history which shaped the American experience. Lecture 3 hours per week.

#### **HIS 266 MILITARY HISTORY OF THE**

##### **CIVIL WAR**

(3 CR.)

Analyzes military campaigns of the Civil War, including factors contributing to the defeat of the Confederacy and problems created by the war. May include field trips to Civil War sites in the region. Lecture 3 hours per week.

#### **HIS 269 CIVIL WAR AND**

##### **RECONSTRUCTION**

(3 CR.)

Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Lecture 3 hours per week.

#### **HIS 271-272 INTELLECTUAL**

##### **HISTORY I-II**

(3 CR.) (3 CR.)

Examines important thinkers, their ideas, and their influence. The first semester concentrates on western intellectual history, the second semester on American intellectual history. Lecture 3 hours per week.

#### **HIS 273-274 HISTORY OF THE**

##### **CITY I-II**

(3 CR.) (3 CR.)

Focuses on European, American and Third World cities from their origins to the present. Lecture 3 hours per week.

#### **HIS 276 UNITED STATES HISTORY**

##### **SINCE WORLD WAR II**

(3 CR.)

Investigates United States history from 1946 to the present, studying both domestic developments and American involvement in international affairs. Lecture 3 hours per week.

#### **HIS 277 THE AMERICAN EXPERIENCE**

##### **IN VIETNAM**

(3 CR.)

Analyzes American involvement in Vietnam from World War I through the Nixon and Ford years. Includes Roosevelt's plan of trusteeship, the Geneva Conference, the American military role, and the search for peace. Lecture 3 hours per week.

#### **HIS 278 UNITED STATES ECONOMIC**

##### **HISTORY**

(3 CR.)

Analyzes economic developments from the colonial period to the present. Includes the emergence of the market system, the transition from small scale enterprises to corporate capitalism, and the emergence of the contemporary economy. Lecture 3 hours per week.

#### **HIS 279 AGE OF THE AMERICAN**

##### **REVOLUTION**

(3 CR.)

Examines the factors that led to the separation of the American colonies from Great Britain. Covers the Revolutionary War, the problems faced by the revolutionary government, and postwar events that led to the adoption of the United States Constitution. Lecture 3 hours per week.

#### **HIS 281-282 HISTORY OF**

##### **VIRGINIA I-II**

(3 CR.) (3 CR.)

Examines the cultural, political, and economic history of the Commonwealth from its beginning to the present. Lecture 3 hours per week.

#### **HIS 285 FAMILY HISTORY**

(3 CR.)

Examines the changing role of the family in the American experience. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

### **HORTICULTURE**

#### **HRT 100 INTRODUCTION TO**

##### **HORTICULTURE**

(3 CR.)

Surveys the commercial horticulture industry with emphasis on career opportunities. Examines plant classification and identification, common insects and diseases, home landscaping and related subjects. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 107 PLANTSCAPING FOR INTERIOR**

##### **DESIGN**

(2 CR.)

Surveys principles and practices of interior designing with plants. Includes identification, selection, cultural requirements and design characteristics of plant material. Intended for non-Horticulture Technology majors. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 108 PLANT IDENTIFICATION**

(2 CR.)

Studies the identification, culture and uses of woody and herbaceous landscape plants commonly used locally. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 115 PLANT PROPAGATION**

(3 CR.)

Teaches principles and practices of sexual and asexual methods. Examines commercial and home practices. Provides experience in techniques using seed, spores, cuttings, grafting, budding, layering and division. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 117 TOOLS AND EQUIPMENT**

(2 CR.)

Introduces tools and equipment used in horticulture. Emphasizes power-operated equipment including lawnmowers, spreaders, sprayers, saws and tractors. Stresses safety, maintenance, minor repair and appropriate tool selection. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 118 TURF PESTS**

(2 CR.)

Examines turf pests. Covers identification, morphology, and life cycles of insects and other animals, disease agents and weeds. Stresses diagnosis and management of specific turf pests. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 119 IRRIGATION SYSTEMS FOR**

##### **TURF AND ORNAMENTALS**

(3 CR.)

Explains why, when, and how irrigation systems are used by the grounds management industry. Includes component selection, system design, installation, operation, and maintenance.

Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 121 GREENHOUSE CROP**

##### **PRODUCTION I**

(3 CR.)

Examines commercial practices related to production of floricultural crops. Considers production requirements, environmental control and management, cultural techniques affecting seasonal management, and cultural techniques affecting production of seasonal crops. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 127 HORTICULTURAL**

##### **BOTANY**

(3 CR.)

Studies taxonomy, anatomy, morphology, physiology, and genetics of plants. Stresses their importance in plant identification, propagation and culture. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 128 LANDSCAPE TOOLS AND**

##### **METHODS**

(2 CR.)

Emphasizes how to select, use and recognize problems with hand and power tools commonly utilized by landscape technicians. Stresses safety. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 138 LANDSCAPE PLANTING**

##### **METHODS**

(2 CR.)

Describes the installation and care of landscape plants. Covers materials used at the landscape site, interpretation of landscape plans, planting and transplanting procedures, simple construction techniques and care of new and established landscapes. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 197 COOPERATIVE**

##### **EDUCATION**

(1-6 CR.)

(see General Usage Courses section)

#### **HRT 205 SOILS**

(3 CR.)

Teaches theoretical and practical aspects of soils and other growing media. Examines media components, chemical and physical properties, and soil organisms. Discusses management and conservation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 206 PESTICIDES IN**

##### **HORTICULTURE**

(2 CR.)

Discusses pesticide selection, mixing, application, storage, and disposal. Stresses safety and environmental considerations. Emphasizes insecticides, legal restrictions of fungicides and herbicides currently used. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

#### **HRT 207 PLANT PEST**

##### **MANAGEMENT**

(3 CR.)

Teaches principles of plant pest management. Covers morphology and life cycles of insects and other small animal pests and plant pathogens. Lab stresses diagnosis, chemical and non-chemical control of specific pests, and pesticide safety. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

#### **HRT 231 PLANTING DESIGN I**

(3 CR.)

Applies landscape theory and principles of drawing to the planning of landscape designs for residential and small scale commercial

projects. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 232 PLANTING DESIGN II (3 CR.)**

Prerequisite HRT 231. Applies landscape theory and principles of drawing to the planning of landscape designs for large-scale projects. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 236 INTERIOR LANDSCAPING (2 CR.)**

Examines principles and practices of interior landscaping in residential and commercial buildings. Covers design, selection, planting, and maintenance of plant materials suitable for indoor use. Includes assessment of client needs, preparation of contracts and specifications, and construction materials. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**HRT 245 WOODY PLANTS (2 CR.)**

Studies identification, culture, and uses of woody plants in landscaping. Includes deciduous and evergreen, native and cultivated shrubs and trees and vines. Teaches scientific and common names of plants. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**HRT 246 HERBACEOUS PLANTS (2 CR.)**

Considers the herbaceous plants used in the landscape. Includes identification, use, culture, and propagation of common bulbs, perennials, and annuals. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**HRT 247 INDOOR PLANTS (2 CR.)**

Considers problems unique to the growth of indoor plants, and their use in interior landscaping. Covers identification, uses, culture, and propagation of specific indoor plants. Teaches scientific and common names of plants. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**HRT 260 INTRODUCTION TO FLORAL DESIGN (3 CR.)**

Serves as a practical introduction to floral designs. Teaches basic methods of design and floral arrangement. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 266 ADVANCED FLORAL DESIGN (3 CR.)**

Teaches skills related to floral designs created by retail florists. Studies wreaths, baskets, sprays, wedding flowers, corsages, and other contemporary arrangements. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 269 PROFESSIONAL TURF CARE (3 CR.)**

Discusses careers in the turf industry. Stresses turfgrass identification, selection, culture, propagation, and pest control from a commercial standpoint. Surveys turf care operations and use of common equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRT 275 LANDSCAPE CONSTRUCTION AND MAINTENANCE (3 CR.)**

Examines practical applications of construction techniques. Surveys landscape construction materials used in commercial and residential applications. Other topics may in-

clude estimating, construction, planting, and maintenance of a landscaping project. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 285 MANAGEMENT OF A HORTICULTURAL BUSINESS (3 CR.)**

Studies the business and selling practices which relate to wholesale and retail horticultural businesses including garden centers, greenhouses, nurseries, and flower shops. Examines planning and layout, suppliers, merchandising, maintenance, and display of horticultural items. Lecture 2 hours, Laboratory 2 hours. Total 4 hours per week.

**HRT 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT**

**HRI 101-102 HOTEL-RESTAURANT ORGANIZATION AND MANAGEMENT I-II (3 CR.) (3 CR.)**

Introduces the history, opportunities, problems and trends of the hospitality industry. Covers the organization of the various sectors of the hospitality industry including human resources, general business considerations, and management theory. Lecture 3 hours per week.

**HRI 120 PRINCIPLES OF FOOD PREPARATION (4 CR.)**

Applies scientific principles and techniques to the preparation of food, including carbohydrates, such as fruits, vegetables, sugars and starches; fats, including both animal and vegetable, as well as natural and manufactured; and proteins, such as milk, cheese, eggs, meats, legumes, fish and shellfish. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**HRI 125 PRINCIPLES OF COMMERCIAL FOOD PREPARATION (3 CR.)**

Prerequisite HRI 120 or departmental approval. Studies the principles related to cooking in large quantities. Includes purchasing, production planning, position assignments and proper use of equipment. Presents and solves problems in expanding and converting recipes, using alternate cooking methods. Considers traditional and computerized methods. Requires field trips. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 126 THE ART OF GARNISHING (1 CR.)**

Focuses on the relationship between colors and shapes and how they pertain to garnishes. Provides student with knowledge to create impressive presentations. Lecture 1 hour per week.

**HRI 150 INTRODUCTION TO HOSPITALITY OWNERSHIP (3 CR.)**

Presents growth, development, present status and trends of the food and lodging industry.

Includes special problems of operating small and medium sized establishments. Introduces credit and accounting procedures, management of staff, marketing, advertising, and security, as well as personal attitudes, qualifications, and ethics. Lecture 3 hours per week.

**HRI 157 ADVANCED PRINCIPLES OF FOOD PREPARATION (4 CR.)**

Prerequisite HRI 120. Introduces experimental techniques and procedures applied to the development of standardized recipes for the food service industry. Emphasizes sensory quality evaluation to determine general palatability and customer acceptance. Presents laboratory applications of scientific principles to international cuisine, microwave cookery, and baking. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**HRI 158 SANITATION AND SAFETY (3 CR.)**

Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of food-borne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week.

**HRI 165 HOTEL HOUSEKEEPING AND ENGINEERING MANAGEMENT (4 CR.)**

Studies housekeeping and engineering departments of a hotel. Emphasizes organization, staffing, scheduling, staff development, cleaning materials and procedures, preventive maintenance, refurbishing, design, safety, and computer applications. Lecture 4 hours per week.

**HRI 215 FOOD PURCHASING (3 CR.)**

Presents the method and procedures for purchasing food for hotels, restaurants and institutions. Deals with markets, federal and trade grades, governmental regulations, packaging, comparative versions price buying, yields and quality control. Lecture 3 hours per week.

**HRI 217 EQUIPMENT LAYOUT AND DESIGN (3 CR.)**

Focuses on conceptualization, design, layout, space utilization and specification requirements of a food service operation. Incorporates kitchen and dining room equipment and facilities. Lecture 3 hours per week.

**HRI 225 MENU PLANNING AND DINING ROOM SERVICE (3 CR.)**

Covers fundamentals of menu writing, types of menus, layout, design and food merchandising, and interpreting a profit and loss statement as it relates to menu pricing. Analyzes menus for effectiveness. Instructs on proper dining room service, customer seating, and dining room management. Emphasizes use of computer in management of food service operations. Lecture 3 hours per week.

**HRI 235 MARKETING OF HOSPITALITY SERVICES (3 CR.)**

Studies principles and practices of marketing the services of the hotel and restaurant industry. Emphasizes the marketing concept with applications leading to customer satisfaction. Reviews methods of external and internal stimulation of sales. May include a practical

sales/marketing exercise and computer applications. Lecture 3 hours per week.

**HRI 245 LABOR COST CONTROL (3 CR.)**

Focuses on position analysis and description. Considers employee scheduling, forecasting, and staffing needs as related to sales for the labor intensive hospitality industry. Covers interpretation and analysis of payroll to maximize efficiency and productivity. Uses problem solving techniques to illustrate payroll procedures. Includes explanation of payroll deductions, tip credits and tip-sales allocation. Lecture 3 hours per week.

**HRI 251-252 FOOD AND BEVERAGE COST CONTROL I-II (3 CR.) (3 CR.)**

Presents methods of pre-cost and pre-control as applied to the menu, purchasing, receiving, storing, issuing, production, sales and service which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. Lecture 3 hours per week.

**HRI 255 HUMAN RESOURCES MANAGEMENT AND TRAINING FOR HOSPITALITY AND TOURISM (3 CR.)**

Prepares the students for interviewing, training and developing employees. Covers management skills (technical, human, and conceptual) and leadership. Covers the establishment and use of effective training and evaluative tools to improve productivity. Emphasizes staff and customer relations. Lecture 3 hours per week.

**HRI 256 PRINCIPLES AND APPLICATIONS OF CATERING (3 CR.)**

Prerequisite divisional approval. Analyzes and compares the principles of on-premise and off-premise catering. Includes student presentations in a series of catered functions where they assume typical managerial/employee positions emphasizing planning, organizing, operating, managing and evaluating. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 265 HOTEL FRONT OFFICE OPERATIONS (3 CR.)**

Analyzes hotel front office positions and the procedures involved in reservation registration, accounting for and checking out guests, and principles and practices of night auditing. Covers the complete guest operation in both traditional and computerized operations. Lecture 3 hours per week.

**HRI 269 CLUB MANAGEMENT (3 CR.)**

Surveys the organization and management of member-owned and proprietary private clubs. Studies relationship between board of directors, management, employees, club committees, and club members. Covers budget preparation, including applicable tax laws. Field trips included. Lecture 3 hours per week.

**HRI 275 HOSPITALITY LAW (3 CR.)**

Studies the laws applicable to the ownership and operation of food and lodging operations. Includes duties to guests, ejection of undesirables, liabilities for personal injuries, damage, arrest and detention of offenders. Lecture 3 hours per week.

**HRI 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**HUMAN SERVICES**

**HMS 109 STRUCTURED CAREER PLANNING IN HUMAN SERVICES (3 CR.)**

Overviews human services as a career field. Teaches career development skills for personal career planning and for use with clients. Includes 9 hour computer component (word processing). 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 141 GROUP DYNAMICS I (3 CR.)**

Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics. Lecture 3 hours per week.

**HMS 142 GROUP DYNAMICS II (3 CR.)**

Examines group dynamics, group leadership, group cohesion, transference and group helping through experiential involvement in group facilitating and leadership. Increases group skills through active classroom participation in group experiences. Lecture 3 hours per week.

**HMS 145 EFFECTS OF PSYCHOACTIVE DRUGS (3 CR.)**

Provides information on the biochemical, physiological, and behavioral aspects of substance addiction and will review the symptoms of addiction. Emphasizes areas of chemical dependency, medical epidemiology, physiological threats of addiction and methods of identifying multiple drug abusers. Lecture 3 hours per week.

**HMS 225 FUNCTIONAL FAMILY INTERVENTION (3 CR.)**

Provides an understanding of functions and dysfunctions within the family. Emphasizes the development of effective skills through an interpersonal/interactional approach to family intervention. Lecture 3 hours per week.

**HMS 226 HELPING ACROSS CULTURES (3 CR.)**

Provides an historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture 3 hours per week.

**HMS 227 THE HELPER AS A CHANGE AGENT (3 CR.)**

Teaches the following skills for implementing alternative models of change and influence: action research, problem-solving, consultation, workshop development, and outreach and advocacy for diverse client populations. Lecture 3 hours per week.

**HMS 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 231-232 GERONTOLOGY I-II (3 CR.) (3 CR.)**

Examines characteristics of the aging process and problems for the elderly. Considers both theoretical and applied perspectives on the following issues: biological, psychological, sociological, economic and political. Lecture 3 hours per week.

**HMS 237 HEALTH AND WELL-BEING OF THE ELDERLY (3 CR.)**

Focuses on the health of the elderly and teaches preventive health techniques including cardio-pulmonary resuscitation (CPR). CPR certification is awarded upon successful completion of training. Lecture 3 hours per week.

**HMS 238 SELECTED TOPICS IN AGING (3 CR.)**

Provides students with an opportunity to explore a variety of major current issues in aging. Topics may include care giving and the elderly, elderly drug use and misuse, protective services, crisis interventions, homecare, elder-abuse, and other current topics. Lecture 3 hours per week.

**HMS 239 COMMUNITY SERVICES FOR THE ELDERLY (3 CR.)**

Introduces the social service delivery system and analyzes its impact on the elderly. Discusses how national, state, and local programs for the elderly are developed. Assists students in becoming advocates for their clients. Lecture 3 hours per week.

**HMS 251 SUBSTANCE ABUSE I (3 CR.)**

Provides knowledge, skills, and insight for working in drug and alcohol abuse programs. Emphasizes personal growth and client growth measures in helping relationships. Stresses various methods of individual and group techniques for helping the substance abuser. Lecture 3 hours per week.

**HMS 252 SUBSTANCE ABUSE II (3 CR.)**

Prerequisite HMS 251. Expands knowledge and skill in working with the substance abuser. Focuses on assisting substance abusers in individual and group settings and explores client

treatment modalities. May provide opportunities for field experience in treatment centers. Lecture 3 hours per week.

**HMS 255 ADOLESCENT ALCOHOL USE AND ABUSE (3 CR.)**

Examines adaptive and injurious effects of alcohol on the adolescent. Teaches adolescent developmental tasks, behavior concepts and principles. Explores specific treatment modalities. Lecture 3 hours per week.

**HMS 256 SUBSTANCE ABUSE AND THE FAMILY (3 CR.)**

Examines the theoretical constructs of working with families including a cause and effect approach and a systems theory approach. Compares and contrasts models for working with families and discusses treatment modalities. Familiarizes students with resources in their own communities. Lecture 3 hours per week.

**HMS 257 CULTURE, CLASS, AND SUBSTANCE ABUSE (3 CR.)**

Examines the different characteristics of substance abuse for various groups of people. Emphasizes physical, psychological, and sociological stress factors as they relate to substance abuse and treatment modalities. Lecture 3 hours per week.

**HMS 258 CASE MANAGEMENT AND SUBSTANCE ABUSE (3 CR.)**

Focuses on the process for interviewing substance abuse clients. Includes intake, assessment, handling denial, and ending the interview. Teaches skills for writing short-term goals and treatment plans with emphasis on accountability. Examines various reporting devices. Lecture 3 hours per week.

