2014-2015 Catalog and Student Handbook

JOSEPH R. DANIEL TECHNOLOGY CENTER
18121 Technology Drive
Culpeper, Virginia 22701
(540) 937-2900
Fax (540) 937-2918

FREDERICKSBURG AREA CAMPUS
10000 Germanna Point Drive
Fredericksburg, Virginia 22408
(540) 891-3000
Fax (540) 710-2092
TTY (540) 891-3059

LOCUST GROVE CAMPUS
2130 Germanna Highway
Locust Grove, Virginia 22508
(540) 423-9000
Fax (540) 727-3207
TTY (540) 423-9888

STAFFORD COUNTY CENTER
2761 Jefferson Davis Highway
Suite 107
Stafford, Virginia 22554
(540) 288-8830

AUTOMOTIVE TECHNOLOGY CENTER
42 BlackJack Road
Fredericksburg, Virginia 22405
(540) 834-1978

www.germanna.edu

The statements and provisions in this catalog are not to be regarded as a contract between the student and the College. The College reserves the right to change, when warranted, any provisions, schedules, programs, courses, or fees.

This catalog has been revised to reflect curriculum changes as of January 2014.

Germanna Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in providing education or employment opportunities or benefits.

This catalog becomes effective Summer 2014.

This publication becomes dated upon printing; therefore, it may not contain the most current data available.

To view current information for Germanna Community College, please visit www. germanna.edu.

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

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

Letter from the President

Welcome to Germanna Community College, where the needs of our students and communities shape our mission and direct our daily work. Being responsive to those needs and yet forward-looking in our vision is more important than ever today, when our nation and our region face the challenges of increased globalization.

For over four decades, Germanna's award-winning and dedicated faculty and staff have provided quality education, training and services to the citizens of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford counties and the city of Fredericksburg. We have grown to become the seventh largest community college in Virginia and fourteenth largest among all public institutions of higher learning in the Commonwealth. But we still approach service one student at a time, offering personal attention in an atmosphere of high challenge and high support. Even as we grow, at Germanna you will know your teachers-- and they will know you.
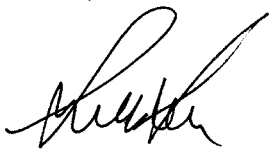
We strive to foster the attitude that learning is a lifelong process. Our goal is not only to prepare our learners and graduates for work in the global economy, but also for leading lives of commitment and service so they may be positive forces in their communities, in the Commonwealth, and in our nation.

Germanna offers over 30 programs in transfer and career and technical areas of study at our Fredericksburg Area Campus in Spotsylvania, our Locust Grove Campus in Orange, our Culpeper Center, at our two centers in Stafford County, and through online courses and extension sites throughout our region.

We are pleased you have chosen Germanna. I wish to add my congratulations and best wishes as you immerse yourself in a life of learning at a premier community college. Please make use of the many support services we offer. Take advantage of opportunities to join organizations, participate in cultural programs, take part in service learning volunteerism projects, and enjoy an invaluable and memorable experience at the College.

I also look forward to opportunities to hear from you during open forums, through e-mail, and social media as we plan the next 40 years at Germanna. We promise to be your partner in helping you create your own future. Thank you for sharing that future with us here at Germanna Community College.

Sincerely,

David A. Sam

Dr. David A. Sam

Academic Calender 2014-2015

SUMMER 2014

	10 Wk	1st 5 Wk	2nd 5 Wk	7 Wk	1st 4 Wk	2nd 4 Wk
Classes Begin	May 23	May 27	July 1	June 13	June 2	July 7
Last day to add	May 30	May 30	July 6	June 18	June 1	July 6
Memorial Day (College Closed)	May 26		-	-	-	-
Last day to drop w/refund	June 3	June 2	July 7	June 20	June 6	July 11
No classes scheduled	July 4-5	-	July 4-5	July 4-5	-	-
Independence Day (College Closed)	July 4	-	July 4	July 4	-	-
Last day to withdraw w/out academic penalty	July 7	June 17	July 22	July 14	June 18	July 23
Classes End	Aug 4	June 30	Aug 4	Aug 2	June 28	Aug 2
Final Examinations	Last class	Last class	Last class	Last class	Last class	Last class

Fall 2014

	15 Wk	12 Wk	1st 8 Wk	2nd 8 Wk	1st 4 Wk	2nd 4 Wk	3rd 4 Wk	4th 4 Wk
Classes Begin	Aug 20	Sept 16	Aug 20	Oct 17	Aug 20	Sept 18	Oct 17	Nov 14
Last day to add	Aug 26	Sept 22	Aug 26	Oct 23	Aug 19	Sept 17	Oct 16	Nov 13
Labor Day (College Closed)	Sep 1	-	Sept 1	-	Sept 1	-	-	-
Last day to drop with refund	Sept 8	Sept 29	Aug 28	Oct 27	Aug 25	Sept 22	Oct 21	Nov 18
College Learning Day (College Closed)	Sept 23	-	Sept 23	-	Sept 23	-	-	-
Last Day to Withdraw w/out Academic Penalty	Oct 30	Nov 10	Sept 24	Nov 24	Sept 8	Oct 6	Nov 3	Dec 3
Thanksgiving Holiday (College Closed)	Nov 26-29	Nov 26-29	-	Nov 26-29	-	-	-	Nov 26-29
Classes End	Dec 9	Dec 13	Oct 16	Dec 16	Sept 17	Oct 16	Nov 13	Dec 16
Final Examinations	Dec 10-16	Last class	Last class	Last class	Last class	Last class	Last class	Last class

Spring 2015

	15 Wk	12 Wk	1st 8 Wk	2nd 8 Wk	1st 4 Wk	2nd 4 Wk	3rd 4 Wk	4th 4 Wk
Classes Begin	Jan 12	Feb 11	Jan 12	Mar 12	Jan 12	Feb 11	Mar 12	Apr 16
Last day to add	Jan 23	Feb 20	Jan 17	Mar 18	Jan 11	Feb 10	Mar 11	Apr 15
MLK Day (College Closed)	Jan 19	-	Jan 19	-	Jan 19	-	-	-
Last day to drop with refund	Jan 29	Feb 24	Jan 20	Mar 23	Jan 16	Feb 16	Mar 17	Apr 20
College Learning Day (College Closed)		Feb 10	-	Feb 10	-	-	-	-
Student Success Day	Mar 11	Mar 11						
Last Day to Withdraw w/out Academic Penalty	Mar 23	Apr 9	Feb 16	Apr 20	Jan 29	Feb 27	Apr 2	May 4
Spring Break (No Classes)	Mar 16-22	Mar 16-22		-	-		Mar 16-22	-
Classes End	May 6	May 13	Mar 10	May 13	Feb 9	Mar 10	Apr 15	May 13
Final Examinations	May 7-13	Last class	Last class	Last class	Last class	Last class	Last class	Last class