**HMS 265 PERSONALITY THEORY (3 CR.)**

HMS 265 and PSY 225 cannot both be taken for credit toward graduation. Studies the theories of personality and their relationship to counseling. Emphasis is on the historical perspective, view of human nature, contributions and limitations of each theory. Lecture 3 hours per week.

**HMS 266 COUNSELING PSYCHOLOGY (3 CR.)**

Studies major counseling theories, their contributions and limitations, and the application of each to a counseling interaction. Students develop their own personal counseling theory. Lecture 3 hours per week.

**HMS 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## HUMANITIES

**HUM 100 SURVEY OF THE HUMANITIES (3 CR.)**

Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week.

**HUM 105 TECHNOLOGY AND THE LIBERAL ARTS (3 CR.)**

Relates technology in the modern world to the humanities. Designed primarily but not exclusively for students in occupational/technical fields. Draws from a variety of the liberal arts disciplines, and focuses on the theory and practice of technology. Lecture 3 hours per week.

**HUM 111-112 GREAT BOOKS I-II (3 CR.) (3 CR.)**

Introduces selected great works of philosophy and literature, with emphasis on close analysis of the text. Lecture 3 hours per week.

**HUM 201 SURVEY OF WESTERN CULTURE I (3 CR.)**

Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week.

**HUM 202 SURVEY OF WESTERN CULTURE II (3 CR.)**

Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic, and Modern. Lecture 3 hours per week.

**HUM 211-212 SURVEY OF AMERICAN CULTURE I-II (3 CR.) (3 CR.)**

Examines elements of our national culture as they evolved from the first European explorations through colonization and independence to the present day. Lecture 3 hours per week.

**HUM 231-232 SURVEY OF ASIAN CULTURE I-II (3 CR.) (3 CR.)**

Studies thought, values, and arts of Asian culture, integrating art, architecture, literature, music, and philosophy of various cultures, including two or more of the following: India, China, Japan, and Southeast Asia. Lecture 3 hours per week.

**HUM 255 MASTERPIECES OF THE RENAISSANCE (3 CR.)**

Studies Renaissance culture through the analysis of selected major figures and masterworks in art, literature, and music. Lecture 3 hours per week.

**HUM 256 MYTHOLOGY IN LITERATURE AND THE ARTS (3 CR.)**

Studies cultural expressions of mythology in literature and the arts. Considers several of the following mythologies, with emphasis on parallels and divergencies: Egyptian, Near-Eastern, Greek, Roman, Celtic, Norse, Asian, and African. Lecture 3 hours per week.

**HUM 260 SURVEY OF TWENTIETH-CENTURY CULTURE (3 CR.)**

Explores literature, visual arts, philosophy, music, and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## INTERIOR DESIGN

**IDS 100 THEORY AND TECHNIQUES OF INTERIOR DESIGN (3 CR.)**

Introduces drafting and presentation, color theory, and coordination, space planning and arrangement of furnishings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 105 ARCHITECTURAL DRAFTING FOR INTERIOR DESIGN (3 CR.)**

Introduces tools and equipment, lettering, methods of construction, designing and delineation of architecture. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 106 THREE DIMENSIONAL DRAWING AND RENDERING (3 CR.)**

Provides instruction in graphic presentation of three-dimensionally drawn interiors. Presents the use of colored media to render three-dimensional drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 109 STYLES OF FURNITURE AND INTERIORS (3 CR.)**

Teaches history of furnishings and interiors from the ancient world to the present. Lecture 3 hours per week.

**IDS 115 CONTEMPORARY RESIDENTIAL DESIGN STUDIO (4 CR.)**

Prerequisites IDS 100, IDS 105, and IDS 106. Plans an interior space based on contemporary designs. Presents each step used in planning, i.e., drafting the space, spatial planning and arrangement, color and furnishings selection. May require a final visual presentation with all necessary furnishings, materials, and color boards with rendered perspectives. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**IDS 205 MATERIALS AND SOURCES (3 CR.)**

Presents textiles, floor and wall coverings, and window treatments. Emphasizes construction, fiber, finish, and code applications. May use research and field trips to trade sources representing these elements. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 206 LIGHTING AND FURNISHINGS (3 CR.)**

Provides instruction in lighting terminology and calculations and instructions in techniques of recognizing quality of construction in furnishings and related equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 207 UPHOLSTERY AND SLIPCOVERING (3 CR.)**

Provides instruction and studio experience in cutting and fabricating slipcovers, and in upholstering small pieces of furniture. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 208 DRAPERY DESIGN AND FABRICATION (3 CR.)**

Provides instruction in designing, measuring, cutting and fabricating various kinds of window treatments. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 215 THEORY AND RESEARCH IN COMMERCIAL DESIGN (3 CR.)**

Teaches graphic standards and specifications in interior design. Explains handicap codes and fire codes for large scale spaces. Provides programming and space planning with emphasis on systems furniture. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**IDS 216 TWENTIETH CENTURY DESIGN (3 CR.)**

Exposes the student to 20th century art, architecture, and the design and designers of furniture and furnishings which create the interiors of the present century. Lecture, field trips, and visual materials expose the student to the design of the Twentieth Century. Lecture 3 hours per week.

**IDS 217 ADVANCED RENDERING AND PRESENTATION (3 CR.)**

Prerequisites IDS 105 and IDS 106. Gives advanced problems in rendering and visual presentation. Teaches methods of presentation and development of completed interior design projects with rendered perspectives and presentation boards of furnishings, fixtures, finishes, schedules, and related materials. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

**IDS 221 DESIGNING COMMERCIAL INTERIORS I (4 CR.)**

Presents problems in designing and developing presentations with emphasis on retail spaces. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**IDS 225 BUSINESS PROCEDURES (3 CR.)**

Provides instruction in preparation of contracts, purchase orders, specifications, and other business forms used in the interior design field. Lecture 3 hours per week.

**IDS 235 ANTIQUES (3 CR.)**

Involves process of research, authentication, and determining provenance. Covers examples of furnishings, fixtures, textiles, glass, and ceramics. May provide field trips, lectures, examination, and discussion to assist in determining age, condition, and other properties. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**ITALIAN****ITA 101-102 BEGINNING ITALIAN I-II (5 CR.) (5 CR.)**

Develops the understanding, speaking, reading, and writing of Italian, and emphasizes the structure of the language. Lecture 5 hours per week.

**ITA 103-104 BASIC SPOKEN ITALIAN I-II (3 CR.) (3 CR.)**

Teaches oral communication, and introduces the student to cultural mores and customs. Recommended for students with no prior instruction in the language. Does not ful-

fill the foreign language requirement for the Associate in Arts degree. Lecture 3 hours per week.

**ITA 111-112 CONVERSATION IN ITALIAN I-II (3 CR.) (3 CR.)**

Prerequisite for ITA 111 is ITA 102 or equivalent. Prerequisite for ITA 112 is ITA 111 or equivalent. Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation and vocabulary. Lecture 3 hours per week.

**ITA 201-202 INTERMEDIATE ITALIAN I-II (3 CR.) (3 CR.)**

Prerequisite ITA 102 or equivalent. Continues development of skills of understanding, speaking, reading and writing of Italian. Classes conducted in Italian. Lecture 3 hours per week.

**ITA 211-212 INTERMEDIATE ITALIAN CONVERSATION I-II (3 CR.) (3 CR.)**

Prerequisite ITA 202 or equivalent. Continues emphasis on the spoken language, stressing correctness of structure, pronunciation, fluency, and vocabulary. Lecture 3 hours per week.

**JAPANESE****JPN 101-102 BEGINNING JAPANESE I-II (5 CR.) (5 CR.)**

Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Lecture 5 hours per week.

**JPN 201-202 INTERMEDIATE JAPANESE I-II (4 CR.) (4 CR.)**

Prerequisite JPN 102. Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. Lecture 4 hours per week.

**LATIN****LAT 101-102 ELEMENTARY LATIN I-II (3 CR.) (3 CR.)**

Teaches Latin grammar and composition. Introduces the translation of Latin literature, with special selections from Caesar and other writers. Lecture 3 hours per week.

**LAT 201-202 INTERMEDIATE LATIN I-II (3 CR.) (3 CR.)**

Prerequisites two years high school Latin or one year college Latin. Introduces the reading of classical Latin with a review of Latin grammar, forms, and syntax. Lecture 3 hours per week.

**LEGAL ADMINISTRATION****LGL 110 INTRODUCTION TO LAW AND THE LEGAL ASSISTANT (3 CR.)**

Introduces various areas of law in which a legal assistant will be working. Includes intense study of court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, eth-

ics, the role of the legal assistant and other areas of interest. Lecture 3 hours per week.

**LGL 115 REAL ESTATE LAW (3 CR.)**

Studies law of real property, and gives in-depth survey of more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting problems involving these various instruments. Includes research projects, 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 125 LEGAL RESEARCH (3 CR.)**

Provides an understanding of various components of a law library, and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepards, ALR and other research tools. Lecture 3 hours per week.

**LGL 126 LEGAL WRITING (3 CR.)**

Requires competence in English grammar. Studies proper preparation of various legal documents, including case and appeal briefs, legal memoranda, letters and pleadings. Involves practical applications. Lecture 3 hours per week.

**LGL 215 TORTS (3 CR.)**

Studies fundamental principles of the law of torts, including preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes personal injury and medical malpractice cases. Lecture 3 hours per week.

**LGL 217 TRIAL PRACTICE AND THE LAW OF EVIDENCE (3 CR.)**

Introduces civil and criminal evidence; kinds, degrees and admissibility of evidence; and methods and techniques of its acquisition. Emphasizes Virginia and federal rules of evidence. Focuses on elements of a trial and various problems associated with the trial of a civil or criminal case. Lecture 3 hours per week.

**LGL 218 CRIMINAL LAW (3 CR.)**

Focuses on major crimes: their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. Gives general principles of applicable constitutional law and criminal procedure. Lecture 3 hours per week.

**LGL 227 ADMINISTRATION OF DECEDENTS' ESTATES (3 CR.)**

Teaches students how to administer an estate efficiently. Includes instruction on substantive areas of law and preparation of forms and provides samples for the efficient administration of decedents' estates. Lecture 3 hours per week.

**LGL 230 LEGAL TRANSACTIONS (3 CR.)**

Introduces commercial principles and practices and Uniform Commercial Code. Emphasizes contracts, warrants, title, consideration, performance, parties, subject matter and remedies for breach, torts, sales, negotiable instruments, consumer protection, insurance, wills and inheritance, bankruptcy and statute of limitations. Lecture 3 hours per week.

**LGL 235 LEGAL ASPECTS OF BUSINESS ORGANIZATIONS (3 CR.)**

Examines lawyer's role in the formation of business entities, including sole proprietorship, partnerships and corporations, and other business vehicles. Studies fundamental principles of law applicable to each and the preparation of the documents necessary for organization and operation. Lecture 3 hours per week.

**LGL 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**LIBRARY TECHNOLOGY****LBR 105 LIBRARY SKILLS FOR RESEARCH (1 CR.)**

Introduces students to library skills and resources. Employs a laboratory approach to develop skills in the use of library materials. Presents general information about library procedures, specific methods for utilizing varied reference materials including dictionaries, indexes, special subject area tools, on-line information retrieval, classification systems, and the card catalog. Introduces general topics on research paper preparation. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**MARKETING****MKT 100 PRINCIPLES OF MARKETING (3 CR.)**

Presents principles, methods and problems involved in the distribution and marketing of goods and services to industrial and ultimate consumers. Introduces various marketing middlemen: wholesaler, retailer, broker, agent including cooperative and trade associations, shippers, stores and facilitators. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social and ethical considerations in marketing. Lecture 3 hours per week.

**MKT 110 PRINCIPLES OF SELLING (3 CR.)**

Presents fundamental aspects of personal selling, sales, ethics, and selling methods. Emphasizes professional sales techniques. Examines organization necessary for a well coordinated sales effort, including the training of sales personnel for maximum efficiency in selling and organization of the sales division

within the business enterprise. Introduces sales management in planning, organizing, directing and controlling the total sales effort. Lecture 3 hours per week.

**MKT 115 RETAIL ORGANIZATION AND MANAGEMENT (3 CR.)**

Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week.

**MKT 120 FUNDAMENTALS OF FASHION (3 CR.)**

Develops an understanding of the principles and procedures involved in the production, distribution, and consumption of fashion merchandise. Traces the history and development of fashion and how these changes affect the fashion merchandising world. Focuses on changing consumer characteristics which influence demand for fashion products and the effects that fashion marketing activities have on the economy. Lecture 3 hours per week.

**MKT 129 BASIC INSURANCE SKILLS (3 CR.)**

Presents basic insurance concepts and terminology, including personal and commercial insurance. Emphasizes customer relations and interpersonal skills, including written and oral communications. Lecture 3 hours per week.

**MKT 130 PRINCIPLES OF INSURANCE (3 CR.)**

Provides an introduction to insurance principles and practices. Includes an examination of risks and applications to the principal fields of insurance including life, accident and health, fire, liability, surety, and property. Lecture 3 hours per week.

**MKT 140 TRAFFIC AND TRANSPORTATION (3 CR.)**

Provides an overview of the U.S. transportation industry. Examines all modes of transportation and emphasizes history, purpose, functions, along with advantages and disadvantages of each mode. Highlights the importance and value of transportation to the U.S. economy in the production and distribution of goods and services. Includes a brief history of the regulation of transportation. Lecture 3 hours per week.

**MKT 150 INTRODUCTION TO FOOD MARKETING (3 CR.)**

Introduces food marketing practices and problems with emphasis on the supermarket organization. Emphasizes the economic importance of food marketing and the historical development of food retailing. Explores the role of trade groups, systems of food distribution, food industry surveys, supermarket organization and management, food industry issues, and the future of food marketing. Lecture 3 hours per week.

**MKT 200 CONSUMERS, MARKETING, AND SOCIETY (3 CR.)**

An overview of the marketing system as it applies to the needs and wants of consumers

and the purchasing process, along with consideration of the role of government in consumer affairs. Assists the individual in becoming an informed consumer and better business manager through an understanding of rights and obligations in consumer transactions. Lecture 3 hours per week.

**MKT 210 SALES MANAGEMENT (3 CR.)**

Presents an in-depth examination of managing a sales force. Introduces methods of training, compensating, motivating and evaluating the sales force. Explores forecasting techniques and quotas. Lecture 3 hours per week.

**MKT 220 PRINCIPLES OF ADVERTISING (3 CR.)**

Emphasizes the role of advertising in the marketing of goods and services. Discusses the different uses of advertising; types of media; how advertising is created; agency functions and legal, social and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing and selection of media. Lecture 3 hours per week.

**MKT 225 MERCHANDISE INFORMATION (3 CR.)**

Studies merchandise characteristics of durable as well as non-durable goods. Includes detailed analysis of construction, uses, care and related government regulations. Stresses value and quality standards for consumer use. Emphasizes usefulness of product information as a merchandising tool. Lecture 3 hours per week.

**MKT 227 MERCHANDISE BUYING AND CONTROL (3 CR.)**

Studies the merchandising cycle. Explores techniques used in the development of buying resources, merchandising plans, model stock, unit control, and inventory systems. Highlights merchandise selection, policy pricing strategies, and inventory control methods. Lecture 3 hours per week.

**MKT 228 PROMOTION (3 CR.)**

Presents an overview of promotion activities including advertising, visual merchandising, publicity and sales promotion. Focuses on coordinating these activities into an effective campaign to promote sales for a particular product, business, institution or industry. Emphasizes budgets, selecting media, and analyzing the effectiveness of the campaign. Lecture 3 hours per week.

**MKT 236 COLOR, LINE AND DESIGN APPLICATION (3 CR.)**

Presents color theory and principles of line and design. Applies these principles to various fashion activities, such as visual merchandising, special events and apparel coordination. Lecture 3 hours per week.

**MKT 238 FASHION MERCHANDISING (3 CR.)**

Develops an understanding of the major considerations involved in the buying and merchandising of fashion products. Emphasizes the dynamics of fashion and consumer buying patterns and sources of buying information. Discusses fashion buying and inventory control in the merchandising cycle plus techniques used to develop fashion buying plans, model stocks, unit control and inventory systems.



**MEC 265 FLUID MECHANICS (3 CR.)**

Studies properties of fluids and fluid flow, Bernoulli's theorem, measuring devices, viscosity and dimensional analysis. Emphasizes pumps, piping, and fluid motors. Lecture 3 hours per week.

**MEC 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**MEDICAL LABORATORY****MDL 101 INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES (3 CR.)**

Introduces the basic techniques including design of the health care system, ethics, terminology, calculations, venipuncture and routine urinalysis. 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 110 URINALYSIS AND BODY FLUIDS (3 CR.)**

Studies the gross, chemical, and microscopic techniques used in the clinical laboratory. Emphasizes study of clinical specimens which include the urine, feces, cerebrospinal fluid, blood, and body exudates. Introduces specimen collection and preparation. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 120 PRINCIPLES OF HEMATOLOGY (4 CR.)**

Presents theory of procedure performed in hematology and coagulation and the relationship of these procedures to the diagnosis of disease. Includes performance of manual hematology procedure and coagulation. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**MDL 130 BASIC CLINICAL MICROBIOLOGY (3 CR.)**

Studies classification, theories, techniques, and methods used in basic bacteriology, parasitology, and micology. Emphasizes routine identification. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 135 CLINICAL MICROBIOLOGY TECHNIQUES I (5 CR.)**

Introduces the basic theories and techniques used to identify bacteria, fungi, and parasites in a simulated clinical setting. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

**MDL 215 IMMUNOLOGY (2 CR.)**

Presents the physiological basis of humoral and cell mediated immunity, including the medical and clinical laboratory application of immunological principles. Lecture 2 hours per week.

**MDL 216 BLOOD BANKING (4 CR.)**

Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**MDL 230-231 PRINCIPLES AND TECHNIQUES OF HISTOLOGY I-II (3 CR.) (3 CR.)**

Prerequisite for MDL 231 is MDL 230. Teaches the basic principles of histological techniques. Emphasizes the theory behind the practical aspects of producing good tissue sections. Covers special techniques in staining, immunofluorescence, immunoperoxidase, and electron microscopy. Lecture 3 hours per week.

**MDL 255 DIAGNOSTIC MICROBIOLOGY (3 CR.)**

Presents principles of medical microbiology including specimen handling, identification and pathogenicity of bacteria, fungi, parasites and viruses infecting humans. Lecture 3 hours per week.

**MDL 261-262 CLINICAL CHEMISTRY AND INSTRUMENTATION I-II (4 CR.) (5 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. Lecture 2-3 hours. Laboratory 6 hours. Total 8-9 hours per week.

**MDL 265 ADVANCED CLINICAL CHEMISTRY (2 CR.)**

Presents principles of current special chemistry techniques. Lecture 2 hours per week.

**MDL 266 CLINICAL CHEMISTRY TECHNIQUES (4 CR.)**

Includes performing of clinical chemistry methodologies and operation of typical instrumentation in a clinical laboratory or simulated laboratory setting. Laboratory 12 hours per week.

**MDL 276 CLINICAL HEMATOLOGY TECHNIQUES (4 CR.)**

Stresses performing hematological and coagulation methods and operation of typical instrumentation in a clinical laboratory or simulated laboratory setting. Laboratory 12 hours per week.

**MDL 277 CLINICAL IMMUNOHEMATOLOGY AND IMMUNOLOGY TECHNIQUE (4 CR.)**

Deals with performing techniques, procedures, and interpretations in Blood Banking and Serology in a clinical laboratory or simulated laboratory setting. Laboratory 12 hours per week.

**MDL 278 CLINICAL MICROBIOLOGY TECHNIQUES II (4 CR.)**

Includes performing of techniques, procedures, and identification of microorganisms in a clinical laboratory or simulated laboratory setting. Laboratory 12 hours per week.

**MDL 281 CLINICAL CORRELATIONS (1 CR.)**

Teaches students to apply knowledge gained in courses offered in the MDL curriculum using primarily a case history form of presentation. Emphasizes critical thinking skills in the practice of laboratory medicine. Lecture 1 hour per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**MEDICAL RECORDS****MDR 100 INTRODUCTION TO THE HEALTH CARE DELIVERY SYSTEM (1 CR.)**

Introduces the organization of the health care delivery system with emphasis on types of providers and the role that accrediting and licensing bodies play in the delivery of health care. Lecture 1 hour per week.

**MDR 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.

**MDR 141-142 FUNDAMENTALS OF HEALTH INFORMATION SYSTEMS I-II (3 CR.) (3 CR.)**

Focuses on health data collection, storage, retrieval and reporting systems, with emphasis on the role of the computer in accomplishing these functions. Lecture 3 hours per week.

**MDR 215 HEALTH DATA CLASSIFICATION SYSTEMS (5 CR.)**

Prerequisite MDR 141 or permission of the program head. Focuses on disease and procedure classification systems currently utilized for collecting health data for the purposes of statistical research and financial reporting. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

**MDR 220 HEALTH STATISTICS (2 CR.)**

Introduces the student to basic statistical principles as applied in the health care environment. Lecture 2 hours per week.

**MDR 225 QUALITY ASSURANCE IN HEALTH CARE (2 CR.)**

Presents medical care evaluation techniques, utilization review activities, peer review organization requirements, and risk management. Lecture 2 hours per week.

**MDR 226 LEGAL ASPECTS OF HEALTH RECORD DOCUMENTATION (2 CR.)**

Presents the legal requirements associated with health record documentation. Emphasizes the policies and procedures concerning the protection of the confidentiality of the patient's health record. Lecture 2 hours per week.

**MDR 231-232 HEALTH RECORD APPLICATIONS I-II (3 CR.) (3 CR.)**

Uses an integrated approach to practicing health records skills in a simulated clinical en-

vironment. Emphasizes the use of the micro-computer in accomplishing problem-solving tasks. Laboratory 6 hours per week.

**MDR 241 FUNDAMENTALS OF HEALTH INFORMATION SYSTEMS III (3 CR.)**

Continues MDR 142. Lecture 3 hours per week.

**MDR 251 CLINICAL PRACTICE I (4 CR.)**

Supervises student practice in health record activities conducted in a variety of clinical settings. Laboratory 12 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**MENTAL HEALTH**

**MEN 121-122 MENTAL RETARDATION I-II (3 CR.) (3 CR.)**

Explores current problems and social, cultural and legal issues involved in therapeutic interventions for understanding and programs relating to the mentally retarded. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**MUSIC**

**MUS 008 FUNDAMENTALS OF MUSIC (3 CR.)**

Teaches the beginner to read, write, and understand the symbols of music notation. Introduces both pitch and rhythmic notation symbols. Combines listening and visual exercises in order to develop performance skills and proficiency in the language of music. Re-registration permitted until course objectives are completed. Lecture 3 hours per week.

**MUS 101-102 BASIC MUSICIANSHIP I-II (3 CR.) (3 CR.)**

Provides exercises leading to knowledge and skill in the rudiments of music. Includes rhythmic notation as well as scales, keys, and intervals along with exercises in sight reading and ear training. Lecture 3 hours per week.

**MUS 103-104 COMPREHENSIVE MUSICIANSHIP I-II (3 CR.) (3 CR.)**

Continues basic musicianship for the non-music major. Lecture 3 hours per week.

**MUS 105 HISTORY OF INSTRUMENTS (3 CR.)**

Traces the evolution and construction of instruments and their sound production properties. Also discusses problems in sound production when new and different materials are used in constructing instruments. Lecture 3 hours per week.

**MUS 109 MUSIC FOR CHILDREN (3 CR.)**

Selects and develops a repertoire of songs, musical games, rhythms, and movement activities for the 2-5-year-old. Develops skills on keyboard, autoharp, or musical instruments

appropriate for use in early childhood education. Lecture 3 hours, Laboratory 1 hour. Total 4 hours per week.

**MUS 111-112 MUSIC THEORY I-II (4 CR.) (4 CR.)**

Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**MUS 113-114 INSTRUMENTAL REPAIR I-II (3 CR.) (3 CR.)**

Teaches the principles of instrumental maintenance and repair through the use of modern diagnostic methods. Explains electronic and mechanical diagnostic and remedial techniques. Includes both theoretical and applied laboratory experiments. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MUS 120 HYMNOLOGY (3 CR.)**

Prerequisite divisional approval. Studies the development of hymns throughout different historical periods. Analyzes hymn styles for a variety of religious services throughout the liturgical year. Surveys current trends in hymn singing and accompaniment styles. Lecture 3 hours per week.

**MUS 121-122 MUSIC APPRECIATION I-II (3 CR.) (3 CR.)**

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

**MUS 123-124 ORGANIZING AND DIRECTING CHORAL ACTIVITIES I-II (2 CR.) (2 CR.)**

Develops the organizational skills necessary for directing a variety of choral groups, planning a rehearsal, and building a choral program. Enables students to master the conducting skills that deal with beat patterns, score reading, and musical terminology. Permits performance in a laboratory group as singers and conductors to gain experience in selecting and rehearsing music. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 125 AMERICAN MUSIC (3 CR.)**

Presents the development of music in America from early colonists to the present, in light of philosophical, political, geographical, and sociological developments. Lecture 3 hours per week.

**MUS 126 INTRODUCTION TO MUSIC LITERATURE (3 CR.)**

Explores sound-producing mediums and the nature of melodic, harmonic, and rhythmic styles. Introduces instrumental and vocal literature by type and historical period. Lecture 3 hours per week.

**MUS 127 FOLK MUSIC (3 CR.)**

Introduces and surveys traditional, Appalachian, and contemporary folk songs, instruments, and performers in American culture. Requires no previous knowledge of music. Lecture 3 hours per week.

**MUS 128 ORGANIZING AND DIRECTING THE CHURCH CHOIR (3 CR.)**

Examines specific problems of church choirs, recruiting new members, training unskilled singers, establishing a philosophy of church music selection and service participation, and motivating the singers. Surveys choir materials that improve diction, sight reading, and vocal performance. Includes application of rehearsal procedures and conducting techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 130 OVERVIEW OF THE RECORDING INDUSTRY (1 CR.)**

Prerequisite divisional approval. Introduces and surveys employment opportunities in the commercial music industry. Assists students in defining their professional goals. Lecture 1 hour per week.

**MUS 131-132 CLASS VOICE I-II (2 CR.) (2 CR.)**

Introduces the many aspects of singing from the physical act through the aesthetic experience. The course is designed for the beginning singer who desires vocal improvement, and for the voice major as an addition to and extension of skills and knowledge necessary for artistic development. Introduces appropriate repertoire. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 133-134 RECORDING SYSTEMS SERVICES I-II (3 CR.) (3 CR.)**

Prerequisite divisional approval. Introduces the principles of recording systems and recording system designs. Provides the student with theoretical and practical site locations. Includes the study of sound studio design and construction, production costs, and retail distribution. This general survey course is not applicable to the Music Recording Technology Certificate program. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 135 PRINCIPLES OF TUNING (3 CR.)**

Prerequisite divisional approval. Teaches an understanding of the principles of musical tuning systems. Presents theory and laboratory experiments to explain and illustrate the tuning of musical instruments, including the piano. Lecture 2 hours, Laboratory 2 hours. Total 4 hours per week.

**MUS 136 APPLIED MUSIC—VOICE\* (1-2 CR.)**

Prerequisite divisional approval. Teaches singing, proper breath control, diction, and development of tone. Studies the standard vocal repertoire. One or two half-hour lessons per week. Four to eight hours practice required.

**MUS 137 CHORUS\*\* (1 CR.)**

**MUS 138 SMALL VOCAL ENSEMBLE\*\* (1 CR.)**

**MUS 140 INTRODUCTION TO RECORDING TECHNIQUES (3 CR.)**

Introduces the theory and practice of basic

magnetic and multichannel recording. Presents the concepts of recording electronics, equipment nomenclature, function, application, and interface, microphone application, and mixdown techniques. Provides basic hands-on experience in the recording studio. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 141-142 CLASS**  
**PIANO I-II** (2 CR.) (2 CR.)

Offers the beginning piano student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of keyboard playing. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 145 APPLIED MUSIC—**  
**KEYBOARD\*** (1-2 CR.)

Prerequisite divisional approval. Teaches piano, organ, harpsichord, or synthesizer. Studies the standard repertoire. 1-2 half-hour lessons per week, 4-8 hours practice (laboratory) required.

**MUS 148 ORCHESTRA\*\*** (1 CR.)

**MUS 149 BAND\*\*** (1 CR.)

**MUS 151-152 CLASS**  
**WOODWINDS I-II** (2 CR.) (2 CR.)

Offers the beginning woodwind student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of specific woodwind instruments. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 155 APPLIED MUSIC—**  
**WOODWINDS\*** (1-2 CR.)

Prerequisite divisional permission. Teaches fundamentals of the woodwind instruments. Studies the standard repertoire. 1-2 half-hour lessons per week, 4-8 hours practice (laboratory) required.

**MUS 156 WOODWINDS**  
**ENSEMBLE\*\*** (1 CR.)

**MUS 157 SOUND STUDIO DESIGN** (3 CR.)

Prerequisite divisional approval. Introduces the theory and practice of sound studio design. Provides a basic understanding of acoustics and the acoustical properties of construction materials. Allows the student practical opportunities in designing sound studios. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 158 RECORDING STUDIO**  
**ELECTRONICS: THEORY AND**  
**MAINTENANCE** (3 CR.)

Prerequisite divisional approval. Introduces the practices used in maintaining professional recording equipment and basic electronic theory used within the recording industry. Provides the skills and knowledge necessary to perform routine maintenance and to repair recording and related equipment. Designed to prepare the student for position as entry-level

technician or apprentice recording engineer. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 159 IMPROVISATIONAL**  
**TECHNIQUES** (3 CR.)

Prerequisite selected Applied Music or freshman level proficiency. Introduces the principles of improvisation using harmonic structures and progressions from the period of common practice. Includes listening to and performing music of the standard jazz and popular repertoire. Develops performance skills utilizing specific improvisational devices employed in different historical periods. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 161-162 CLASS**  
**STRINGS I-II** (2 CR.) (2 CR.)

Offers the beginning string student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of specific string instruments. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 163-164 GUITAR THEORY AND**  
**PRACTICE I-II** (3 CR.) (3 CR.)

Studies the fundamentals of sound production, music theory, and harmony as they apply to guitar. Builds proficiency in both the techniques of playing the guitar and in the application of music fundamentals to these techniques. Presents different types of guitars and related instruments. Emphasizes music as entertainment and as a communication skill. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MUS 165 APPLIED MUSIC—**  
**STRINGS\*** (1-2 CR.)

Prerequisite divisional approval. Teaches fundamentals of string instruments, harp, or guitar. Studies the standard repertoire. 1-2 half-hour lessons per week, 4-8 hours practice (laboratory) required.

**MUS 166 STRING ENSEMBLE\*\*** (1 CR.)

**MUS 171-172 CLASS**  
**BRASS I-II** (2 CR.) (2 CR.)

Offers the beginning brass student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of specific brass instruments. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 175 APPLIED MUSIC—**  
**BRASS\*** (1-2 CR.)

Prerequisite divisional approval. Teaches fundamentals of brass instruments. Studies the standard repertoire. 1-2 half-hour lessons per week, 4-8 hours practice (laboratory) required.

**MUS 176 BRASS ENSEMBLE\*\*** (1 CR.)

**MUS 179 MUSIC COPYRIGHT LAW** (1 CR.)

Prerequisite divisional approval. Introduces the legal problems and normal conventions practiced within the commercial music indus-

try. Provides a basic understanding of national and international music copyright laws. Lecture 1 hour per week.

**MUS 181-182 CLASS**  
**PERCUSSION I-II** (2 CR.) (2 CR.)

Offers the beginning percussion student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of specific percussion instruments. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement for music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 185 APPLIED MUSIC—**  
**PERCUSSION\*** (1-2 CR.)

Prerequisite divisional permission. Teaches fundamentals of percussion instruments. Studies the standard repertoire. 1-2 half-hour lessons per week, 4-8 hours practice (laboratory) required.

**MUS 186 PERCUSSION**  
**ENSEMBLE\*\*** (1 CR.)

**MUS 200 VOCAL METHODS AND**  
**MATERIALS** (3 CR.)

Studies the problems, materials, and techniques of the teaching of voice. Lecture 3 hours per week.

**MUS 205 KEYBOARD METHODS**  
**AND MATERIALS** (3 CR.)

Studies the problems, materials, and techniques of teaching keyboard. Lecture 3 hours per week.

**MUS 211-212 ADVANCED MUSIC**  
**THEORY I-II** (4 CR.) (4 CR.)

Prerequisite MUS 111-112 or equivalent. Increases facility in the analysis and usage of diatonic and chromatic harmonies. Continues harmonic analysis of Bach style. Includes exercises in sight-singing, ear-training, and keyboard harmony. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**MUS 213-214**  
**COMPOSITION I-II** (3 CR.) (3 CR.)

Prerequisite divisional approval. Requires the writing of short compositions in several styles, ranging from the 18th to the 20th century, for various instrumental or vocal combinations. Individualized instruction meets the special need of each student. Score analysis forms an important part of this course. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 221-222 HISTORY OF**  
**MUSIC I-II** (3 CR.) (3 CR.)

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Lecture 3 hours per week.

**MUS 223-224 THE HISTORY OF**  
**OPERA I-II** (3 CR.) (3 CR.)

Studies the development of operatic style through the presentation of representative works from 1600 to the present. Lecture 3 hours per week.

**MUS 225 THE HISTORY OF JAZZ (3 CR.)**

Studies the underlying elements of jazz, concentrating on its cultural and historical development from earliest stages to the present. No previous knowledge of music is required. Lecture 3 hours per week.

**MUS 226 TWENTIETH CENTURY MUSIC AND MUSIC CULTURES (3 CR.)**

Examines the twentieth century in all its social, political, and cultural ramifications as a point of departure. Includes a study of both Western and non-Western folk, popular, and classical music of the twentieth century. Lecture 3 hours per week.

**MUS 227 EDITING AND MIXDOWN TECHNIQUES (3 CR.)**

Prerequisite divisional approval. Introduces the theory and practice of electronic-mechanical editing and mixdown techniques. Provides the skills necessary to edit, mixdown, externally reprocess, and otherwise manipulate multitrack original recordings into finished master recordings. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 231-232 ADVANCED CLASS VOICE I-II (2 CR.) (2 CR.)**

Continues MUS 131-132. Continues the expansion of appropriate vocal repertoire. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 235 ADVANCED RECORDING TECHNIQUES (3 CR.)**

Prerequisite MUS 140 or divisional approval. Introduces advanced recording techniques that lead to master release and demonstration tapes. Provides knowledge and skills in refined areas of multi-channel recording and mixdown techniques. Includes study of the process which converts finished master tapes to phonograph discs or prerecorded cartridges suitable for retail release. Provides experience in solving on-site recording problems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 236 ADVANCED APPLIED MUSIC—VOICE\* (1-2 CR.)**

Continues MUS 126.

**MUS 237 CHORUS\*\* (1 CR.)**

Continues MUS 137.

**MUS 238 SMALL VOCAL ENSEMBLE\*\* (1 CR.)**

Continues MUS 138.

**MUS 241-242 ADVANCED CLASS PIANO I-II (2 CR.) (2 CR.)**

Teaches advanced applications of keyboard fundamentals and technical skills. Includes exercises in intervals, triads, all major and minor scales, and simple and compound meters. Uses advanced repertoire. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 243-244 LITURGICAL MUSIC AND SERVICE PLAYING I-II (3 CR.) (3 CR.)**

Acquaints the student with the standard repertoire of vocal, instrumental, and organ literature used in a variety of liturgical services. Develops the knowledge and performance skills for piano or organ accompaniment and registration for responses, hymns, and an-

them. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 245 ADVANCED APPLIED MUSIC—KEYBOARD\* (1-2 CR.)**

Continues Applied Music—Keyboard MUS 145.

**MUS 248 ORCHESTRA\*\* (1 CR.)**

Continues Orchestra MUS 148.

**MUS 249 BAND\*\* (1 CR.)**

Continues Band MUS 149.

**MUS 255 ADVANCED APPLIED MUSIC—WOODWINDS\*\* (1-2 CR.)**

Continues Applied Music—Woodwinds MUS 155.

**MUS 256 WOODWIND ENSEMBLE\*\* (1 CR.)**

Continues Woodwind Ensemble MUS 156.

**MUS 259 ADVANCED IMPROVISATIONAL TECHNIQUES (3 CR.)**

Prerequisite MUS 159. Extends the improvisational performance skills of the student in the standard jazz repertoire through the use of techniques based on harmonic progressions, rhythmic patterns, and scalar and arpeggio patterns. Includes the practical application of modal theory to standard jazz and popular repertoire. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**MUS 265 ADVANCED APPLIED MUSIC—STRINGS\* (1-2 CR.)**

Continues Applied Music—Strings MUS 165.