Programs of Study

Transfer Programs
Associate of Arts & Sciences (AA&S) Degrees are awarded to students who plan to transfer to four-year colleges after completing their community college programs.
- Business Administration
- Education
- Education (K-8)
- General Studies
- General Studies - Psychology Specialization
- Liberal Arts
- Science

Associate of Science (AS) Degree is awarded to students who complete requirements in Engineering. This degree is appropriate for those students who plan to transfer to four-year institutions after completing the Engineering program.
- Engineering – Mechanical
- Engineering – Electrical

Occupational-Technical Programs
Associate of Applied Science (AAS) Degrees are awarded to students majoring in one of the occupational-technical curricula who may plan to obtain full-time employment after graduation.
- Business Management
- Dental Hygiene (Through N.V.C.C.)
- Early Childhood Development
- Emergency Medical Services (EMT) - (Pending Approval)
- Fire Science Technology
- Information System Technology - Information Management or Network Security
- Information System Technology - Networking
- Nursing
- Licensed Practical Nurses for Advanced Standing
- Police Science
- Technical Studies Industrial Maintenance
- Veterinary Technology (Through B.R.C.C.)

Certificates are awarded to students who complete one of the approved non-degree curricula which are usually less than 2 years in length.
- Dental Assisting
- Early Childhood Development
- Fine Arts
- Fire Science Technology
- General Education
- Graphic Communications
- Health Information Management (Through P.V.C.C.)
- Police Science
- Licensed Practical Nursing
  - Practical Nursing Program Site Option (Germanna Community College/ Culpeper Co. Public School)

Career Studies Certificates are awarded to students who complete one of the career studies programs. Career studies programs are developed and implemented in response to community needs.
- Accounting
- Allied Health Preparation
- American Sign Language
- Automotive Diagnostician
- Automotive Technician
- Banking (No new enrollment accepted.)
- Business Core
- E-Commerce
- Early Childhood Development
- Emergency Medical Services – EMT Intermediate (Pending Approval)
- Engineering Technology
- Horticulture (No new enrollment accepted.)
- Industrial Maintenance Technology
- Legal Assistant
- Microcomputer Applications for Business
- Networking
- Advanced Networking
- Nurse Aide
- Paraprofessional Counseling
- Pharmacy Technician
- Police Science
- Small Business Management
- Supervision
- Surgical Scrub Nurse
- Vocational Healthcare (No new enrollment accepted.)

TELETECHNET (ODU): Students can earn bachelors and master's degrees through TELETECHNET, a partnership between Germanna Community College and Old Dominion University.
- ODU at FAC
- ODU Distance Learning

Center for Workforce & Community Education
Offers a wide range of credit and noncredit courses, seminars, workshops, consulting and training services.

Contents

General Information

Germanna Community College is one of the twenty-three community colleges in Virginia that comprise the Virginia Community College System. It is a two-year public institution of higher education established in 1970. The College serves the residents of city of Fredericksburg and the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania and Stafford.

The College is governed by policies set by the State Board for Community Colleges with support and advice from the Germanna Community College Board. Primary funding for the College is provided by the state, supplemented by contributions from seven counties and one city and by student tuition.

Who We Are
Germanna Community College is a public institution of higher education in the Virginia Community College System. As a comprehensive community college, Germanna provides quality, accessible, and affordable educational opportunities for the residents of the City of Fredericksburg and the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania and Stafford.

Mission
As a public, comprehensive community college, Germanna provides accessible, quality educational and training opportunities that meet our communities' changing learning needs.

This Mission is achieved through:
courses, programs, and services that enable students to gain access to and succeed in higher education;

associate degrees and courses that prepare students to advance and to succeed in four year colleges and universities;

training and services to develop successful employees who meet employers' specific needs;

training, associate degrees, and certificates for students to enter and succeed in the workplace; and

services and support for community and economic development.

Vision
Germanna Community College is recognized as the region's leader and preferred partner providing excellence in accessible educational opportunities and related services to our communities. Our quality learning experiences enable students to participate effectively in the social, economic, political, intellectual, and cultural life of their communities. Germanna, a dynamic learning organization, is the premiere gateway to personal and community development.

Values
Our values influence our thoughts, guide our decisions, mold our policies, and help determine our course of action. Student learning and success are at the heart of all that we do and are demonstrated by:

Passion for learning and teaching: We demonstrate our commitment to the belief that everyone can learn. Although at different rates and in different ways, all learners can learn if we challenge, support, and believe in them through everything we do and in every decision we make.

Integrity: We are true to our mission, to our values, to our learners, to our communities, and to each other. We say what we mean and we do what we say. We admit our mistakes and take responsibility for our actions.

Culture of service: We are dedicated to serving the educational and training needs of our students and communities. Our individual wants are secondary to the mission we serve.

Excellence: We seek to achieve excellence and to foster and develop excellence in our learners. We continuously improve our teaching and organizational systems and processes. We embody a culture of evidence and make decisions using that evidence.

Professionalism: We exhibit the skill, competence, and character expected of educational professionals.

Stewardship: We practice servant leadership. We effectively manage and maintain the resources in our care. We uphold the responsibility placed on us as teachers and supporters of teachers of the current and future citizens of our service area, our commonwealth, and our nation.

Respect: We treat our students, our stakeholders, our resources and each other with courtesy and respect. We respect each other enough to speak truths and have courageous conversations, and we do so with civility.

Accreditation
Germanna Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award an Associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Germanna Community College. In addition, the AAS nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road N.E., Suite 850, Atlanta, GA, 30326 (404) 975-5000) and both the AAS nursing and the practical nursing certificate programs are approved by the Virginia Board of Nursing (Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, (804) 367-4473).

Location & Facilities
Fredericksburg Area Campus in Spotsylvania
10000 Germanna Point Drive, Fredericksburg, Virginia 22408
Telephone: 540-891-3000

The Fredericksburg Area Campus in Spotsylvania is located at Lee's Hill near the intersection of Interstate 95 at Routes 1 and 17 South, about five miles south of the city. The Dickinson Building, which was Phase I of the Fredericksburg Area Campus, is a 76,000 square-foot building that includes classrooms, laboratories, a library, student lounge, bookstore, and offices for faculty and administrative staff.

The Workforce Development and Technology Center, which was Phase II of the Fredericksburg Campus, is a 40,000 square-foot building devoted to the use of technology for the delivery of instruction and advanced training programs.