**MUS 266 STRING ENSEMBLE\*\* (1 CR.)**

Continues String Ensemble MUS 166.

**MUS 275 ADVANCED APPLIED MUSIC—BRASS\* (1-2 CR.)**

Continues Applied Music—Brass MUS 175.

**MUS 276 BRASS ENSEMBLE\*\* (1 CR.)**

Continues Brass Ensemble MUS 176.

**MUS 278 MULTICHANNEL RECORDING WORKSHOP (2 CR.)**

Prerequisite divisional approval. Provides the opportunity to improve and refine multichannel recording techniques in a seminar and project format. Emphasizes hands-on laboratory experiences in multichannel recording, overdubbing, and mixdown techniques. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 285 ADVANCED APPLIED MUSIC—PERCUSSION\* (1-2 CR.)**

Continues Applied Music—Percussion MUS 185.

**MUS 286 PERCUSSION ENSEMBLE\*\* (1 CR.)**

Continues Percussion Ensemble MUS 186.

**MUS 288 RECORDING PROBLEMS SEMINAR (2 CR.)**

Prerequisite divisional approval. Provides a seminar setting in which students may discuss recording problems with commercial music industry professionals. Introduces the student to professional organizations, libraries, and journals common to the recording industry. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**\*APPLIED MUSIC:** Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be ½ hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor.

**\*\*ENSEMBLE:** Courses in ensemble consist of performance from the standard repertoires, including study of ensemble techniques and interpretation. Divisional approval required. May be repeated for credit. Laboratory 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**NATURAL SCIENCE****NAS 101-102 NATURAL SCIENCES I-II (4 CR.) (4 CR.)**

Presents a multidisciplinary perspective integrating the main fields of science. Emphasizes the interaction of the scientific disciplines. (Primarily for non-science majors.) Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

**NAS 120 INTRODUCTORY METEOROLOGY (3 CR.)**

Studies cloud formation, weather maps, forecasting, and wind systems with emphasis on local weather patterns. Lecture 3 hours per week.

**NAS 125 METEOROLOGY (4 CR.)**

Presents a non-technical survey of fundamental meteorology. Focuses on the effects of weather and climate on humans and their activities. Serves for endorsement or recertification of earth science teachers. Lecture 3 hours. Recitation and laboratory 2 hours. Total 5 hours per week.

**NAS 130 ELEMENTS OF ASTRONOMY (4 CR.)**

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars, and galaxies. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**NAS 131-132 ASTRONOMY I-II (4 CR.) (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. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**NAS 161-162 HEALTH SCIENCE I-II (4 CR.) (4 CR.)**

Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## NURSING

### NUR 111 NURSING I (8 CR.)

Introduces nursing principles, concepts and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals. May include math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 5 hours. Laboratory 9 hours. Total 14 hours per week.

### NUR 112 NURSING II (8 CR.)

Focuses on the nursing care of individuals and/or families experiencing changes along the health/illness continuum that are common, well-defined, and have predictable outcomes. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week.

### NUR 135 DRUG DOSAGE CALCULATIONS (2 CR.)

Teaches apothecary, metric, household conversion; reading of drug orders and labels. Provides a practical approach to learning to prepare dosages and solutions, including calculating intravenous flow rates and pediatric drugs. Lecture 2 hours per week.

### NUR 211-212-213 NURSING III-IV-V (8 CR.) (9 CR.) (9 CR.)

Emphasizes the nursing area of individuals/families in various stages of development experiencing problems related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. For NUR 211: Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week. For NUR 212-213: Lecture 4 hours. Laboratory 15 hours. Total 19 hours per week.

### NUR 220 NURSING DIMENSIONS (2 CR.)

Explores the role of the registered nurse. Emphasizes trends, nursing organizations, legal and ethical implications, and methods of planning and assigning patient care. Lecture 2 hours per week.

### NUR 225 NURSING PROCESS (3 CR.)

Teaches a systematic approach to the utilization of the nursing process. Develops skills in nursing process to ensure quality nursing care to meet the changing standards for nursing practice. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## OFFICE SYSTEMS TECHNOLOGY

### OFT 100 OFFICE SKILLS REVIEW (3 CR.)

Provides the opportunity to review office skills such as keyboarding typewriting, short-

hand, machine transcription and other selected office topics based on individual needs. Lecture 3 hours per week.

### OFT 105 PERSONAL KEYBOARDING (3 CR.)

Teaches touch keyboarding, using correct techniques. Introduces business letters and manuscript/report formats. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 107 EDITING/PROOFREADING SKILLS (3 CR.)

Develops skills essential to creating and editing business documents. Covers spelling, diction, punctuation, word division, capitalization, and sentence structure. Lecture 3 hours per week.

### OFT 110 KEYBOARDING—SKILLBUILDING (3 CR.)

Prerequisite basic knowledge of the keyboard. Emphasizes speed and accuracy to attain skills for job employment and job promotion. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 111 KEYBOARDING I (3 CR.)

Introduces the keyboard with emphasis on good techniques, machine mastery, letter formats and styles, tabulations, centering, and reports. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 112 KEYBOARDING II (3 CR.)

Prerequisite OFT 111. Continues skill building through production typing with emphasis on employment competencies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 115 KEYBOARDING FOR INFORMATION PROCESSING (3 CR.)

Develops keyboarding proficiency with a variety of keyboards found on electronic text-data entry devices. Includes instruction in general business and office formats. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 116 AUTOMATED KEYBOARDING EQUIPMENT (1 CR.)

Prerequisite divisional approval. Develops proficiency in the operation of automated keyboarding equipment. May use self-instructional materials. Laboratory 2 hours per week.

### OFT 117 KEYBOARDING FOR COMPUTER USAGE (1-2 CR.)

Develops keyboarding proficiency in the operation of computers with emphasis on speed, accuracy, and use of special keys. Variable hours per week.

### OFT 121 SHORTHAND I (3 CR.)

Focuses on shorthand theory, reading and writing skills, development of general business vocabularies, word usage, and general business dictation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 122 SHORTHAND II (3 CR.)

Prerequisite Shorthand I or equivalent. Develops speed in typical business dictation, with emphasis on transcription accuracy from shorthand notes. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 123 SPEEDWRITING I (3 CR.)

Develops skill in an alphabetic shorthand system based on dominant sounds, high frequency letter groups, and prefixes and suffixes. Strengthens dictation skills. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 124 SPEEDWRITING II (3 CR.)

Develops advanced dictation skills and transcription accuracy. Develops further skill in reading and writing with emphasis on spelling and punctuation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 130 OFFICE PROCEDURES (3 CR.)

Prerequisite OFT 111 or divisional approval. Introduces general functions and duties performed in the office. Lecture 3 hours per week.

### OFT 136 OFFICE RECORDKEEPING (3 CR.)

Introduces types of recordkeeping duties performed in the office, such as financial, tax, payroll, and inventory. Utilizes specialized software where applicable. Lecture 3 hours per week.

### OFT 137 FILING AND RECORDS MANAGEMENT (3 CR.)

Introduces indexing principles, filing procedures, and systems, including electronics and micrographics. Teaches selection of equipment and supplies and solving records management problems. Lecture 3 hours per week.

### OFT 205 BUSINESS COMMUNICATIONS (3 CR.)

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Lecture 3 hours per week.

### OFT 206 PROFESSIONAL DEVELOPMENT (3 CR.)

Develops professional awareness in handling business and social situations. Emphasizes goal setting and decision making. Lecture 3 hours per week.

### OFT 216 WORD PROCESSING EQUIPMENT OPERATION (3 CR.)

Prerequisite OFT 111 or equivalent. Teaches use and operation of word/information processing equipment. Incorporates specific advanced applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 221 ADVANCED SHORTHAND AND TRANSCRIPTION I (3 CR.)

Reviews principles of shorthand, develops vocabulary and phrasing techniques, and builds speed of general business dictation and transcription skills. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 222 ADVANCED SHORTHAND AND TRANSCRIPTION II (3 CR.)

Continues emphasis on speed building and the development of transcription skills with emphasis on particular phrases, and shortcuts. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### OFT 225 LEGAL SHORTHAND AND TRANSCRIPTION (3 CR.)

Prerequisites OFT 112 and OFT 121. Practices dictation and transcription through con-

centrated study of high frequency legal terminology and construction of shorthand outlines for common legal terms. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 230 INTRODUCTION TO OFFICE AUTOMATION (3 CR.)**

Introduces principles, methods, and techniques involved in office automation technology. Emphasizes word processing and microcomputer equipment and software. Studies automated office personnel, procedures, ergonomics, and career opportunities. Lecture 3 hours per week.

**OFT 231 MICROCOMPUTER OFFICE APPLICATION I (3 CR.)**

Prerequisite OFT 111 or equivalent. Teaches business applications of microcomputer software packages. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 232 MICROCOMPUTER OFFICE APPLICATION II (3 CR.)**

Prerequisite OFT 111 or equivalent. Teaches business applications of microcomputer software packages. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 235 SPECIALIZED SOFTWARE APPLICATIONS (3 CR.)**

Introduces specific business software on the microcomputer. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 236 WORD PROCESSING OPERATION AND SYSTEM OPERATION (3 CR.)**

Focuses on advanced applications and use of word/information processing equipment. Teaches system supervision and operation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 237 PRINCIPLES OF OFFICE AUTOMATION MANAGEMENT (3 CR.)**

Prerequisite OFT 230. Studies management functions and analyzes supervisor's role in information processing cycle and changing technology of office automation. Lecture 3 hours per week.

**OFT 241-242 MACHINE TRANSCRIPTION I-II (3 CR.) (3 CR.)**

Prerequisite OFT 112. Teaches efficient operation of transcribing equipment, listening and dictating techniques and business formats, grammar. Also covers punctuation and business English usage. Emphasizes production rates of mailable copy. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 251-252 OFFICE SYSTEMS AND PROCEDURES I-II (3 CR.) (3 CR.)**

Prerequisite OFT 111 or divisional approval. Teaches office protocol, solutions to office problems, managerial functions, and other topics associated with office technology. Lecture 3 hours per week.

**OFT 261-262 LEGAL OFFICE PROCEDURES I-II (3 CR.) (3 CR.)**

Prerequisite OFT 112 or divisional approval. Teaches topics associated with procedures used in law offices and courts. Lecture 3 hours per week.

**OFT 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**PHILOSOPHY**

**PHI 101-102 INTRODUCTION TO PHILOSOPHY I-II (3 CR.) (3 CR.)**

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

**PHI 111 LOGIC I (3 CR.)**

Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. Lecture 3 hours per week.

**PHI 112 LOGIC II (3 CR.)**

Evaluates deductive arguments utilizing methods of symbolic logic. Lecture 3 hours per week.

**PHI 115 PRACTICAL REASONING (3 CR.)**

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

**PHI 211-212 THE HISTORY OF WESTERN PHILOSOPHY I-II (3 CR.) (3 CR.)**

Provides historical survey of representative philosophers from the pre-Socratics to the present. Introduces the student to development of philosophical thought through selected readings of original works and appropriate critical materials. Lecture 3 hours per week.

**PHI 220 ETHICS (3 CR.)**

Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

**PHI 225 SELECTED PROBLEMS IN APPLIED ETHICS (3 CR.)**

Analyzes and discusses significant contemporary ethical issues and problems existing throughout the various professions such as business, medicine, law, education, journalism, and public affairs. May be repeated for credit. Lecture 3 hours per week.

**PHI 226 SOCIAL ETHICS (3 CR.)**

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

**PHI 227 BIO-MEDICAL ETHICS (3 CR.)**

Examines the ethical implications of specific biomedical issues in the context of major ethical systems. Lecture 3 hours per week.

**PHI 231-232 THANATOLOGY: DIMENSIONS OF DEATH AND DYING I-II (3 CR.) (3 CR.)**

Surveys attempts to understand the meaning of death, and ways of handling personal and

social implications. Examines dying and death from a variety of perspectives, including psychological, sociological, cultural, and religious views. Lecture 3 hours per week.

**PHI 240 AESTHETICS (3 CR.)**

Examines a variety of attempts to define beauty and the norms of taste and criticism. Gives attention to problems specific to particular art forms and general theories about the nature of art. Lecture 3 hours per week.

**PHI 241-242 AESTHETICS I-II (3 CR.) (3 CR.)**

Examines a variety of philosophical attempts to define beauty and the norms of artistic taste. Lecture 3 hours per week.

**PHI 250 EPISTEMOLOGY (3 CR.)**

Examines concepts and principles concerning foundations of knowledge, perception, and belief. Lecture 3 hours per week.

**PHI 255 MIND, BRAINS, AND COMPUTERS (3 CR.)**

Provides critical review of major concepts of mind, cognitive functions, and computer intelligence. Lecture 3 hours per week.

**PHI 256 SCIENCE, TECHNOLOGY, AND THE HUMAN CONDITION (3 CR.)**

Examines the nature of technology and its effects on the human condition from the perspective of the philosophy of science. Lecture 3 hours per week.

**PHI 265 PHILOSOPHY OF RELIGION (3 CR.)**

PHI 265 and REL 250 cannot both be taken for credit toward graduation. Examines problems raised by arguments for and against the existence of God and discusses such topics as the nature of God, the nature of religious experience, the problem of evil, religious truth and language, immortality, miracles, spirituality, and the relation between philosophy and theology. Lecture 3 hours per week.

**PHI 266 PHILOSOPHICAL EXPERIENCE (3 CR.)**

Explores basic types, themes, and problems of philosophical experience. Emphasizes development of personal philosophical experience and reflection. Lecture 3 hours per week.

**PHI 267 POLITICAL PHILOSOPHY (3 CR.)**

Examines the questions of political power and the relationship between the individual and society. Lecture 3 hours per week.

**PHI 270 INTRODUCTION TO METAPHYSICS (3 CR.)**

Examines the central problems in metaphysics which may include questions concerning cosmology, the structure of the universe, the nature of space, time and causality. Lecture 3 hours per week.

**PHI 275 THEORIES OF HUMAN NATURE (3 CR.)**

Surveys major theories of human nature and their relation to human experience and the external world. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.



**PED 173 ROCK CLIMBING AND RAPPELLING (1 CR.)**

Presents techniques and skills of climbing and rappelling with emphasis on safety, equipment, skills in knot tying, terminology and physical conditioning. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 174 SHOOTING AND FIREARM SAFETY (1 CR.)**

Teaches the basic techniques of shooting and firearm safety for both hunting and sport shooting. Emphasizes the selection and care of equipment, proper shooting forms, personal safety. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 175 HUNTER SAFETY (1 CR.)**

Presents the basic techniques of gun handling, types of firearms and ammunition, game laws, safety principles, ethics, game and nature conservation. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 177 BASIC CANOEING (1 CR.)**

Introduces basic canoeing techniques, selection and care of equipment, terminology, safety procedures, and navigating currents. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 178 WHITEWATER CANOEING (1 CR.)**

Introduces whitewater canoeing techniques, selection and care of equipment, terminology, safety procedures and rescues, and reading and navigating whitewater. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 181-182 DOWNHILL SKIING I-II (1 CR.) (1 CR.)**

Prerequisite for PED 182 is PED 181 or instructor's permission. Teaches basic skills of downhill skiing; selection and use of equipment; terminology and safety rules. Includes field experience. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 183-184 OUTDOOR ADVENTURES I-II (2 CR.) (2 CR.)**

Prerequisite for PED 184 is PED 183 or instructor's permission. Introduces outdoor adventure activities with emphasis on basic skills, preparation, personal and group safety, equipment selection and use, ecology, and field experience. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PED 185 CROSS-COUNTRY SKIING (1 CR.)**

Presents cross-country skiing techniques with emphasis on ski touring, waxing, selection and use of equipment, and physical conditioning. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**PED 245 ADVANCED LIFESAVING (2 CR.)**

Prerequisite strong swimming skills. Introduces basic swimming and non-swimming rescues, swimming approaches and carries, water survival, first aid and safety. Focuses on preparation for the American Red Cross Advanced Lifesaving Certificate. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**PHYSICAL THERAPY ASSISTING****PTH 100 INTRODUCTION TO PHYSICAL THERAPIST ASSISTING (1 CR.)**

Introduces the health technology student to the field of physical therapy. Emphasizes the team approach to patient care and the role of the physical therapist assistant within the therapeutic team. Provides instruction in computational skills needed in physical therapy practice. Lecture 1 hour per week.

**PTH 106 EMERGENCY SITUATIONS AND PROCEDURES (1 CR.)**

Emphasizes student recognition of safety factors, potential hazards, and emergency situations in health care settings. Outlines procedures and measures used for common emergency situations seen in a physical therapy department. Lecture 1 hour per week.

**PTH 110 MEDICAL REPORTING (1 CR.)**

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. Introduces the student to computer usage. Lecture 1 hour per week.

**PTH 115 KINESIOLOGY FOR THE PHYSICAL THERAPIST ASSISTANT (5 CR.)**

Studies individual muscles and muscle functions, biomechanical principles of joint motion and gait patterns. Applies kinesiological principles to therapeutic exercises. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**PTH 121-122 THERAPEUTIC PROCEDURES I-II (8 CR.) (5 CR.)**

Emphasizes therapeutic procedures utilized by physical therapist assistants. Allows students to practice elements of patient care and therapeutic skills. For PTH 121—Lecture 5 hours. Laboratory 6 hours. Total 11 hours per week. For PTH 122—Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**PTH 131 CLINICAL EDUCATION I (3 CR.)**

Provides supervised instruction in the administration of therapeutic skills in a variety of clinical settings. Emphasizes the development of oral and written communication skills and the understanding of commonly seen disabilities. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**PTH 210 PSYCHOLOGICAL ASPECTS OF THERAPY (2 CR.)**

Focuses on the psychological reactions and behavioral changes in patients and their families. Emphasizes techniques of effective interaction between the allied health worker and the patient. Lecture 2 hours per week.

**PTH 225 REHABILITATION PROCEDURES (5 CR.)**

Focuses on rehabilitation techniques utilized in the treatment of disabling conditions.

Emphasizes advanced exercise procedures, prosthetic and orthotic training, and other specialized techniques. Lecture 3 hours. Laboratory 4 hours. Total 7 hours per week.

**PTH 227 PATHOLOGICAL CONDITIONS (2 CR.)**

Studies specific pathologic conditions commonly seen in physical therapy. Emphasizes musculo-skeletal and neurological system conditions. Lecture 2 hours per week.

**PTH 231-232 CLINICAL EDUCATION II-III (7 CR.) (8 CR.)**

Provides instruction during the administration of therapeutic skills in a clinical setting. Emphasizes the total therapy program including rehabilitation techniques and specialized exercise programs. Provides experience in a variety of clinical settings. For PTH 231—Lecture 2 hours. Laboratory 15 hours. Total 17 hours per week. For PTH 232—Lecture 1 hour. Laboratory 21 hours. Total 22 hours per week.

**PTH 245 PROFESSIONAL ISSUES (3 CR.)**

Studies administrative procedures, changing practices in physical therapy, and trends in health care delivery. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**PHYSICS****PHY 001 BASIC PHYSICS (1-5 CR.)**

Focuses on a basic understanding of physics. Variable hours per week.

**PHY 100 ELEMENTS OF PHYSICS (4 CR.)**

Covers basic concepts of physics, including Newtonian mechanics, properties of matter, heat and sound, fundamental behavior of gases, ionizing radiation, and fundamentals of electricity. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 101-102 INTRODUCTION TO PHYSICS I-II (4 CR.) (4 CR.)**

Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 111-112 TECHNICAL PHYSICS I-II (4 CR.) (4 CR.)**

Prerequisite one year of high school algebra or equivalent. A concurrent course in college algebra and trigonometry is recommended. Emphasizes technical applications. Includes precision measurement, statics, dynamics, energy and momentum, heat, sound, optics, DC and AC electricity, and modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 114 TECHNICAL PHYSICS I (4 CR.)**

Prerequisite three units of high school mathematics. Co-requisite MTH 115. Introduces electronics and nuclear energy for industrial purposes. Focuses on precision measurement, properties of matter, hydrostatics and hydraulics, force and motion. Newtonian mechanics.

vectors and graphics solutions, statics, dynamics, rotary motion, motion, light and optics, magnetism and electricity, DC and AC circuits and machines. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 150 INTRODUCTION TO MODERN PHYSICS (2 CR.)**

Introduces topics in modern physics, such as structure of the atom, nature and use of nuclear energy, and recent discoveries in atomic and nuclear physics. Lecture 2 hours per week.

**PHY 155 TOPICS IN CONTEMPORARY PHYSICS (2 CR.)**

Explores the physics of everyday life. Includes discussion of contemporary events and issues as reported by news media and recent research. Lecture 2 hours per week.

**PHY 165 PHYSICS IN MEDICINE (2 CR.)**

Introduces physics as applied to modern medicine. Includes medical imaging, X-rays, CAT scans, PET scans, NMR imaging, ultrasonic real-time imaging, and lasers. Lecture 2 hours per week.

**PHY 166 PHYSICS IN COMMUNICATION (2 CR.)**

Introduces physics principles employed in communication. Includes fiber optics, satellites, data communication, and remote sensing. Lecture 2 hours per week.

**PHY 167 PHYSICS OF SOUND SYSTEMS (2 CR.)**

Introduces physics principles employed in sound systems. Includes sound production, transmission and reproduction. Also covers application and design. Lecture 2 hours per week.

**PHY 168 AUTOMOTIVE PHYSICS (2 CR.)**

Presents topics in technical physics which relate to the function of the automobile. Lecture 2 hours per week.

**PHY 201-202 GENERAL COLLEGE PHYSICS I-II (4 CR.) (4 CR.)**

Prerequisite MTH 165 or equivalent. Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 211-212 GENERAL COLLEGE PHYSICS I-II (5 CR.) (5 CR.)**

Prerequisite MTH 165 or equivalent. Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

**PHY 221 ENGINEERING PHYSICS I (3 CR.)**

Prerequisite MTH 173 or MTH 174 or divisional approval. Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Lecture 3 hours per week.

**PHY 231-232 GENERAL UNIVERSITY PHYSICS I-II (5 CR.) (5 CR.)**

Prerequisite for PHY 231—MTH 173 or MTH 174 or divisional approval. Prerequisite for PHY 232—MTH 174 or divisional approval. Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, solid state, quantum physics, and nuclear physics. Includes extended coverage of selected topics. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

**PHY 241-242 UNIVERSITY PHYSICS I-II (4 CR.) (4 CR.)**

Prerequisite MTH 173, corequisite MTH 174. Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 243 MODERN PHYSICS (4 CR.)**

Prerequisites PHY 241 and PHY 242 or equivalent. For majors requiring calculus-based physics. Teaches principles of modern physics. Includes in-depth coverage of relativity, quantum physics, solid state and nuclear physics. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Additional 1 credit recitation hour recommended.

**PHY 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**PLANNING**

**PLN 100 INTRODUCTION TO PLANNING DEVELOPMENT (3 CR.)**

Provides material on the growth of urban and suburban areas. Includes planning theory, size and density of urban areas, clustering, economic base analysis, and economics of business and residential location. Introduces theoretical patterns of geographic form, density and control. Covers the value of planning document, regulations and zoning. Lecture 3 hours per week.

**PLN 106 REAL ESTATE PLANNING AND DEVELOPMENT (3 CR.)**

Evaluates commercial and residential real estate market in terms of land use development. Considers environmental factors in land use planning, and determining best locations for various types of development. Interprets real estate market and feasibility studies within the context of an interdependent urban system. Lecture 3 hours per week.

**PLN 107 URBAN LAND DEVELOPMENT (3 CR.)**

Prerequisite PLN 100. Expands on concept of land use planning. Presents legislative and legal aspects of residential and commercial development issues. Includes evaluation of planning renewal, and environmental impact analysis. Lecture 3 hours per week.

**PLN 110 INTRODUCTION TO PUBLIC ADMINISTRATION (3 CR.)**

Studies basic concepts in planning management, growth control techniques, organization and planning policies. Presents government operation, personnel organization, financial planning and budget analysis and utilization of data processing in fiscal administration. Lecture 3 hours per week.

**PLN 125 SITE PLANNING AND URBAN DESIGN (3 CR.)**

Prerequisite divisional approval. Concentrates on problems and solutions of actual urban site. Considers vehicular and pedestrian circulation, site development including zoning regulations, pavements, planting, orientation, sunlight and air along with environmental quality for the individual user. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**PLN 126 PLANNING APPLICATIONS (3 CR.)**

Prerequisite PLN 100 and DRF 120 or divisional approval. Combines organizational planning, financial planning, and a variety of planning and forecasting methods in a series of practical applications. Develops set of inter-related plans in a number of areas. Lecture 3 hours per week.

**PLN 127 TRANSPORTATION PLANNING (3 CR.)**

Emphasizes importance of balance among various modes of transportation as well as impact of energy shortages on the transport system. Studies transportation planning principles and policy problems along with methods of analyzing demand and choices of systems for circulation of people and goods by land to produce a balanced total system. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**POLITICAL SCIENCE**

**PLS 100 BASIC SKILLS OF CITIZENSHIP (3 CR.)**

Prerequisite satisfactory score on English placement test. Teaches social and civic obligations, values, beliefs of American political culture, emphasizing oral and written skills necessary for passing national citizenship exam. Lecture 3 hours per week.

**PLS 110 INTRODUCTION TO DEMOCRATIC GOVERNMENT (3 CR.)**

Teaches the analysis and comparison of American presidential and British parliamentary forms of democratic government. Lecture 3 hours per week.

**PLS 120 INTRODUCTION TO POLITICAL SCIENCE (3 CR.)**

Teaches basic concepts and methods of the discipline of political science through study of political dimensions of a selected topic. Lecture 3 hours per week.

**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 interrelationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.

**PLS 136 STATE AND LOCAL POLITICS** (3 CR.)

Teaches structure, powers and functions of state and local government in the United States. 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.

**PLS 297 COOPERATIVE EDUCATION** (1-6 CR.)  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## PSYCHOLOGY

**PSY 001 PREPARATION FOR COLLEGE** (1-3 CR.)

Teaches good habits of listening, studying, and exam-taking. Especially recommended for students who are in academic difficulty after one semester of college. Students may re-register for the course in subsequent semesters as necessary until the course objectives are completed. Variable hours.

**PSY 100 PRINCIPLES OF APPLIED PSYCHOLOGY** (3 CR.)

Introduces the general principles of psychology as they are applied to work, relationships, and self. Includes perception, learning, development, motivation, emotion, therapy, communication, attitudes. Lecture 3 hours per week.

**PSY 105 PSYCHOLOGY OF PERSONAL ADJUSTMENT** (3 CR.)

Introduces psychological principles that contribute to the well-adjusted personality.

Considers the effects of stress and coping with the problems of everyday life. Lecture 3 hours per week.

**PSY 106 EXPERIENCES IN PERSONAL GROWTH** (3 CR.)

Teaches individual to understand himself better in relation to his immediate environment, community, and society. Also, stresses stimulation, role playing, and other experiential techniques. Lecture 3 hours per week.

**PSY 108 PSYCHOLOGY OF AGING** (3 CR.)

Studies development of adult personality, and the importance of social roles in that development. Uses a variety of activities. Increases understanding of aging as a continuing human process. Lecture 3 hours per week.

**PSY 115 HEALTH PSYCHOLOGY** (3 CR.)

Studies the psychology of healthy behavior. Applies psychological principles to preventative health care. Covers topics such as exercise, nutrition, stress, life-styles, and habits. Lecture 3 hours per week.

**PSY 119 CROSS-CULTURAL PSYCHOLOGY** (3 CR.)

Investigates psychological principles from a cross-cultural perspective. Examines cultural basics for views of reality. Describes topics such as time, space, values, sex roles, and human development in relation to culture. Lecture 3 hours per week.

**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 125 INTERPERSONAL RELATIONSHIPS** (3 CR.)

Studies individual behavior as it affects the individual's relationships. Considers such topics as attitudes, needs, values, leadership, communication, and group dynamics. Teaches constructive methods of interpersonal problem solving. Lecture 3 hours per week.

**PSY 126 PSYCHOLOGY FOR BUSINESS AND INDUSTRY** (3 CR.)

PSY 126 and BUS 115 cannot both be taken for credit toward graduation. Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications, and techniques for selection and supervision of personnel. Lecture 3 hours per week.

**PSY 135 CHILD CARE PSYCHOLOGY** (3 CR.)

Analyzes the development of the child from conception to adolescence with concentration on physical, cognitive, emotional, and social growth patterns. Includes theory, research, and practical applications. Provides background for careers involving continuous work with children. 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 166 PSYCHOLOGY OF MARRIAGE** (3 CR.)

Analyzes personality interactions in marriage and other intimate relationships. Examines theories of personal development and types of relationships resulting from interactions. Lecture 3 hours per week.

**PSY 201-202 INTRODUCTION TO PSYCHOLOGY I-II** (3 CR.) (3 CR.)

Prerequisite for PSY 202 is PSY 201. Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.

**PSY 205 PERSONAL CONFLICT AND CRISIS MANAGEMENT** (3 CR.)

Studies the effective recognition and handling of personal and interpersonal conflicts. Discusses cooperative roles of public and private agencies, management of family disturbances, child abuse, rape, suicide, and related cases. Lecture 3 hours per week.

**PSY 215 ABNORMAL PSYCHOLOGY** (3 CR.)

Prerequisite PSY 202 or permission of instructor. Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Lecture 3 hours per week.

**PSY 216 SOCIAL PSYCHOLOGY** (3 CR.)

Prerequisite PSY 201. Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Lecture 3 hours per week. This course is also approved for offering as SOC.

**PSY 220 INTRODUCTION TO BEHAVIOR MODIFICATION** (3 CR.)

Studies the history of behaviorism and the principles and applications of behavior modification. Emphasizes observation and application of behavior modification principles. Lecture 3 hours per week.

**PSY 225 THEORIES OF PERSONALITY** (3 CR.)

PSY 225 and HMS 265 cannot both be taken for credit toward graduation. Prerequisite PSY 201 or divisional approval. Studies the major personality theories and their applications. Includes psychodynamic, behavioral, cognitive, and humanistic perspectives. Lecture 3 hours per week.

**PSY 231-232 LIFE SPAN HUMAN DEVELOPMENT I-II** (3 CR.) (3 CR.)

Investigates human behavior through the life cycle. Describes physical, cognitive, and

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 236 ADOLESCENT PSYCHOLOGY (3 CR.)**

Studies development of the adolescent. Investigates physical, intellectual, social, and emotional factors of the individual from late childhood to early adulthood. Lecture 3 hours per week.

**PSY 237 ADULT PSYCHOLOGY (3 CR.)**

Studies development of the adult personality. Investigates physical, intellectual, social, and emotional aspects of aging from early adulthood to death. Lecture 3 hours per week.

**PSY 245 EDUCATIONAL PSYCHOLOGY (3 CR.)**

Prerequisite PSY 135, 201, or 235. 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. Lecture 3 hours per week.

**PSY 246 PSYCHOLOGY OF MANAGEMENT (3 CR.)**

Prerequisite PSY 100, 120, or 201 or divisional approval. Applies principles of industrial and organizational psychology to work environments. Includes topics such as job assessment, work design, employer-employee relations, and organizational climate. Lecture 3 hours per week.

**PSY 250 LAW ENFORCEMENT PSYCHOLOGY (3 CR.)**

Prerequisite PSY 100, 125, or divisional approval. Studies the psychology of police work in interpersonal or intergroup situations. Includes topics such as prejudice, suggestion, emotion, frustration, and aggression. Lecture 3 hours per week.

**PSY 255 PSYCHOLOGICAL ASPECTS OF CRIMINAL BEHAVIOR (3 CR.)**

Studies psychology of criminal behavior. Includes topics such as violent and non-violent crime, sexual offenses, insanity, addiction, white collar crime, and other deviant behaviors. Provides a background for law enforcement occupations. Lecture 3 hours per week.

**PSY 256 GROUP DYNAMICS (3 CR.)**

Prerequisite PSY 201, 202, or divisional approval. Studies the social and psychological principles that govern the behavior of the individual in a group setting. Examines motivation of individuals who form and join groups, performance and productivity of group members, group leadership, and majority/minority influence. Lecture 3 hours per week.

**PSY 257 PSYCHOLOGICAL TESTS AND MEASUREMENTS (3 CR.)**

Prerequisite PSY 202 or divisional approval. Examines and applies the principles underlying

theory, interpretation, and administration of psychological tests. Surveys current tests of mental ability, aptitude, interest, and personality. Lecture 3 hours per week.

**PSY 265 PSYCHOLOGY OF MEN AND WOMEN (3 CR.)**

Prerequisite divisional approval. Examines the major determinants of sex differences. Emphasizes psychosexual differentiation and gender identity from theoretical, biological, interpersonal, and sociocultural perspectives. Includes topics such as sex roles, socialization, rape, abuse, and androgyny. Lecture 3 hours per week.

**PSY 266 PSYCHOLOGY OF DEATH AND DYING (3 CR.)**

PSY 266 and SOC 247 cannot both be taken for credit toward graduation. Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Lecture 3 hours per week.

**PSY 267 PSYCHOLOGY OF RELIGION (3 CR.)**

Focuses on the psychological aspects of religion, including historical views and current perspectives. Considers the personal, social, and cultural implications of religious beliefs, experiences, and practices. Lecture 3 hours per week.

**PSY 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## RADIOGRAPHY

**RAD 100 INTRODUCTION TO RADIOLOGY AND PROTECTION (2 CR.)**

Presents brief history of radiological profession, code of ethics, conduct for radiologic students, and the basic fundamentals of radiation protection. Lecture 2 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 125 PATIENT CARE PROCEDURES (2 CR.)**

Presents the care and handling of the sick and injured patient in the Radiology Department. Introduces the fundamentals of nursing procedures, equipment and supplies specific to radiology. Lecture 2 hours per week.

**RAD 131-132 ELEMENTARY CLINICAL PROCEDURES I-II (3 CR.) (3 CR.)**

Develops advanced technical skills in fundamental radiographic procedures. Focuses on manipulation of equipment, patient care, osseous studies, skull procedures, and contrast studies. Provides clinical experience in cooperating health agencies. Clinical 15 hours per week.

**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 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 231-232 ADVANCED CLINICAL PROCEDURES I-II (5 CR.) (5 CR.)**

Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in cooperating health agencies. Clinical 25 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 246 SPECIAL PROCEDURES (2 CR.)**

Studies special radiographic and surgical procedures and equipment employed in the more complicated investigation of internal conditions of the human body. 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.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**REAL ESTATE****REA 100 PRINCIPLES OF REAL ESTATE** (4 CR.)

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments, financing and management of real estate. Lecture 4 hours per week.

**REA 105 REAL ESTATE MATHEMATICS** (3 CR.)

Focuses on the application of fundamental mathematical principles of special real estate problems. Includes, but is not limited to, allocation of areas of land, pricing land, computation of commissions, earnings on investments, calculation of escrow items, and closing costs. Lecture 3 hours per week.

**REA 110 REAL ESTATE SALES** (3 CR.)

Focuses on the fundamentals of sales principles as they apply to real estate. Includes prospect, motives, needs, and abilities to buy real estate. Lecture 3 hours per week.

**REA 215 REAL ESTATE BROKERAGE** (3 CR.)

Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

**REA 216 REAL ESTATE APPRAISAL** (3 CR.)

Explores fundamentals of real estate evaluation: methods used in determining value; application of the valuation process and the principal techniques by simulations, working problems and reviewing actual appraisals. Includes the opportunities available in the appraisal field. Lecture 3 hours per week.

**REA 217 REAL ESTATE FINANCE** (3 CR.)

Presents principles and practices of financing real estate sales and properties. Analyzes various types of mortgage payments and contracts, financing of homes and industrial properties and building, loan applications, relationship between correspondent and investor, construction loans. Lecture 3 hours per week.

**REA 225 REAL PROPERTY MANAGEMENT** (3 CR.)

Introduces the field of property management; professional aspects of real estate brokerage, properties, neighborhood analysis, tenants and qualifications, aspects of maintenance and repair. Lecture 3 hours per week.

**REA 245 REAL ESTATE LAW** (3 CR.)

Studies real estate law, including rights incidental to property ownership and management, agency contract and application to real estate transfer covenanting probate proceed-

ings, trust transactions, and tax implications. Lecture 3 hours per week.

**REA 246 REAL ESTATE ECONOMICS** (3 CR.)

Examines the nature and classification of land economics, the development of property, construction and subdivision, economic values and real estate evaluation, real estate cycles and business fluctuations, residential market trends, rural property and special purpose property trends. Lecture 3 hours per week.

**REA 247 REAL ESTATE INVESTMENTS** (3 CR.)

Focuses on estate investments with emphasis on taxation, limited partnerships, syndications, exchanges and modern techniques of mortgage equity requirements and depreciation guidelines. Lecture 3 hours per week.

**REA 256 LAND PLANNING AND USE** (3 CR.)

Presents land value and usage, planning, zoning regulations, building and site requirements, sanitation and utilities, highest and best use concept, population analysis, influence of market forces and public policies. Lecture 3 hours per week.