The Science & Engineering Building and Information Commons opened in May 2012. This is the third building for the Fredericksburg Area Campus and the facility provides laboratories, instructional resources, student services and more. Additionally Germanna opened a parking garage on this campus in August 2012.

Joseph R. Daniel Technology Center in Culpeper
18121 Technology Drive, Culpeper, Virginia 22701
Telephone: 540-937-2900

Located at the junction of U.S. Route 29 and State Route 3 just east of the town of Culpeper, The Joseph R. Daniel Technology Center occupies 34 acres. Built on two levels, the 39,000 square foot facility is designed primarily for workforce development instruction and technology training. A wide variety of credit classes are also offered.

Some of its features include: conference center that seats 600 theatre-style, banquet seating for 300, manufacturing technology lab, executive conference room, interactive video theatre, computer tech lab, training suite, and a catering kitchen.

Locust Grove Campus
2130 Germanna Highway, Locust Grove, Virginia 22508
Telephone: 540-423-9000

The Locust Grove Campus is located on Route 3 midway between Culpeper and Fredericksburg. The campus consists of 100 acres adjacent to the Rapidan River in Orange County. This campus houses the college's Nursing and Allied Health Programs.

The campus building of approximately 65,000 square feet includes classrooms, laboratories (including a state-of-the-art technologies laboratory), bookstore, administrative and faculty offices, a library, information services, business office, and student lounge. Outdoor facilities include a playing field, as well as nature trails, jogging paths, and a picnic area.

There are plans for expansion of facilities at Locust Grove in an effort to keep pace with growing demand for nurses.

Stafford County Center
2761 Jefferson Davis Highway, Suite 107, Stafford, Virginia 22554
Telephone: 540-288-8830

In 2009, Germanna opened a facility with the support of the Stafford Economic Development Authority. Germanna's Stafford County Center enrollment continues to increase and is now over capacity.

Automotive Technology Center
42 BlackJack Road, Fredericksburg, Virginia 22405
Telephone: 540-834-1978

The Stafford County EDA awarded funds toward the construction of the GCC Automotive Technology Center which opened in September 2012. The facility provides educational opportunities for area residents and local high school students.

History of the College
Germanna Community College takes its name from a group of settlers at Germanna Ford on the Rapidan, where in 1714, Governor Alexander Spotswood established a frontier fort and settlement for the German miners and their families.

In 1956, descendants of the original settlers at Germanna Ford organized the Memorial Foundation of Germanna Colonies in Virginia, Inc. In 1966, the Virginia legislature created a community college system. A site selection committee recommended that the College be located in the center of its service region. In 1969, the Memorial Foundation of Germanna Colonies donated 100 acres of property along the Rapidan to the state for a community college. The College Board unanimously chose the name Germanna Community College to recognize the gift and the history associated with it.

Germanna held its first classes on October 13, 1970, in its partially completed building.

The opening of the Fredericksburg Area Campus in January, 1997 was a major undertaking for the College. The 70-acre site, donated by the John T. Hazel Family, was selected by the Germanna Board on September 12, 1989. State funding for Phase I was acquired mainly through the efforts of Delegate V. Earl Dickinson for whom the first building is named. Additional support was received from the local governments in the Germanna service region and from private donations.

Phase II, The Workforce Development and Technology Center, opened in October 2004.

On September 9, 1998, the College's Educational Foundation received its largest single gift to date: 100 acres of land in Culpeper. The land was generously donated by Rose Bente Lee, Kaye and Marie Andrus, Nicholas and Flora Tomasetti, and Philip and Susan DeSiato. The Joseph R. Daniel Technology Center opened in 2006.

In July 2009, Germanna opened a fourth facility with the support of the Stafford Economic Development Authority. Germanna's Stafford County Center has served over 1,000 students since opening and enrollment continues to increase.

The Science and Engineering Building and Information Commons opened in May 2012. This is the Fredericksburg Area Campuses third building and the facility provides laboratories, instructional resources, student services and more. Additionally Germanna opened a parking garage on this campus in August 2012.

Finally, in September 2012, the College opened a new Automotive Center with the help of a Stafford EDA award of $75,000 towards the construction of the facility. In addition to serving area residents, the facility supports local high schools with instructional opportunities and facilities.

The College needs resources to continue to serve its communities well in the face of growing challenges – please contact the Germanna Educational Foundation to learn more about the leadership investment opportunities available (540) 423-9060.

Campus Safety and Crime Awareness

The safety of all our students, staff, and visitors is a primary concern at Germanna. It is a partnership in which everyone plays an important role. The more you know about where you are; about what is happening around you; and if an emergency happens knowing how to respond will affect all of us at Germanna. Any life threatening emergencies such as a fire or medical problem should be reported immediately to the campus police.

Germanna Community College Police Department officers provided uniform patrols 24 hours a day. College facilities are open Monday through Friday from 6:30 AM until 10:00 PM, Saturday 6:30 AM till 4:00 PM. With the exception of Sunday classes or other special events the college closes from 4:00 PM on Saturday until 6:30 AM on Monday.

Telephone numbers for the College Police Department are posted on every class room phone instrument and at the main entrances to the buildings.

The most important person involving your safety is you. Observe these safety suggestions to keep yourself safe:

- Secure your personal property; do not leave purses, backpacks, computers unattended.
- Lock your vehicle; keep objects in your passenger section out of sight, put them in the trunk of the vehicle, or if you have a large open back area cover the items with a blanket The potential thief will not be tempted to steal or break into your vehicle if he does not have something to see laying on the seat.
- Use the "buddy system" or walk with a group; especially when it is dark. Have your car key ready and in your hand, and always inspect and look in your vehicle before getting behind the wheel. Leave with the group as there is greater safety in numbers.
- Upon request campus police or security officers can escort you to your vehicle in the parking lot.
- Exit the buildings from the main doors if possible during the evening hours.
- Be alert and drive slow in the parking lots to avoid striking a pedestrian or other vehicle.

Report any theft or lost property, accidents, damage to property, or need for emergency services to the campus police.

As required by the federal Clery Act this college maintains annual crime statistics concerning the occurrences of reported criminal offenses and the number of arrests for particular violations on campus during the preceding three years. These statistics are available at the campus police office. You may also contact the Germanna Community College Chief of Police for this information at 1-540-891-3007, or go directly to the Germanna website at www.germanna.edu.

Germanna Community College will not tolerate sexual misconduct inclusive of sexual assault, sexual harassment and verbal misconduct, in any form, including acquaintance rape by any student toward another student, members of the faculty or staff, other employee/non-employee, or college visitors. These charges are a serious violation of college policy, punishable through sanctions. Moreover, it is a crime subject to both criminal and civil legal actions. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college rules. Violations of college policies and various State Laws pertaining to these matters will be strictly enforced. The College Police Department will work with the victim, appropriate college authorities, and local/state jurisdictions to help maintain a safe workplace and learning environment.

Students can find more information on responding to sexual assault and misconduct in the student handbook, College-Wide Policies.

If you observe any behavior which you feel could be life threatening to others at Germanna please report it promptly to the campus police, a counselor, faculty member, or to the telephone operator. Students see more than anyone else on campus. It is not snitching, but rather a response which could save someone from grave harm.

Community Use of College Facilities

Germanna Community College provides limited use of its facilities for community groups and educational and governmental agencies. Approval of requests will be contingent on the appropriateness of the proposed activity, space availability, and budget considerations. Inquiries about community use of Germanna Community College facilities should be directed to the Chief Administrative Officers for the Fredericksburg Area or Locust Grove Campuses, the Daniel Technology Center in Culpeper, or the Stafford County Center.

Educational Foundation

The Germanna Community College Educational Foundation, Inc. was established in 1983 to promote the growth and progress of the College. The Educational Foundation raises, invests and administers private funds in support of the mission of Germanna Community College. Subject to the provisions of the Internal Revenue Code, the Foundation is tax exempt and donors may deduct contributions as provided by the Code. The Germanna Community College Educational Foundation is registered with the State Corporation Commission of Virginia.

While State funding supports the basic mission of the College, there are many enrichments for educational excellence that Germanna needs to offer students. The Educational Foundation supports the College's programs and initiatives within the policies of the State Board for Community Colleges and the by-laws of the Germanna Educational Foundation.

Individuals, businesses, and industries can help the College provide student scholarships, state-of-the-art instructional resources, faculty and staff professional development, and other enhancements. Cash gifts, securities, wills, trusts, insurance policies, and property are among the means through which donors can contribute. Unrestricted gifts are managed and administered by the Foundation Board of Directors; and restricted gifts are designated by the donor, subject to the policies of the Board.

For additional information or assistance in planning a gift, please contact the Foundation Office at (540) 423-9060.

Please contact the Germanna Community College Educational Foundation for a complete list of scholarships available to students.

Alumni Association

The Alumni Association supports the mission of Germanna Community College by promoting positive and lasting relationships among alumni, students, faculty and staff, and by encouraging partnerships within the community. All Germanna graduates are welcome to be a part of the Association. Persons interested in serving on an Alumni committee, organizing events or helping with social activities, should contact the Foundation Office at (540) 423-9060.

College Wide Policies

Germanna Community College Access Policy

Germanna Community College is committed to the full and total inclusion of all individuals and is dedicated to the principle of individual empowerment. To this end, services are provided to ensure equal access to all aspects of the college experience for students with disabilities through the most appropriate accommodations. Services are provided based on each student's individual needs.

Services are available to students who self-identify and provide appropriate documentation of their disability. Through accommodations and other support services on campus, Germanna Community College strives to provide a quality experience for all qualified students with disabilities. All services are provided at no charge.

Students who feel they have been denied equal access to all programs and services offered by the College may refer to the Grievance Procedure for Students with Disabilities.

Grievance Procedure for Students with Disabilities: A student with a documented disability shall have an internal means of resolving any claim of discrimination on the basis of disability in the programs or activities of the College.

Any student with a documented disability who has requested reasonable accommodation through Disability Services and feels they have been denied access to programs and services offered by the College may submit a written statement to the ADA Compliance Coordinator within 20 business days of the alleged violation. The ADA Compliance Coordinator is located in the Counseling Center at the Fredericksburg Area Campus.

Level 1: At level 1 of the grievance, the ADA Compliance Coordinator may choose to resolve the complaint informally by consulting with the appropriate instructor, Dean of Student Development, Coordinator of Disability Services, relevant Academic Dean, and/or Vice President for Academic and Student Services. If the ADA Compliance Coordinator is unable to resolve the grievance at level one, the student may submit a written statement of his/her grievance to the Dean of Student Development. The student may choose to have his/her grievance heard by the Dean of Student Development or he/she may elect to have a hearing with an ADA Grievance Review Panel.

Level 2: If the student chooses to have his/her grievance heard by the Dean of Student Development, the Dean of Student Development will have 10 business days to review the grievance and notify the student of his/her decision in writing. If the student elects to have the grievance heard by an ADA Grievance Review Panel, the Dean of Student Development will convene a Panel comprised of one Dean (not involved with the level 1 grievance), one faculty member, and one staff member. The Chair of the Panel is responsible for distributing the documentation provided by the grieving party, determining the issues of the case to be heard, and conducting the hearing in an orderly, efficient, and equitable manner.

At the beginning of the hearing, the Chair will review issues of the case with the group and establish the procedure by which the testimony will be presented. The Chair may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts.

The student may bring one non-participatory observer to the hearing. If the non-participating observer is an attorney, the party retaining the attorney must notify the Chair of the ADA Grievance Review Panel at least five business days prior to the hearing. The attorney's role is as an observer; he/she may not speak to the Chair or the Panel. The attorney may consult with the party who engaged him/her while the meeting is in session, but any consultations must take place outside the hearing room and should be kept within reasonable limits, as determined by the Chair of the Panel, with regard to their frequency and duration.

The Chair of the ADA Grievance Review Panel will provide a written decision of the panel to the student, and parties involved in the grievance within five business days after the completion of the hearing.

Decisions of the Dean of Student Development or the ADA Grievance Panel are final and any further appeal must be pursued through external channels.

Appeals processed through this policy cannot be heard under any general grievance procedure.

At any level, both parties may request an extension of time in writing. Both parties must agree to the extension. The ADA Compliance Coordinator shall maintain records of all grievance proceedings.

Procedures for Employees: Discrimination on the basis of disability is a violation of the Americans with Disability Act of 1991 and the ADA Amendments Act of 2008 as well as the State's Standards of Conduct as set forth the Department of Human Resources Policy Manual, and is specifically addressed in Policy 2.05. Employees may seek resolution of discrimination issues through the State's Employees' Discrimination Complaint Procedures (administered by the Department of Human Resource Management's Office of Equal Employment Services), utilize the Grievance Procedure for State Employees (if eligible to do so), or file a complaint with the U.S. Equal Employment Opportunity Commission.

Employees may also seek resolution of discrimination issues through the aforementioned internal process.