**REA 297 COOPERATIVE EDUCATION** (1-6 CR.)

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**RECREATION AND PARKS****RPK 100 INTRODUCTION TO THE FIELD OF RECREATION AND PARKS** (3 CR.)

Includes history and philosophy of the recreation and parks movement. Discusses the theory of leisure and play. Analyzes leisure service delivery systems and career opportunities. Emphasizes the private, commercial, industrial sectors, Armed Forces, and volunteer, as well as the public area. Lecture 3 hours per week.

**RPK 110 ARTS ACTIVITIES IN RECREATION AND PARKS** (3 CR.)

Develops basic skills and practical application of programming for the arts in a wide variety of settings in the recreation and parks field. Includes specific programs in arts and crafts, music and drama, as well as a survey of current practices in programming in the field. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 120 OUTDOOR RECREATION** (3 CR.)

Includes history and philosophy of conservation, preservation, and the development of outdoor recreation in the United States. Emphasizes development of practical skills in planning, instructing, and managing outdoor recreation programs and facilities, including youth resident camps, R.V. campgrounds, as well as resources in the urban setting. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 125 OUTDOOR EDUCATION AND INTERPRETIVE SERVICES** (3 CR.)

Develops basic skills in outdoor education and interpretive services. Provides direct application of skills in nature centers, visitor management services or resident-based outdoor educational settings. Includes use of audiovisual equipment, interpretive display design and construction, and nature trail planning. Develops specific interpretive programs and outdoor education teaching units. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 126 ORGANIZATION AND MANAGEMENT OF RECREATIONAL SPORTS ACTIVITIES** (3 CR.)

Includes official and instructional activities, aspects of recreational sports, game rules, and administering of tournaments. Lecture 3 hours per week.

**RPK 135 PROGRAM PLANNING, ORGANIZATION AND GROUP LEADERSHIP** (3 CR.)

Teaches principles of program planning in the recreation setting. Analyzes participants' needs and demands, as well as social, physical, and psychological characteristics. Explains how to organize and lead programs. Includes a leadership practicum. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 136 ORGANIZATION AND MANAGEMENT OF RECREATIONAL SOCIAL AND PHYSICAL ACTIVITIES** (3 CR.)

Includes programs of a social and physical nature in schools, home, church, youth groups, community centers, camps and other institutions. Teaches planning and leadership in games, parties, as well as dual, individual, and team sports. Emphasizes organization, management and specific leadership strategies. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 145 HORTICULTURE AND TURF PRACTICES IN RECREATION AND PARKS** (3 CR.)

Introduces recreation and parks students to horticulture methods and materials, and turf grass management practices as they apply to the field of recreation and parks. Covers plant materials, silviculture, propagation, maintenance, and equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 146 FACILITY AND LANDSCAPE PLANNING FOR RECREATION AND PARKS** (3 CR.)

Provides experience in planning and landscaping design for a variety of recreation and park areas and facilities. Emphasizes the planning and design process, and practical field application. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 155 THERAPEUTIC RECREATION** (3 CR.)

Introduces competencies needed to direct recreation activities for special populations such as mentally retarded, physically disabled, and senior adults in the community and in special settings. Teaches techniques for adaptation of social and physical activities to special

populations, as well as leadership techniques and strategies. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 165 RISK MANAGEMENT ON RECREATION IN RECREATION AND PARKS (3 CR.)**

Discusses the law and liability as they relate to the individual and agencies in recreation and parks. Emphasizes the analysis of programs and facilities for safety, emergency, and accident procedures, and supervision. Lecture 3 hours per week.

**RPK 200 MICROCOMPUTERS IN PUBLIC SERVICE AGENCIES (3 CR.)**

Provides detailed, practical application of the use of the microcomputer in public services. Gives the student an understanding of how microcomputers work and their software applications in specific public service fields such as Administration of Justice, Fire Science, and Recreation and Parks. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 201 RECREATION AND PARKS MANAGEMENT I (3 CR.)**

Examines organization and management of recreation and parks agencies. Discusses management theory, line charts, and personnel policies. Explains budget preparation, documentation and presentation. Outlines fiscal policies including pricing theory and marketing strategies. Lecture 3 hours per week.

**RPK 202 RECREATION AND PARKS MANAGEMENT II (3 CR.)**

Includes problems and practices in maintenance of buildings, outdoor facilities, and equipment, as well as safety and emergency procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**RPK 205 ROCK CLIMBING (1 CR.)**

Covers fundamentals of rock climbing and includes instruction in face climbing, as well as basics of security on rocks using ropes and anchors. Includes two single day climbing trips. Laboratory 2 hours per week.

**RPK 206 ADVENTURE ROPES COURSES (1 CR.)**

Introduces programs which emphasize the development of self-concept, group cooperation, and physical abilities. Teaches a variety of rope course activities including new games, initiatives, and the high and low rope courses. Includes the use of ropes course apparatus, safety techniques, and sequencing. Laboratory 2 hours per week.

**RPK 207 CROSS COUNTRY SKIING (1 CR.)**

Introduces the basics of cross country skiing, including selection of equipment, waxing, flat track techniques, and skills for skiing uphill and downhill. Is a combination of classroom and field experience. Laboratory 2 hours per week.

**RPK 208 ALPINE SKIING (1 CR.)**

Introduces basic alpine skiing and planning group ski trips. Includes equipment, safety, basic fundamentals of skiing, and planning group ski trips. Laboratory 2 hours per week.

**RPK 215 RECREATIONAL CAMPING (1 CR.)**

Discusses organizing and running a group camping trip. Includes information in site, food and shelter selection, personal and group safety, packing, and conservation. Emphasizes appreciation of natural resources, outdoor skills, and outdoor living. Laboratory 2 hours per week.

**RPK 216 RECREATIONAL BACKPACKING (2 CR.)**

Required for Recreation and Parks majors. Discusses the ethical role of the backpacker in terms of conservation and ecology. Includes field experience involving backpacking, orienteering, and trail safety. Laboratory 4 hours per week.

**RPK 225 CANOE CAMPING (2 CR.)**

Introduces the history, techniques, safety, and planning related to canoe operation and camping along a river or on a lake shore. Required for Recreation and Parks majors. Laboratory 4 hours per week.

**RPK 297 COOPERATIVE EDUCATION (1-6 CR.)**  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**RECREATION VEHICLE**

**RVH 100 INTRODUCTION TO MOTORCYCLE MECHANICS (3 CR.)**

Develops understanding of the motorcycle, its systems, operating principles, and diagnostic techniques. Gives emphasis to developing safe shop practices. Includes the use of hand tools and equipment required for basic motorcycle maintenance. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**RELIGION**

**REL 100 INTRODUCTION TO THE STUDY OF RELIGION (3 CR.)**

Explores various religious perspectives and ways of thinking about religious themes and religious experience. Lecture 3 hours per week.

**REL 205 HEBREW SCRIPTURES (3 CR.)**

Surveys history, literature, and theology of ancient Israel and early Judaism in light of the religious writings of Israel (Old Testament). Lecture 3 hours per week.

**REL 206 THE HEBREW TORAH (3 CR.)**

Studies Genesis, Exodus, Leviticus, Numbers, and Deuteronomy as part of the literary and religious heritage of western civilization. Lecture 3 hours per week.

**REL 207 HEBREW PROPHETIC LITERATURE (3 CR.)**

Studies the prophetic books of the Old Testament as part of the literary and religious her-

itage of western civilization. Examines historical and social context, and literary and theological purposes. Lecture 3 hours per week.

**REL 208 HEBREW POETRY AND WISDOM LITERATURE (3 CR.)**

Studies the poetry of the Old Testament as a part of the literary and religious heritage of western civilization. Includes the Festal Scrolls and Apocalyptic writings. Lecture 3 hours per week.

**REL 215 NEW TESTAMENT AND EARLY CHRISTIANITY (3 CR.)**

Surveys the history, literature, and theology of early Christianity in the light of the New Testament. Lecture 3 hours per week.

**REL 216 LIFE AND TEACHINGS OF JESUS (3 CR.)**

Studies the major themes in the teachings of Jesus of Nazareth as recorded in the Gospels, and examines the events of his life in light of modern biblical and historical scholarship. Lecture 3 hours per week.

**REL 217 LIFE AND LETTERS OF PAUL (3 CR.)**

Studies the journeys and religious thought of the apostle Paul. Lecture 3 hours per week.

**REL 225 SELECTED TOPICS IN BIBLICAL STUDIES (3 CR.)**

Examines a selected body of literature, a specific book of the Bible, or a pervasive theme. Lecture 3 hours per week.

**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 231-232 RELIGIONS OF THE WORLD I-II (3 CR.) (3 CR.)**

Studies religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

**REL 235 MAJOR RELIGIOUS THINKERS (3 CR.)**

Examines the works of one or more important people in religious thought. May be repeated for credit. Lecture 3 hours per week.

**REL 236 SPECIAL STUDIES IN RELIGIONS OF THE WORLD (3 CR.)**

Studies aspects of one or more of the religions of the world. May be repeated for credit. Lecture 3 hours per week.

**REL 240 RELIGIONS IN AMERICA (3 CR.)**

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Lecture 3 hours per week.

**REL 246 CHRISTIANITY (3 CR.)**

Examines the origins and historical development of Christianity, its basic metaphysical and theological assumptions, its essential doctrines, and the present state of the church in the modern world. Lecture 3 hours per week.



**REL 250 PHILOSOPHY OF RELIGION (3 CR.)**

REL 250 and PHI 265 cannot both be taken for credit toward graduation. Critically examines problems raised by arguments for and against the existence of God. Discusses topics such as the nature of God, problem of evil, religious truth, immortality, miracles, spirituality, and the relation between philosophy and theology. Lecture 3 hours per week.

**REL 260 SOCIOLOGY OF RELIGION (3 CR.)**

Introduces the student to the role of religion in the social life of a community and its members. Studies areas of socialization and recruitment, social class and religion, social control and religion, new religions, and religious trends in the future. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**RESPIRATORY THERAPY****RTH 102 INTEGRATED SCIENCES FOR RESPIRATORY CARE (3 CR.)**

Integrates the concepts of mathematics, chemistry, physics, microbiology, and computer technology as these sciences apply to the practices of respiratory care. Lecture 3 hours per week.

**RTH 121 CARDIOPULMONARY SCIENCE I (3 CR.)**

Focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary, renal and neuromuscular physiology and pathophysiology. 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. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**RTH 135 DIAGNOSTIC AND THERAPEUTIC PROCEDURES I (2 CR.)**

Focuses on purpose, use and evaluation of equipment, and procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**RTH 145 PHARMACOLOGY FOR RESPIRATORY CARE I (2 CR.)**

Introduces students to pharmacologic agents used in cardiopulmonary care. Lecture 2 hours per week.

**RTH 151-152 FUNDAMENTAL CLINICAL PROCEDURES I-II (4 CR.) (4 CR.)**

Prerequisite for RTH 151 is RTH 131. Prerequisite for RTH 152 is RTH 151. Offers clinical instruction in basic patient care practices. Laboratory 16 hours per week.

**RTH 222 CARDIOPULMONARY SCIENCE II (3 CR.)**

Focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary, renal, and neuromuscular physiology, and pathophysiology. Lecture 3 hours per week.

**RTH 223 CARDIOPULMONARY SCIENCE III (2 CR.)**

Continues the exploration of topics discussed in RTH 121 and 222. 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. Lecture 2 hours per week.

**RTH 235 DIAGNOSTIC AND THERAPEUTIC PROCEDURES II (3 CR.)**

Focuses on quality assurance of diagnostic procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 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. Lecture 2 hours per week.

**RTH 253 ADVANCED CLINICAL PROCEDURES III (4 CR.)**

Prerequisite is RTH 152. Offers clinical instruction in advanced patient care practice. Laboratory 16 hours per week.

**RTH 254 ADVANCED CLINICAL PROCEDURES IV (4 CR.)**

Prerequisite RTH 253. Offers clinical instruction in advanced patient care practice. Laboratory 16 hours per week.

**RTH 265 CURRENT ISSUES IN RESPIRATORY CARE (2 CR.)**

Explores current issues affecting the profession of respiratory care. Lecture 2 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**RUSSIAN****RUS 101-102 BEGINNING RUSSIAN I-II (5 CR.) (5 CR.)**

Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. Lecture 5 hours per week.

**RUS 201-202 INTERMEDIATE RUSSIAN I-II (3 CR.) (3 CR.)**

Prerequisite RUS 102 or equivalent. Continues the development of the skills of understanding, speaking, reading, and writing of Russian. Class conducted in Russian. Lecture 3 hours per week.

**SAFETY****SAF 120 SAFETY & HEALTH STANDARDS: REGULATIONS AND CODES (3 CR.)**

Teaches development of safety standards, the Occupational Safety and Health Act (OSHA), its rules and regulations; penalties for non-compliance, and methods of compliance. Includes an examination of Government Regulatory Codes and appraisal of consensus, advisory, and proprietary standards. Lecture 3 hours per week.

**SAF 131 MATERIALS HANDLING, MACHINERY, HANDTOOLS AND CONTROL I (3 CR.)**

Examines physical hazards of environment including power sources, methods of control, hazards, storage and materials handling. Examines general safety rules regarding the use of handtools, portable power tools, and machine tools; maintenance, repair and inspection programs to be established, and personal protective equipment to be utilized. Lecture 3 hours per week.

**SAF 135 SAFETY PROGRAM ORGANIZATION AND ADMINISTRATION (3 CR.)**

Introduces techniques of organizing and administering practical safety programs. Emphasizes safety as a management function. Includes an examination of history, occupational safety and health regulations, and a survey of current laws, codes and standards. Lecture 3 hours per week.

**SAF 140 INTRODUCTION TO INDUSTRIAL HYGIENE (3 CR.)**

Studies environmental energy, physical and chemical hazards, including gases, vapors, dusts, fumes, and mists; the importance of personal protective equipment, and contamination control methodology. Lecture 3 hours per week.

**SAF 235 MANUFACTURING PROCESS ANALYSIS (3 CR.)**

Prerequisite SAF 135. Discusses occupational safety and health based upon visits to commercial enterprises and surveying safety activities. Applies to safety program effectiveness and accident prevention strategies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**SAF 241 OCCUPATIONAL ENVIRONMENT I (3 CR.)**

Studies recognition, evaluation, and control of physical hazards generated in the workplace, with emphasis on ionizing and non-ionizing radiation, and heat stress. Includes methodology for evaluating industrial exposure to these hazards and study of appropriate instrumentation and measures for protection of personnel. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## SOCIAL SCIENCE

### SSC 111-112 APPLIED SOCIAL SCIENCES I-II (3-4 CR.) (3-4 CR.)

Focuses on application of current governmental, economic, psychological, and sociological perspectives to today's situations in business, industry, and the home. Studies anthropology and history as relating to problems and accomplishments of modern man. Lecture 3-4 hours per week.

### SSC 201-202 CONTEMPORARY AMERICAN CIVILIZATION I-II (3 CR.) (3 CR.)

Analyzes factors involved in the development of American society and culture. Applies contents, methods, and insights of anthropology, economics, geography, government/political science, history, psychology, and sociology in an integrated sequence of courses. Lecture 3 hours per week.

### SSC 205 CULTURAL AND SOCIAL STUDY OF WOMEN (3 CR.)

Analyzes historical and contemporary social, cultural, political, and economic factors affecting the role of women. Uses selected literature about women in the modern world as a basis for study and discussion. Lecture 3 hours per week.

### SSC 211-212 SURVEY OF URBANIZATION I-II (3 CR.) (3 CR.)

Focuses on European, American, and Third World cities. Uses an interdisciplinary perspective to draw on concepts and findings from archeology, architecture, history, economics, sociology, urban geography, political science, psychology, and urban planning. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## SOCIOLOGY

### SOC 115 SOCIOLOGY OF WORK AND ORGANIZATIONS (3 CR.)

Covers occupational socialization; job satisfaction; minority and gender issues in the work place; organizational structure and dynamics; international organizations. Lecture 3 hours per week.

### 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 201-202 INTRODUCTION TO SOCIOLOGY I-II (3 CR.) (3 CR.)

Introduces basic concepts and methods of sociology. Presents significant research and theory in areas such as socialization, group dynamics, gender roles, minority group relations, stratification, deviance, culture, community studies. Includes population, social change, and social institutions (family, educa-

tion, religion, political system, economic system). Lecture 3 hours per week.

### SOC 206 URBAN SOCIOLOGY (3 CR.)

Studies historical and demographic trends of American metropolitan areas. Emphasizes issues of migration, housing, transportation, environmental protection, public finance. May include ethnic structures, crime, blight, and urban planning. Lecture 3 hours per week.

### SOC 207 MEDICAL SOCIOLOGY (3 CR.)

Surveys the social, economic, cultural, and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics and policy. Lecture 3 hours per week.

### SOC 208 SOCIOLOGY OF POPULAR CULTURES (3 CR.)

Focuses on historical and contemporary currents of social life. Includes nature of social trends, relationship between social trends and individual behavior, and reflection of cultural trends in the mass media. Lecture 3 hours per week.

### SOC 211-212 PRINCIPLES OF ANTHROPOLOGY (3 CR.) (3 CR.)

Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Lecture 3 hours per week.

### SOC 215 SOCIOLOGY OF THE FAMILY (3 CR.)

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. Lecture 3 hours per week.

### SOC 216 CHILD-PARENT COMMUNITY RELATIONS (3 CR.)

Emphasizes understanding of interrelationships within the community that influence childhood development. Includes the role of religion, ethical values and citizenship in the education of children. Lecture 3 hours per week.

### SOC 217 PARENT-CHILD INTERACTION (3 CR.)

Studies experiences and problems in raising children from infancy through the teen-age years. Introduces stages of child development and explores several parenting strategies. Lecture 3 hours per week.

### SOC 218 FAMILY VIOLENCE (3 CR.)

Examines occasions and reasons family relationships do not work. Includes types of family violence, and its prevention. Lecture 3 hours per week.

### SOC 219 SOCIOLOGY OF RELIGION (3 CR.)

Introduces role of religion in social life of members of a community. Includes socialization and recruitment, social class and religion,

social control and religion, new religions, and religious trends in the future. Lecture 3 hours per week.

### SOC 220 SOCIALIZATION AND THE LIFE CYCLE (3 CR.)

Discusses the cultural and historical influences on life cycle through examination of the various agents of socialization, such as family, school and mass media. May address life stages of adolescence, adulthood and aging. Lecture 3 hours per week.

### SOC 226 HUMAN SEXUALITY (3 CR.)

Studies sociological research and theory on sexuality. Includes anatomy and physiology, birth control, sexually transmitted diseases and sexual behavior. Lecture 3 hours per week.