Children on Campus

Children should not be brought to the campus in lieu of appropriate child care. College facilities cannot accommodate the care of children while parents are working or attending class. The College and its staff cannot be responsible for the safety and welfare of children. Children cannot be brought into classrooms, laboratories, the Testing Center, the Tutoring Center, or the Academic Computing Center because of disruption of instruction or study, exposure to material unsuitable for children, and possible danger to the children. Children on campus must be supervised by a parent or guardian at all times, and the parent or guardian is responsible for seeing that the children are mindful of others using College facilities. This policy applies to all children under the age of 18 years who have not been admitted to the College.

HIV Infection

The HIV Infection Policy at Germanna Community College has been developed and applied in accordance with the guidelines set forth by the American College Health Association. Questions may be directed to the Dean of Student Development.

The existence of any form of HIV infection will not be considered in the admissions process. Students with HIV Spectrum Disease will be allowed regular classroom attendance and use of College facilities in an unrestricted manner as long as they are physically able to attend class.

The College will not ask students to respond to questions about the existence of HIV infection. However, students are encouraged to disclose knowledge of potentially serious medical conditions (for example, HIV infection) so appropriate education, counseling and/or referrals may be made. This, like all other medical information, will be handled in strictest confidence. Information about free anonymous testing is available through Counseling Services.

A separate policy exists with specific guidelines for students enrolled in the College's nursing program and students and faculty involved with biological research in the laboratory setting. It is published in the Nursing Program Student Handbook.

A person with advanced stages of HIV infection will be considered as having a disability and will have the legal rights guaranteed to disabled persons. Existing support services for persons with disabilities will be made available to persons with HIV infections.

Inclement Weather

In the event of an emergency or inclement weather, a decision regarding a closing or late opening will be made by 6:00 a.m. In the absence of any announcement, classes will be held.

Announcements will be made as follows:

Announcements: Closing announcements will be posted on www.germanna. edu. Announcements will be broadcast on local radio and television stations, and an E2Campus message will be sent.

Day Class Closings: When an individual campus is closed, all classes are canceled at that particular campus. No faculty, staff or students involved at that particular campus are to report to that campus except essential personnel who are to report as soon as possible. Closings occurring during the day will be announced by the Deans of Instruction on each campus and communicated to any other appropriate locations through site administrators.

Evening Class Closings: If a decision is not made by 6:00 a.m., an announcement regarding the cancellation of evening classes will be made as soon as possible but not later than 4:00 p.m. If there is no announcement, classes will be held.

Late Openings: Classes will begin when the college officially opens and any remaining time for instruction will be utilized. For example, if the class is scheduled to begin at 9:30 a.m. and the College opens at 10:00 a.m., instruction for that class will commence at 10:00 a.m.

Safety Notice: If classes are held, each individual must assess conditions at the point from which that person is traveling since conditions can vary greatly throughout the service region. No one is expected to place attendance above personal safety. However, if a student does miss a class, it will be the student's responsibility to contact the professor as soon as possible to make arrangements for completing class work.

Information Technology Ethics

Users of the Virginia Community College System wide and local area computer systems must abide by the following terms. These terms govern access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The College grants access as a necessary privilege in order to perform authorized functions at the College. Users must not knowingly permit use of entrusted access control mechanisms for any purposes other than those required to perform authorized functions. These include log-on identification, password, workstation identification, user identification, file protection keys, or production read or write keys.

Users will not disclose information concerning any access control mechanism unless properly authorized to do so by the College. Users will not use any access mechanism that the VCCS has not expressly assigned to them.

Users will treat all information maintained on the VCCS computer systems as strictly confidential and will not release information to any unauthorized person. Users agree to abide by all applicable State, federal, VCCS, and College computer security and ethics guidelines. Users will follow all the VCCS computer ethics guidelines and protect the data contained therein. If users observe any incidents of noncompliance with the terms set forth herein, they are responsible for reporting them to the Technical Services Manager.

Users acknowledge that the VCCS's network administration or appropriate, designated College officials reserve the right, without notice, to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities.

Users are responsible for adhering to the terms and provisions of this policy. Any user found to be in violation of these terms and provisions will be subject to disciplinary action.

VCCS Computer Ethics Guideline

Thousands of users share VCCS computing resources. Every user must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore, users must exercise ethical behavior when using VCCS computing resources.

State Law classifies damage to computer hardware or software, unauthorized examination, or unauthorized use of computer systems as misdemeanor crimes. Computer fraud and use of a computer as an instrument of forgery can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition: VCCS computing resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related computer peripherals.

Guidelines: The following guidelines shall govern the use of all VCCS computing resources:

Users must use only those computer resources that they have the authority to operate.

Users must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. Users must not use VCCS computing resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.

Users must not authorize anyone to use their computer accounts for any reason. Users are responsible for all use of their accounts. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized persons. Users must not, for example, share their password with anyone.

Users must use their computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. Users must not use their computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software.

Use of external networks connected to the VCCS computing network must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

Other than material known to be in the public domain, users must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The College or VCCS computer network data trustee, security officer, appropriate College official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. Users must not install proprietary software on systems not properly licensed for its use.

Users must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to the user. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval from the Technical Services Manager (TSM).

Users should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

Enforcement Procedure: Faculty, staff and students at the College or VCCS computing network facility should immediately report violations of information security policies to the TSM.

If the accused is an employee, the TSM will collect the facts of the case and identify the offender. If, in the opinion of the TSM, the alleged violation is of a serious nature, the TSM will notify the offender's supervisor. The supervisor, in conjunction with the College or System Office Human Resources Office and the TSM, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
- Restitution for damages, materials consumed, machine time, etc., on an actual cost basis. Such restitution may include the costs associated with determining the case facts.

Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy. In the event that a student is the offender, the accuser should notify the Dean of Student Services. The Dean, in cooperation with the TSM, will determine the appropriate disciplinary actions which may include but are not limited to:
- Temporary restrictions of the violator's computing resource access for a fixed period of time, generally not more than six months.
- Restitution for damages, materials consumed, machine time, etc., on an actual cost basis. Such restitution may include the costs associated with determining the case facts.

- Disciplinary action for student offenders shall be in accordance with the College's Student Standards of Conduct. The College President will report any violations of State and federal law to the appropriate authorities. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

Responsible Computing Policy

Germanna Community College's computers, networks and information systems exist to promote shared access to computing, communication and information systems necessary to support the College's mission of teaching research and community service. Thus, all account holders of College information facilities have responsibility to use these systems in a respectful, ethical, professional and legal manner.

Germanna's Responsible Computing Policy applies to any individual using GCC-owned or leased computers, networks, Internet connections, and communications systems transmitting either data, voice or video information. Activities involving these systems shall be in accordance with the VCCS Computer Ethics Agreement, Policy on Use of the GCC Web Server, GCC Technology Security Plan, the College's Standards of Conduct for students, other related policies in the GCC Faculty and Student Handbooks and relevant state federal and international laws.

All users of College information facilities are required to demonstrate respect for:
- the privacy of others;
- intellectual property rights (copyrights, trademarks, licenses, etc.) and ownership of information;
- the operation and integrity of the various information systems;
- individuals' rights to be free of intimidation, harassment, and unwarranted annoyances;
- relevant state and federal laws relation to information technology.

While the College recognizes and respects the privacy of all users, it cannot guarantee confidentiality in the use of any College information system. Electronic records retained on College systems are subject to state and federal Privacy Acts as well as the Freedom of Information Acts. Individuals are advised that e-mail messages are written records that could be subject to review with just cause and they may be subject to Freedom of Information Act and legal investigation requests. In addition, College system administrators may view any files, including e-mail messages, in the course of troubleshooting system problems. System administrators have the authority to do this and will treat any information on the systems as confidential. World Wide Web information located in designated web directories will be considered public information if read access is granted.

Access to College information systems is a privilege and may be revoked for reasons including, but not limited to, violations of the Responsible Computing Policy attacking the security of the system, modifying or divulging private information such as a file or mail contents of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to established guidelines. Access may be revoked at any time on a permanent or interim basis by the College system administrators in order to safeguard College resources and protect College privileges. Individuals responsible for abusing the College's Responsible Computing Policy will be held accountable and may be subject to disciplinary action. Revocations may be appealed via the procedures outlined in the GCC Faculty, Classified Staff or Student Handbooks, as appropriate.

Persons who are victims of computer abuse, harassment, other's malicious behavior, and unauthorized account access should report them to the Academic Computing Center Supervisor or the Technical Services Manager. For investigative purposes, individuals are advised to retain harassing e-mail messages, dates and times of unauthorized access, etc. Cases will be handled confidentially.

Parking

The main parking lots are available for all students, employees and visitors; however, parking is restricted in areas designated with reserved or disabled parking signs. Unauthorized parking in these spaces is a violation and is subject to action by the College. Parking on the roadway (bordering the parking lane) is a violation per State law and the vehicle may be towed by the college police department or an agent of the local/state law enforcement authority, with substantial cost for recovery. Parking in unmarked areas or on the lawn is also prohibited and subject to the above sanctions.

Nondiscrimination

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Germanna Community College does not discriminate on the basis of race, color, national origin, sex, or disability in its education programs, recruitment efforts, employment opportunities, programs or activities. Inquiries related to the college's nondiscrimination policies should be directed to appropriate GCC administrators.

Mr. Mark Haines, Assistant Dean of Student Development
10000 Germanna Point Drive, Fredericksburg, VA 22408
Tel: 540-891-3026 • Email: mhaines@germanna.edu

Reginald Ryals, Associate Vice President of Human Resources
2130 Germanna Hwy, Locust Grove, VA 22508
Tel: 540-423-9055 • Email: rryals@germanna.edu

Service Animal Policies

This policy applies to students, employees, and the public who utilize Germanna Community College's programs and services.

It sets forth the College's requirements for use of service animals by qualified individuals with a disability or disabilities for access to facilities and programs or as a reasonable accommodation in compliance with State and Federal legislation regarding persons with disabilities. It is the College's intention to ensure that persons with disabilities who have a legitimate and/or documented basis for utilizing service animals on College premises are permitted to do so (as listed on the college web site).

Sexual Assault

Definition: Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidations, or through use of the victim's mental helplessness of which the accused was or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under college policy.

Student Reporting Procedures for Sexual Assault: In the event of a sexual assault or any sexual misconduct, the victim should first seek safety. The college strongly urges that a student who has been sexually assaulted to immediately contact the College Police. However, they may also choose to contact a College Counselor or Dean of Students.

Students can choose to pursue criminal proceedings and also file a complaint with the College, or the student can choose to just do the latter.

Counselors and Police/Security personnel on duty can be found:
Campus Police Emergency Number: (540) 891-2911 or 2911 from any college IP phone.

Fredericksburg Area Campus
V. Earl Dickinson Building, Counseling Center Room 201, (540) 891-3021
Workforce Building, Police/Security, Main Lobby, (540) 891-3079 or (540) 834-1079

Locust Grove Campus
French Slaughter Building, Counseling Center, Room 205, (540) 423-9123 and Police/Security, Room 112, (540) 423-9044

Joseph R. Daniel Technology Center - Culpeper
Daniel Technology Center, Police/Security, Room 125, (540) 937-2920

Stafford County Center
2761 Jefferson Davis Highway, Suite 107, Stafford, VA 22554, (540) 288-8830

The college personnel (Counselor or Police/Security Officer) responding first to the student reporting an alleged sexual assault will:
  - ensure that the student is directed toward adequate medical facilities and assistance;
  - assist the student in filing a complaint to the Dean of Student Development at Germanna;
  - assist the student in notifying campus police, if the student chooses to pursue criminal charges; and
  - instruct the student of the importance of preserving evidence, in the event he/she wishes to file criminal charges. The victim should not wash, douche, use the toilet, or change clothing prior to a medical or legal exam.

The Germanna Community College Police Department will investigate all incidents of this nature and may request additional mutual assistance and resources from the local law enforcement authorities or State Police.

Germanna Counselors are prepared to provide support to victims and/or witnesses of sexual assault while safeguarding confidentiality and assuring anonymity. Counselors will assist the student with identifying appropriate counseling and mental health resources and making referrals to appropriate community agencies which provide crisis intervention and victim assistance.

Some of the resources available in the community to assist with crisis intervention and victim assistance are:
Culpeper Area
Chrysalis Counseling Center .... (540) 727-0770
Culpeper Regional Hospital .... (540) 829-4100
Rappahannock Rapidan Community Services .... (540) 825-3100
Fredericksburg/Spotsylvania Area
Mary Washington Hospital .... (540) 891-2603
Spotsylvania Regional Medical Center.................................. (540) 498-4000
Rappahannock Area Community Services Board *(serves several counties)*
Fredericksburg Main Number.. (540) 373-3223
24 Hour Crisis Intervention Hotline .... (540) 373-6876
The Rappahannock Council against Sexual Assault *(Provides crisis counseling, victim assistance and advocacy.)* (540) 371-1666

The College will adjust class schedules for the victim after an alleged sex offense, if those changes are requested by the victim and are reasonably available. These requests should be made to the Dean of Students.