### SOC 235 JUVENILE DELINQUENCY (3 CR.)

Studies demographic trends, causal theories, and control of juvenile delinquency. Presents juveniles' interaction with family, schools, police, courts, treatment programs, and facilities. Lecture 3 hours per week.

### SOC 236 CRIMINOLOGY (3 CR.)

Studies research and causal theories of criminal behavior. Examines crime statistics, crime victims, and types of criminal offenses. Introduces role of police, judicial and correctional system in treatment and punishment of offenders. 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 246 DEATH AND SOCIETY (3 CR.)

Analyzes death and its relationship to social behavior and societal institutions. Focuses attention on types of death, bereavement, funerals, estate planning/inheritance, and the student's own responses to these issues. Lecture 3 hours per week.

### SOC 247 DEATH AND DYING (3 CR.)

SOC 247 and PSY 266 cannot both be taken for credit toward graduation. Studies theoretical, practical, and historical aspects of death. Focuses upon student's own ideas, feeling, and attitudes toward death and dying and the significance and consequences of those attitudes. Lecture 3 hours per week.

### SOC 255 COMPARATIVE SOCIOLOGY (3 CR.)

Analyzes varieties of human behavior, beliefs and values in western and non-western cultures. Emphasizes similarities and variations among social institutions such as family, law, religion, economics and government. Lecture 3 hours per week.

### SOC 256 SOCIOLOGY OF THE FUTURE (3 CR.)

Emphasizes images of the future; technology and social evolution; basic methodologies of futures research; technology forecasting and assessment; world view; speculation on the future of basic institutions including family, education, economics and politics. Lecture 3 hours per week.

**SOC 265 SOCIAL PSYCHOLOGY** (3 CR.)  
Prerequisite SOC 200 or 201. Examines individuals in social contexts: social roles, group processes and intergroup relations. May include small group interaction, social behavior, social cognition, conformity, attitudes, and motivation. Lecture 3 hours per week.

**SOC 266 MINORITY GROUP RELATIONS** (3 CR.)  
Investigates minorities such as racial and ethnic groups. Addresses social and economic conditions promoting prejudice, racism, discrimination, and segregation. Lecture 3 hours per week.

**SOC 268 SOCIAL PROBLEMS** (3 CR.)  
Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Lecture 3 hours per week.

**SOC 270 METHODS OF SOCIAL RESEARCH** (3 CR.)  
Introduces basic procedures and techniques of data collection and analysis. Provides research opportunities in participant-observation, market research, sampling, and analysis of documents. Lecture 3 hours per week.

**SOC 297 COOPERATIVE EDUCATION** (1-6 CR.)  
(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

## SPANISH

**SPA 016 SPANISH FOR BUSINESS** (1-3 CR.)  
Introduces the student to Spanish used in business transactions. Lecture 1-3 hours per week.

**SPA 017 SPANISH FOR THE TOURIST** (1-3 CR.)  
Introduces spoken Spanish to people intending to travel in a Spanish-speaking country. Lecture 1-3 hours per week.

**SPA 018 SPANISH FOR READING KNOWLEDGE** (1-3 CR.)  
Develops the ability to translate Spanish texts. Lecture 1-3 hours per week.

**SPA 101-102 BEGINNING SPANISH I-II** (5 CR.) (5 CR.)  
Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Lecture 5 hours per week.

**SPA 103-104 BASIC SPOKEN SPANISH I-II** (3 CR.) (3 CR.)  
Teaches oral communication and introduces cultural mores and customs to students with no prior instruction in the language. Does not fulfill the foreign language requirement for the Associate in Arts degree. Lecture 3 hours per week.

**SPA 111-112 CONVERSATION IN SPANISH I-II** (3 CR.) (3 CR.)  
Prerequisite SPA 102. Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Lecture 3 hours per week.

**SPA 163-164 SPANISH FOR HEALTH PROFESSIONALS I-II** (3 CR.) (3 CR.)  
Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Lecture 3 hours per week.

**SPA 201-202 INTERMEDIATE SPANISH I-II** (3 CR.) (3 CR.)  
Prerequisite SPA 102 or equivalent. Continues to develop understanding, speaking, reading, and writing skills. Spanish is used in the classroom. Lecture 3 hours per week.

**SPA 211-212 INTERMEDIATE SPANISH CONVERSATION I-II** (3 CR.) (3 CR.)  
Prerequisite SPA 202 or equivalent. Continues to develop fluency through emphasis on idioms and other complex sentence structures. Lecture 3 hours per week.

**SPA 233-234 INTRODUCTION TO SPANISH CIVILIZATION AND LITERATURE I-II** (3 CR.) (3 CR.)  
Prerequisite SPA 202 or equivalent. Introduces the student to Spanish culture and literature. Readings and discussions conducted in Spanish. Lecture 3 hours per week.

**SPA 241-242 INTERMEDIATE SPANISH COMPOSITION I-II** (3 CR.) (3 CR.)  
Prerequisite SPA 202 or equivalent. Develops skills in written Spanish, emphasizing grammatical correctness. Lecture 3 hours per week.

**SPA 271-272 INTRODUCTION TO LATIN AMERICAN CIVILIZATION AND LITERATURE I-II** (3 CR.) (3 CR.)  
Prerequisite SPA 202 or equivalent. Introduces the student to Latin American culture and literature. Readings and discussions conducted in Spanish. Lecture 3 hours per week.

## SPEECH AND DRAMA

**SPD 001 DEVELOPMENTAL SPEECH** (1-5 CR.)  
Teaches basic skills needed to enter college-level oral communication courses. Students may re-register for this in subsequent semesters as necessary until the course objectives are completed. Variable hours per week.

**SPD 100 PRINCIPLES OF PUBLIC SPEAKING** (3 CR.)  
Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

**SPD 110 INTRODUCTION TO SPEECH COMMUNICATION** (3 CR.)  
Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

**SPD 111-112 VOICE AND DICTION I-II** (3 CR.) (3 CR.)  
Enables students to improve pronunciation, articulation, and voice quality. Includes applied phonetics. Lecture 3 hours per week.

**SPD 115 SMALL GROUP COMMUNICATION** (3 CR.)  
Emphasizes the development of presentational ability in a group, decision-making, group maintenance, and leadership and participant skills. Incorporates a preliminary study of group dynamics. Lecture 3 hours per week.

**SPD 116 SPEECH WORKSHOP** (3 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. Lecture 3 hours per week.

**SPD 117 FORENSICS** (3 CR.)  
Offers instruction and supervised practice in the preparation and delivery of various competitive speech activities including oratory and oral interpretation of literature. Lecture 3 hours per week.

**SPD 125 INTERVIEWING** (3 CR.)  
Studies theory and practice of interviewing, emphasizing the informational interview, the journalistic interviews, the employment interview, and the performance-appraisal interview. Lecture 3 hours per week.

**SPD 126 INTERPERSONAL COMMUNICATION** (3 CR.)  
Teaches interpersonal communication skills for both daily living and the world of work. Includes perception, self-concept, self-disclosure, listening and feedback, nonverbal communication, attitudes, assertiveness and other interpersonal skills. Lecture 3 hours per week.

**SPD 127 WORKSHOP IN INTERPERSONAL SKILLS** (1 CR.)  
Emphasizes practical applications of career-oriented oral communication skills at the interpersonal level. Lecture 1 hour per week.

**SPD 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.

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

**SPD 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.

**SPD 137 ORAL INTERPRETATION (3 CR.)**

Studies the theory and practice of performing various types of literature: prose, poetry, and drama. Emphasizes the relationship among the oral interpreter, the literary work, and the audience. Lecture 3 hours per week.

**SPD 141-142 THEATRE APPRECIATION I-II (3 CR.) (3 CR.)**

Aims to increase knowledge and enjoyment of theatre. Considers process, style, organization, written drama, and performed drama. Lecture 3 hours per week.

**SPD 165 MASS MEDIA WORKSHOP (3 CR.)**

Emphasizes mass media production, to include script writing, acting for the camera, broadcast diction, filming, and editing. May be repeated for credit. Lecture 3 hours per week.

**SPD 200 ADVANCED PUBLIC SPEAKING (3 CR.)**

Prerequisite SPD 100 or divisional approval. Focuses on preparation and delivery of various advanced forms of public address. Lecture 3 hours per week.

**SPD 225 LISTENING (3 CR.)**

Focuses on practical application of listening skills to everyday experience, including listening for evaluation, appreciation, information, and retention. Lecture 3 hours per week.

**SPD 226 NONVERBAL COMMUNICATION (3 CR.)**

Studies nonverbal messages with emphasis upon body language, tactile communication, personal space, eye contact, vocal cues, body movement, and gestures in human interaction. Lecture 3 hours per week.

**SPD 227 INDUSTRIAL AND ORGANIZATIONAL COMMUNICATION (3 CR.)**

Applies communication theory and principles to industrial and organizational settings. Lecture 3 hours per week.

**SPD 228 PERSUASION (3 CR.)**

Studies practical message strategies and argumentation in such areas as business, politics, mass media, and campaigns. Emphasizes practical application. Lecture 3 hours per week.

**SPD 229 INTERCULTURAL COMMUNICATION (3 CR.)**

Emphasizes the influence of culture on the communication process including differences in values, message systems, and communication rules. Lecture 3 hours per week.

**SPD 231-232 HISTORY OF THEATRE I-II (3 CR.) (3 CR.)**

Analyzes and studies theatre history to include architecture, performers and performance, playwrights, stage, production methods, and audience from the Greeks through modern drama. Lecture 3 hours per week.

**SPD 233-234 REHEARSAL AND PERFORMANCE I-II (4 CR.) (4 CR.)**

Explores various aspects of the theatre through involvement in college theatre production. Laboratory 12 hours per week.

**SPD 241-242 INTRODUCTION TO DIRECTING I-II (3 CR.) (3 CR.)**

Prerequisite SPD 131-132 or divisional approval. Introduces theory and practice of stage direction through the study of directing methods as well as the execution and discussion of directing exercises. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**SPD 249 STAGE MAKE-UP (1 CR.)**

Presents principles and practice of make-up for the stage. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week.

**SPD 250 THE ART OF THE FILM (3 CR.)**

Introduces the art of the film through a survey of film history; viewing, discussion, and analysis of selected films. Studies film techniques such as composition, shot sequence, lighting, visual symbolism, sound effects, and editing. Lecture 3 hours per week.

**SPD 265 INTERPRETER'S THEATRE (3 CR.)**

Involves study and practice of translating literature into theatrical performance, including such formats as Chamber Theatre, Readers' Theatre, and Choral Reading. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**SPD 268 CHILDREN'S THEATRE (3 CR.)**

Surveys history, literature, and nature of the production of theatre for child audiences. Lecture 3 hours per week.

**SPD 276 MODERN DRAMA (3 CR.)**

Surveys drama from Ibsen and Strindberg to American, European, and Third-World dramatists. Lecture 3 hours per week.

**SPD 297 COOPERATIVE EDUCATION (1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**STUDENT DEVELOPMENT****STD 100 ORIENTATION (1 CR.)**

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

**STD 107 CAREER EDUCATION (3 CR.)**

Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision-making to career choice. May be substituted for STD 100. Lecture 3 hours per week.

**TRAVEL AND TOURISM****TRV 100 INTRODUCTION TO THE TRAVEL INDUSTRY (3 CR.)**

Presents an overview of the structure and scope of the travel industry with emphasis on job categories and functions, basic vocabulary, and the interrelationships of the various components. Includes the study of information displays of airline computer reservation system. Lecture 3 hours per week.

**TRV 111-112 GEOGRAPHY OF TOURISM I-II (3 CR.) (3 CR.)**

Focuses on the geographic knowledge necessary to provide effective, efficient service to clients. Studies major western hemisphere (Part I) and eastern hemisphere (Part II) destinations. Emphasizes features of touristic importance, such as visit documentation, climate and physical features, accommodations and attractions, and accessibility. Lecture 3 hours per week.

**TRV 115 GROUND TRANSPORTATION, TOURS, CRUISES, SERVICES PLANNING (3 CR.)**

Prerequisite TRV 100. Studies travel industry products and procedures including steamship travel and cruises, rail travel, motor coach travel, escorted and independent tours, hotel and resort features and procedures, car rentals, and assembling and selling complete travel packages. Includes the use of an airline computer reservation system to access ground arrangement information. Lecture 3 hours per week.

**TRV 116 AIR TRAVEL PLANNING (4 CR.)**

Prerequisite TRV 100. Teaches basic tariff and ticketing to include interpreting and preparing domestic and international itineraries, applying airfares and tariff rules for proper fare construction and ticket issuance, procedures for credit sales, and the explanation and use of ticket refunds and exchanges. Includes the use of an airline computer reservation system to access fares and fare rules. Lecture 4 hours per week.

**TRV 125 PRINCIPLES OF TRAVEL SELLING AND COUNSELING (3 CR.)**

Prerequisite TRV 100. Studies successful selling strategies in the travel business. Analyzes selling techniques by types of travel clientele and their needs. Emphasizes the development of basic selling skills through role playing exercises and sales presentations. Lecture 3 hours per week.

**TRV 130 INTRODUCTION TO MEETING PLANNING (3 CR.)**

Focuses on basic aspects and skills involved in planning and managing meetings and conventions. Covers the entire spectrum of the meeting industry, treating all aspects with a broad approach. Emphasizes types of meetings, meeting markets, industry suppliers and affiliates, budget and program planning, site selection and contract negotiations, registration and housing, food and meeting functions, audiovisual and signage requirements, and post meeting analysis. Lecture 3 hours per week.

**TRV 136 TOUR GUIDING AND MANAGEMENT****(3 CR.)**

Focuses on the aspects and skills involved in tour guiding and tour management. Covers the components of a tour, trends, and the approaches to public speaking, cultural sensitivity, working with various age groups and with the physically challenged. Lecture 3 hours per week.

**TRV 137 REGIONAL TOUR GUIDING****(3 CR.)**

Focuses on the knowledge and skills needed to become a regional area tour guide. Covers the practical elements including regulations, licensing procedure, and marketing. Covers information necessary to give tours in the region that will include national and local history, geography, architecture, government and political history, museums, flora and fauna. Lecture 3 hours per week.

**TRV 211 AIRLINE COMPUTER RESERVATION SYSTEMS I****(4 CR.)**

Prerequisite TRV 116. Studies airline computer reservation system entry instructions and processes to enable the student to acquire proficiency in developing itineraries, building passenger name records, and accessing other standard airline and travel information procedures. Includes car rental, hotel reservation, and other functions of major computerized reservation systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**TRV 212 AIRLINE COMPUTER RESERVATION SYSTEMS II****(3 CR.)**

Prerequisite TRV 211. Teaches advanced applications of an airline computer reservation system including complex domestic and international itineraries with specialized faring, passenger name record changes. Deals with constructing connections, creating client profile records, interpreting seat map displays and preserved seat selection, rail and cruise bookings, and ticket reissuance procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**TRV 220 PRINCIPLES OF GROUP TRAVEL AND TOUR OPERATIONS****(3 CR.)**

Prerequisites TRV 115 and TRV 116. Introduces procedures and practices used in the travel industry to plan and operate travel programs for various sized groups. Encompasses all aspects of group travel, from the selling and planning stages to specific day-to-day details of directing and managing a group tour. Lecture 3 hours per week.

**TRV 225 INTERNATIONAL TRAVEL AND TOURISM****(3 CR.)**

Prerequisite TRV 100. Analyzes the international organization of tourism, the role of the physical environment and culture, and tourism as a factor in economic planning and development. Lecture 3 hours per week.

**TRV 230 MARKETING AND MANAGEMENT OF TRAVEL SERVICES****(3 CR.)**

Prerequisite TRV 115. Focuses on the management and marketing activities and functions in the travel industry. Studies planning and staffing procedures, specialized sales and management reports, profit analysis, and the

unique problems of marketing services. Emphasizes the analysis of case studies of travel organizations. Lecture 3 hours per week.

**TRV 235 PRINCIPLES OF MEETING PLANNING****(3 CR.)**

Prerequisite TRV 130. Focuses on planning and managing meetings. Examines entire sequence of events, from conceptual stage of first meeting plan through completion of the event. Emphasizes technical planning skills including site selection, negotiating with suppliers, meeting specifications, preparation, budgeting, special event planning, and working with facility staff to manage a successful meeting. Lecture 3 hours per week.

**TRV 297 COOPERATIVE EDUCATION****(1-6 CR.)**

(see General Usage Courses section)

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**VETERINARY TECHNOLOGY****VET 105 INTRODUCTION TO VETERINARY TECHNOLOGY****(3 CR.)**

Introduces the role of veterinary technicians in veterinary practice. Includes medical terminology, ethics, professionalism, and basic concepts of patient care. Lecture 3 hours per week.

**VET 110 FUNDAMENTALS OF HORSE MANAGEMENT****(3 CR.)**

Surveys horse breeds, their functions and uses. Addresses horse conformation, facilities, and basic feeds and feedings. Includes study of principles of horse nutrition. Lecture 3 hours per week.

**VET 111 ANATOMY AND PHYSIOLOGY OF DOMESTIC ANIMALS****(4 CR.)**

Introduces the structure and function of the animal and of all the organ systems of common domestic animals. Includes histology, embryology, and genetics. Includes laboratory dissection and demonstrations. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**VET 116 ANIMAL BREEDS AND BEHAVIOR****(3 CR.)**

Surveys common species of domestic animals including basic husbandry, care, and handling. Introduces identification of various breeds and their characteristics, including behavior patterns, problems, and solutions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**VET 121-122 CLINICAL PRACTICES I-II****(4 CR.) (4 CR.)**

Presents clinical techniques commonly performed in veterinary practice. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**VET 131-132-133 CLINICAL PATHOLOGY I-II-III****(3 CR.) (3 CR.) (3 CR.)**

Surveys techniques used in the veterinary hospital laboratory. Includes hematology, urinalysis, microbiology, cytology, immunology, clinical chemistry, serology, and necropsy.

Emphasizes the use of microscope, automated laboratory equipment, and modern diagnostic procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**VET 135 ANESTHESIA OF DOMESTIC ANIMALS****(2 CR.)**

Introduces the basic principles of anesthesia of common domestic species. Includes techniques of induction, monitoring, and recovery of patients using injectable and inhalation anesthetics. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**VET 211-212 ANIMAL DISEASES I-II****(2 CR.) (2 CR.)**

Describes animal health and disease, surgical techniques, and animal behavior. Includes demonstrations and selected observation and practice in animal hospitals, clinics, or research laboratories. For VET 211—Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week. For VET 212—Lecture 2 hours. Laboratory 1 hour. Total 3 hours per week.