Sexual assault is punishable through civil and criminal proceedings as well as through the College disciplinary processes. Sexual assault is a violation of the Standards of Conduct outlined in the Statement of Student Rights and Responsibilities. Students found to have violated the Standards of Conduct are subject to the sanctions outlined in the Statement of Student Rights and Responsibilities which include suspension and dismissal. Students who are victims of sexual assault will be advised that they may file civil and criminal charges through the appropriate law enforcement agencies. Students convicted of sexual assault will be subject to disciplinary actions at the College which may include suspension or dismissal.

Disciplinary Procedures for Sexual Assault: Procedures for handling student versus student allegations of sexual assault are outlined in the section on Disciplinary Procedures contained in the Statement of Student Rights and Responsibilities. Students who allege they have been sexually assaulted will file a report with the Dean of Student Development. The Dean of Student Development will conduct a thorough investigation of the incident, and based on the findings, will make the decision of what sanction is to be imposed. In cases where suspension and dismissal are imposed, the student accused of the sexual offense can appeal the Dean's decision by requesting a review committee be convened to consider the appeal. The review committee procedures allow for due process and the protection of the rights of the accused and the complainant. The complainant and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the complainant and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

In cases of sexual assault, steps will be taken to safeguard the identity of the complainant outside of the confidential proceedings or the disciplinary process, unless the complainant gives formal consent for his/her identity to be revealed. No part of the complainant's sexual history shall be included as part of the disciplinary proceedings. All reported violations will be investigated.

Every effort will be made to maintain confidentiality and to protect the rights of the complainant and the accused.

Sexual Harassment

Definition: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile, or offensive. Sexual harassment shall be considered to have occurred when:
- Accepting or tolerating such conduct is made a term or condition of student's status or individual's employment, either explicitly or implicitly.
- Accepting or rejecting such conduct is used as the basis for academic or employment decisions affecting the student or employee.
- Such conduct creates an intimidating, hostile, or offensive working or learning environment, or substantially interferes with an employee's work performance or a student's academic performance.

Student Reporting Procedures for Sexual Harassment: Complaints of sexual harassment should be directed to the Dean of Student Development and Campus Police. Allegations will be fully investigated and appropriate corrective action will be taken immediately if warranted.

If the accused is a student, the case will be handled according to procedures outlined in the Statement of Student Rights and Responsibilities. If the accused is a member of the College faculty or staff, the matter will be referred to the Human Resources Department.

All reports will be treated confidentially and the complainant's identity will remain anonymous outside of any confidential disciplinary proceedings. Students who have concerns or questions regarding whether a particular behavior or situation constitutes sexual harassment are encouraged to confidentially consult a Counselor in the Counseling Center.

Disciplinary Procedures for Sexual Harassment: Sexual harassment by a student is a violation of the Standards of Conduct outlined in the Statement of Student Rights and Responsibilities and may result in suspension or dismissal. The Dean of Student Development will conduct a thorough investigation of the incident, and based on the findings, will make the decision of what sanction is to be imposed. In cases where suspension and dismissal are imposed, the student accused of the sexual harassment can appeal the administrator's decision by requesting a review committee be convened to consider the appeal. The review committee procedures allow for due process and the protection of the rights of the accused and the complainant. The complainant and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the complainant and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sexual harassment.

Sexual harassment of a student by a member of the College faculty or staff constitutes a complaint of unfair treatment and a violation of College policy. Any employee found in violation of the sexual harassment policy shall be subject to corrective action, which may include termination of employment. A valid complaint of unfair treatment will be handled through the Student Grievance Policy, with the following exceptions. In cases of sexual harassment, the student alleging sexual harassment is not required to file the initial complaint with the alleged harasser.

Sexual Misconduct

Germanna Community College will not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the behavioral expectations for a college community. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act and speak without fear of physical harm. Sexual misconduct shatters that bond of trust. All reported violations shall be regarded as serious and will be fully investigated. Acts of sexual misconduct may be punishable through civil and criminal proceedings, as well as through the College's disciplinary processes. This shall apply to all students and employees of Germanna Community College.

Germanna Community College informs students about the prevention of sexual misconduct and assault. In order to do this, a variety of programs and resources are made available annually to students, faculty and staff. This may include, but is not limited to, presentations by college police & security services, local experts, and other law enforcement representatives, literature and brochures, Red Flag campaign, and publication of policy and procedure information in the college catalog. In addition new students who enroll in student development courses receive information on topics relating to personal awareness and prevention of sexual assault, misconduct and harassment.

Smoking

Since the Surgeon General has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States and research indicates that nonsmokers who are exposed to tobacco smoke are also at risk, a safe and healthful environment is one which is as smoke-free as possible. Germanna has a smoke-free environment in all interior areas of the College buildings. This policy is adopted in compliance with the Virginia Clean Air Act and in the interest of the College to maintain a safe and healthy environment. Smoking is only allowed in designated smoking areas outside of college facilities at each campus. These designated areas will have signage that distinguishes them. In order to maintain a clean campus, receptacles for cigarette disposal will be placed in these designated areas for use by smokers. Receptacles for cigarette disposal will be placed in these designated areas for use by smokers.

All Germanna Community College employees should help ensure that buildings remain smoke free by tactfully directing smokers to the nearest designated smoking areas outside the building.

An employee's failure to abide by "no smoking" designations may result in disciplinary action, as determined by the appropriate Standards of Conduct. A student's failure to abide by "no smoking" designations may result in disciplinary action as determined by the Dean of Student Development and Student Code of Conduct.

The Germanna Community College Police Department will be responsible for the enforcement of this policy by administrative or criminal action in accordance with state statute.

Substance Abuse

The possession, use, manufacture, or distribution of illegal drugs or other controlled substances by students, faculty, or staff at Germanna Community College is prohibited. Germanna is committed to taking all actions consistent with the law and individual rights to eliminate illegal drugs on its campuses and to deal firmly and fairly with individuals found in violation of Virginia and/or federal laws pertaining to such substances. Germanna addresses this issue with a program of enforcement, education, prevention, counseling, and referral.

Education and learning are especially impaired by alcohol abuse and illicit drug use. Misuse of alcohol and other drugs among college students inhibits their educational development and is a growing concern among our nation's institutions of higher education. Germanna Community College shares this concern and is committed to creating an environment that promotes and reinforces healthy, responsible living; respect for community laws and campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.

Health Risks: Many physical and psychological health risks are associated with abuse of alcohol and other substances. Such behavior may result in problems in school, work, or relationships. Listed below are some health risks associated with substance abuse.
- Difficulty with attention and learning.
- Physical and psychological dependence.
- Blackouts/Coma
- Depression
- Fatigue
- Damage to the brain, liver, heart, digestive and immune systems.
- Accidents/unwanted sexual activity due to impaired judgment and coordination.
- Increased risk of hypertension, heart disease, cancer, mental illness, other diseases and death.