**VET 216 ANIMAL PHARMACOLOGY****(2 CR.)**

Studies drugs and other medical substances of veterinary importance. Includes their characteristics, usage, measurement, dosage, administration, and also pharmacy management. Lecture 2 hours per week.

**VET 217 INTRODUCTION TO LABORATORY, ZOO AND WILDLIFE MEDICINE****(2 CR.)**

Focuses on the identification, captive management, restraint and diseases of fish, reptiles, birds, rodents, rabbits, ferrets, primates, wild carnivores, and wild herbivores. Presents the fields of laboratory research zoological medicine. Lecture 2 hours per week.

**VET 221 ADVANCED CLINICAL PRACTICES III****(4 CR.)**

Prerequisite VET 121-122. Presents advanced clinical techniques commonly performed in veterinary practice. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

**VET 225 PARASITOLOGY OF DOMESTIC ANIMALS****(2 CR.)**

Studies the common internal and external parasites of various species of domestic animals. Emphasizes their lifecycles, pathology, treatment, and prevention. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**VET 235 ANIMAL HOSPITAL MANAGEMENT AND CLIENT RELATIONS****(3 CR.)**

Introduces the basic concepts of business procedures of veterinary practice. Includes communication skills, office management, record keeping, and use of computers in veterinary practice. Lecture 3 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**WELDING****WEL 115 ARC AND GAS WELDING (3 CR.)**

Presents arc and gas welding practices. Discusses safety, general welding practices and effects of welding on metals. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 116 WELDING I (OXYACETYLENE) (2 CR.)**

Teaches oxygen/acetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and cutting procedures. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 121 ARC WELDING (2 CR.)**

Studies the operation of AC and DC power sources, weld heat, polarities, and electrodes for use in joining various alloys by the SMAW process. Covers welds in different types of joints and different welding positions. Emphasizes safety procedures. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 122 WELDING II (ELECTRIC ARC) (3 CR.)**

Teaches electric arc welding, including types of equipment, selection of electrodes, safety equipment and procedures, and principles and practices of welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 126 PIPE WELDING I (3 CR.)**

Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 127 PIPE WELDING II (3 CR.)**

Provides practice in the welding of pressure piping in the horizontal, vertical, and fixed positions. Laboratory 9 hours per week.

**WEL 130 INERT GAS WELDING (3 CR.)**

Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various positions; shielded gases, filler rods, process variations and applications; manual and semi-automatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 141-142 WELDER QUALIFICATION TESTS I-II (3 CR.) (3 CR.)**

Studies techniques and practices of testing welded joints through destructive and non-destructive tests, guiding, discoloration heat test, porous examinations, tensile, hammer and free bend tests. Also studies visual, magnetic and fluorescent tests. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 145 WELDING METALLURGY (3 CR.)**

Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 3 hours per week.

**WEL 146 WELDING QUALITY CONTROL (3 CR.)**

Teaches techniques and practices of inspection, and interpretation of tests and measurements. Includes radiographic tests of joints of unlimited thickness welded in 3G and 4G positions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 150 WELDING DRAWING AND INTERPRETATION (2 CR.)**

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**WEL 160 SEMI-AUTOMATIC WELDING PROCESSES (3 CR.)**

Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.

**WOODWORKING AND FURNITURE RECONSTRUCTION****WOD 100 INTRODUCTION TO WOODWORKING (2 CR.)**

Emphasizes planning procedures and wood selection, basic woodworking practices and basic wood joints, general wood finishing techniques, and safety. Includes general uses of hand tools, portable power tools, and stationary power equipment. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WOD 101 WOODWORKING I HAND AND POWER TOOLS (3 CR.)**

Teaches identification, care and use of hand and portable tools. Emphasizes basic stationary power equipment. Stresses accuracy and safety. Includes planning, layout techniques, joints and material selections related to furniture and cabinetmaking industries. Lecture 1 hour. Laboratory 5 hours. Total 6 hours per week.

**WOD 102 WOODWORKING II ADVANCED POWER TOOLS (3 CR.)**

Emphasizes identification, care, and use of stationary power equipment and advanced operations and techniques as they relate to furniture construction and cabinetmaking industries. Stresses additional woodworking practices, accuracy of work, and safety. Lecture 1 hour. Laboratory 5 hours. Total 6 hours per week.

**WOD 116 SPECIAL WOODWORKING TECHNIQUES (3 CR.)**

Includes tools, equipment, materials, techniques, and practices related to bending, laminating veneering, and inlaying as well as countertop installation. Emphasizes working with plastic laminates. Lecture 1 hour. Laboratory 5 hours. Total 6 hours per week.

**WOD 120 CABINETMAKING (3 CR.)**

Prerequisite WOD 102. Emphasizes principles, practices, techniques, and designs used in the furniture and cabinetmaking industries. Stresses doors, drawers, and cabinet interiors. Lecture 1 hour. Laboratory 5 hours. Total 6 hours per week.

Please contact the appropriate division for the availability of general usage courses as described in the "Description of Courses" section.





*Student newspaper photographer*

The five campuses are indicated as follows: AL, Alexandria; AN, Annandale; LO, Loudoun; MA, Manassas; WO, Woodbridge; and ELI, Extended Learning Institute. Those individuals with cross campus responsibilities are indicated as CS, College Staff.

- Adams, Joseph D.;** Professor; B.A., Franklin and Marshall College; M.Ed., Shippensburg State College; Ph.D., Lehigh University; English (AN)
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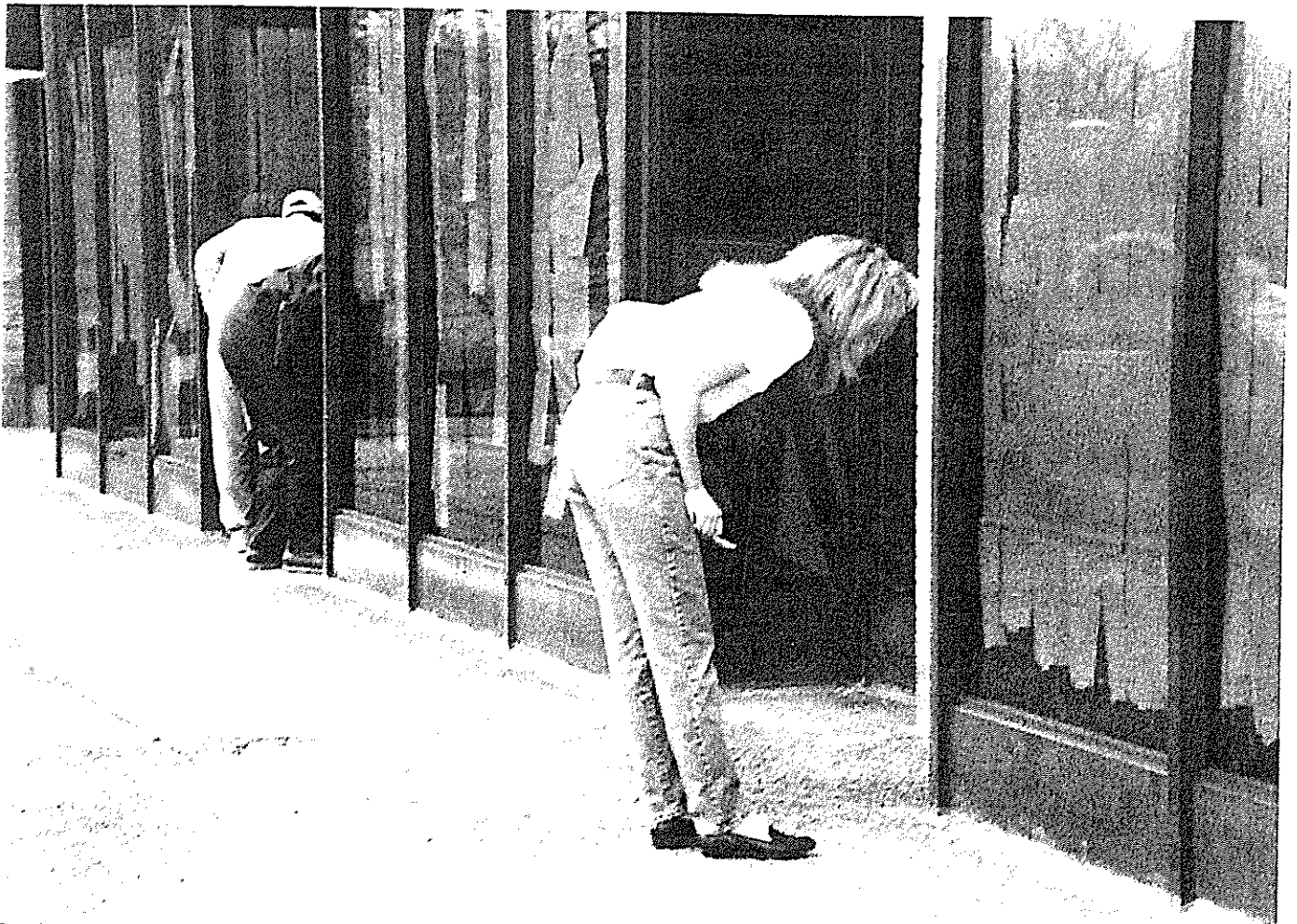
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To be eligible for the rank of professor emeritus, a retired member of the faculty (usually holding rank of associate professor or professor) has given a minimum of ten years of service in the Virginia Community College System and has made meritorious and significant contributions to the College.

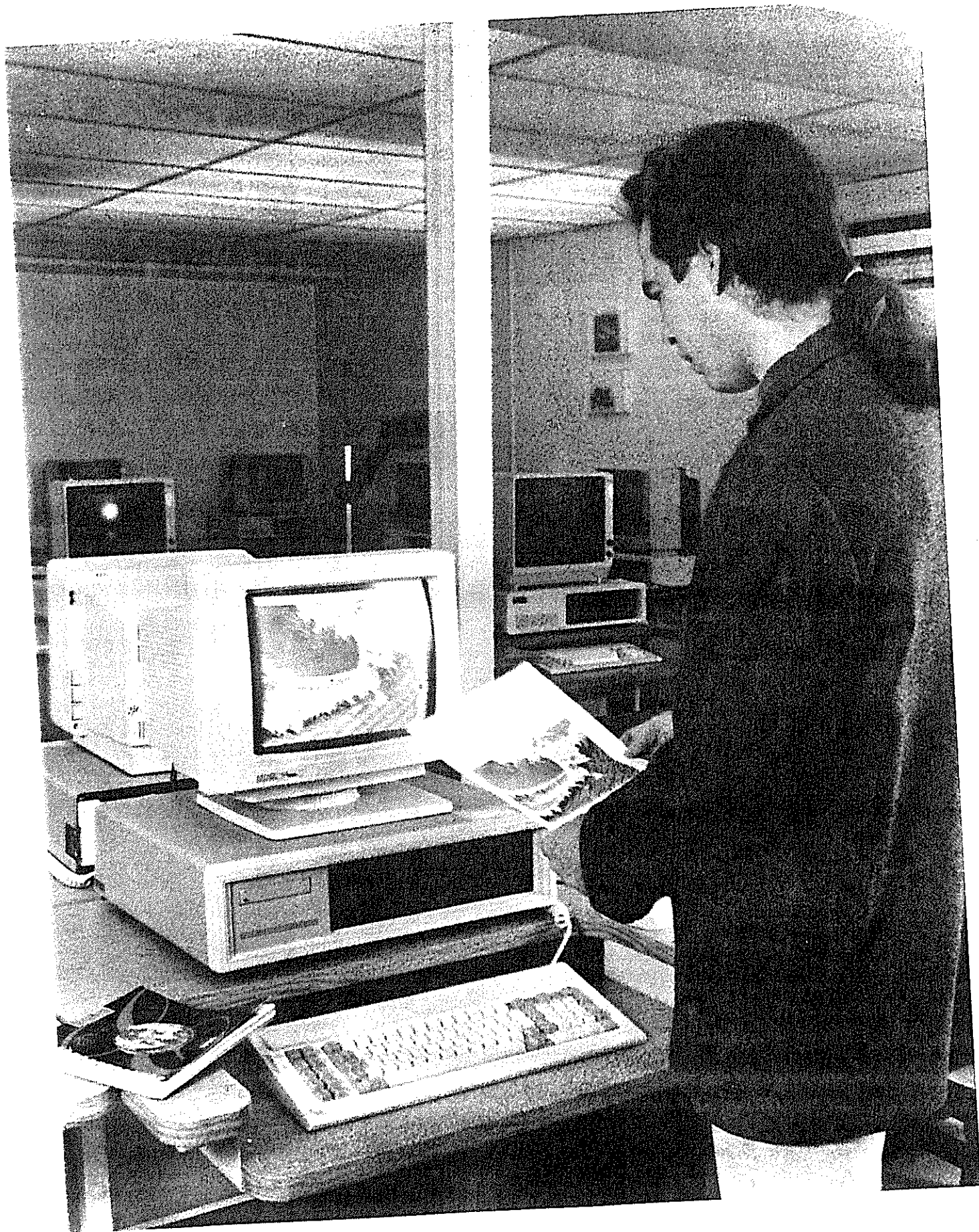
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*Computer-generated art course*

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James Lynch  
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Jean Finnegan, Northern Virginia Mental Health Institute  
Kenneth R. Fitzgerald, National Orthopedic Hospital  
Patti Hartsfield, RN, MSN, Reston Hospital Center  
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Judith Ivey, Mount Vernon Hospital  
Betty Leith, R.N., Powhatan Nursing Home  
Ann Lewis, R.N., M.S.N.  
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Barbara Ferguson, P.T., Food and Drug Admin.  
H.A. Fontana, P.T.  
Alda S. Gay  
Betty Maddox, L.P.T.A., Coder Center  
Patricia Pfeifer  
Joyce Stevens, P.T., Fairfax Nursing Center  
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tion Administration  
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James H. Dunning, Sheriff, Alexandria  
Thomas Faust, Sheriff, Arlington County  
Wilson C. Garrison, Sheriff, Prince William County  
John R. Isom, Loudoun County Sheriff's Department  
James C. Melvin, Northern Virginia Juvenile Detention Home  
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Lt. Dennis Webb, Prince William-Manassas Regional Adult Detention Center

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Elizabeth Johnson, R.D., Consultant Dietitian

Penny McConnell, R.D., Fairfax County School Food Service  
Betsy Parrish, Automatic Service Co.

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Cecilia Godfrey

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Lawrence McCarthy, American University Child Care Center

Mrs. James McKeivitt, Volunteer for Head Start

Joyce Oliff, Volunteer for Alexandria YWCA

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Jack Beam, Alexandria Fire Dept.

Gene Dailey, Chief, Fire & Rescue Service, Fairfax City

Thomas M. Hawkins, Chief, Fire and Rescue Service, Arlington County

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Edward Plaugher, Fairfax County Fire and Rescue Service

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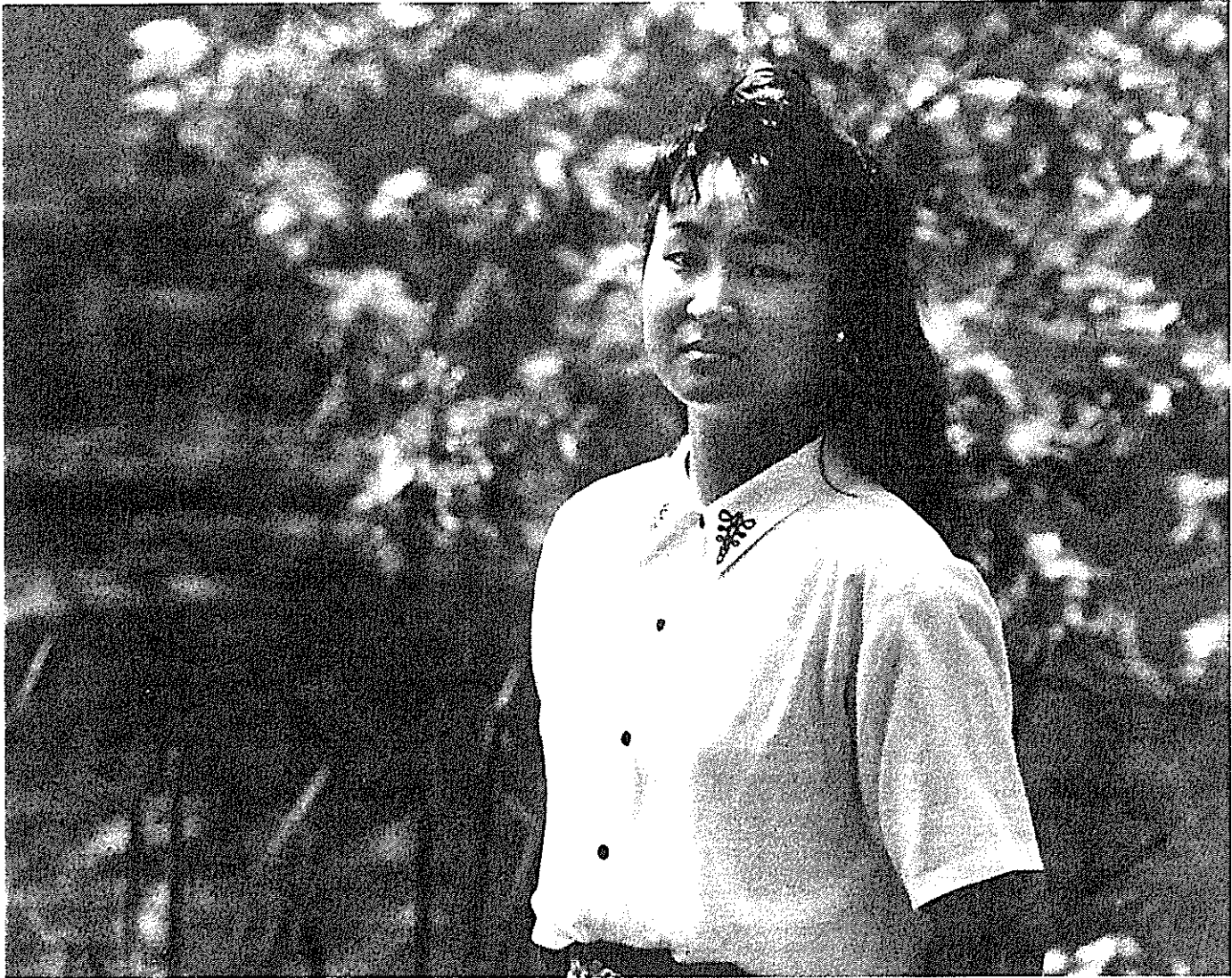
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