Resources Available: Referral options are available through Counseling Services for students who think they, or a family member or a friend are at risk of drug or alcohol abuse. An environment which allows students to openly discuss substance abuse problems without fear of reprisal will be maintained.

The College maintains a close working association with local community agencies that provide counseling and treatment of substance abuse. Memorandums of Agreement have been signed to coordinate services between Germanna and local Community Services Boards. Information about these agencies and their services is available in Counseling Services.

Sanctions and Penalties: The Germanna Community College Police Department will strictly enforce violations of these statues. The department also maintains a collaborative working relationship with local and state law enforcement authorities to assist with enforcing violations of these statutes. Students, faculty, and staff are hereby notified that illegal involvement with drugs will result in disciplinary action by the College and referral for prosecution.

Disciplinary sanctions for students are enumerated in the Statement of Student Rights and Responsibilities and include suspension or dismissal from the institution. Sanctions for faculty and staff range from referral to counseling and/or reprimands to suspension and termination of employment.

Criminal penalties for violations of local, State and federal statues regarding the unlawful possession or distribution of illegal drugs and alcohol include fines and/or imprisonment terms, depending upon the classification of the offense.

Weapons Policy 70220
1. Purpose
The purpose of this policy is to promote a safe learning and working environment for all college locations by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, and at campus events. It is consistent with the Regulation of Weapons (Appendix A) adopted by the State Board for Community Colleges, Policy 3.14.6, Workplace Violence Prevention and Threat Assessment Policy Guidelines of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.

   1.2 Application: This policy applies to all faculty, staff, students, contractors, and visitors entering campus buildings or attending college-sponsored events.

   1.3 Authority: The State Board for Community Colleges is authorized by Virginia Code §§ 23-215 and 23-217(g) to promulgate regulations for carrying out its responsibilities. State Board for Community Colleges Regulation 8VAC95-10-10 et seq. (Appendix A) sets out prohibitions for weapons possession on all college campuses within the VCCS. College boards may approve policies consistent with guidelines set by the State Board for Community Colleges.

   1.4 Definitions:
   1.4.1. "Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.
   1.4.2. "College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

1.4.3. "Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, Tasers.

Students and employees may possess and use appropriate tools, such as saws, knives or other such implements, necessary for the performance of their job duties. Contractors and others on campus whose duties require possession and use of construction equipment, including but not limited to pneumatic nail guns, may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with the College.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

2. Policy

2.1. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

2.2. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined in Section F of this policy.

3. Exceptions

3.1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.

3.2. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a weapon in their vehicle must possess a valid concealed weapons permit. The compartment or container may be a trunk, glove compartment or other secured storage area in the vehicle. At no time shall a weapon to include handguns, rifles and shotguns be loaded or visible in plain view while inside a vehicle. Furthermore, at no time shall faculty, staff and students possess the weapon (except while in their vehicle) while on college property.

3.3. Visitors and contractors may secure weapons to include handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store weapons to include handguns, rifles and shotguns in a parked vehicle, the weapon must be secured in a compartment or container inside the vehicle. Furthermore, at no time shall contractors possess the weapon (except while in their vehicle) while on college property.

3.4. The Germanna Community College Chief of Police or designee may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class. Because of the seriousness of the request to bring a weapon the following will be required for authorization. Thirty days prior to the date requested, a written request must be received by the Chief of Police. The written request must have been already approved by the requestor's Dean/ Program Head or as appropriate Department Head/ Vice President or will result in an automatic denial. Each request will be considered in totality of other on-going events and circumstances for the specific request. As such, each request must contain the date and times, reason, location, audience, handler of weapon and type of weapon. Any deviation, to include any change in date, time, reason, location, audience, handler of weapon or type of weapon will require a new submission and approval through the aforementioned procedure.

4. Procedures

4.1. If college police and/or security observe or receive a report of a violation of this policy, the college police and/or security will direct the individual to leave the campus building or event immediately. (This includes requiring faculty, staff and students possessing a firearm in open areas to comply.) The individual, including faculty, staff, and students, may secure the weapon inside his or her vehicle and return. In the event the individual fails to comply, college police will take appropriate action, to include potential arrest or internal disciplinary referral.

4.2. In cases involving an immediate threat of violence, members of the campus community are encouraged to immediately call the college police at 2911 from any college phone or 540-727-2911 from any cellular phone. College police may make an arrest or take other action as appropriate.

4.3. Persons observed on the open grounds of campus (streets, sidewalks, and other open areas on college property) may be asked by the college police and/or security to identify his or her relationship with the college to confirm whether a violation of this policy has occurred, (i.e., determine whether the individual is a student, employee, or visitor). If the individual is a visitor who intends to enter a campus building or event where weapons are prohibited, college police and/or security shall advise that, pursuant to regulation (Appendix A), it is unlawful to enter such places while possessing or carrying a weapon. The individual shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event. Faculty, staff and students shall be advised of same prohibitions and shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event or anytime while on College Property.

5.Violation of Policy

5.1. Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including, dismissal.

5.2. Employees who violate this policy will be subject to disciplinary action up to and including termination, using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.

5.3. Pursuant to the Regulation of Weapons (Appendix A), visitors and contractors in violation of the prohibitions on the possession of weapons are subject to arrest and may be barred from the College.

Student Services

General Admission to the College

Individuals are eligible for admission to Germanna Community College if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit academically from a program at the College as demonstrated by assessment in reading, writing and mathematics. Minimum scores are noted in the chart below. Exceptions to this policy may be made by the College President only for documented reasons.

	VPT	Compass	Asset
Reading	ENF 1	62	35
Writing	ENF 1	32	35
Math	MTE 1	25	35

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the College community, or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by, another college. Students whose admission is revoked after enrollment must be given due process. By accepting an offer of admission, the student agrees to adhere to the statement of student rights and responsibilities included in the Student Handbook portion of this catalog. Individuals may be admitted as curricular or non-curricular students.

Admission of Dual Enrollment Students (High School and Home Schooled Students)

Dual enrollment allows students to earn college credit while still in high school. High school juniors and seniors or the home school equivalent, may be able to take Germanna courses if they meet admission, placement and prerequisite requirements. Students may take courses to meet high school and college requirements or take courses for college credit only. Students who take a dual enrollment course will have a Germanna transcript that documents the courses(s) taken and the grades received. Highly qualified students who meet stringent admission criteria may be able to complete a General Education certificate or degree while in high school. Students interested in this opportunity should consult with their school directly. Documentation of parental permission is required for all dual enrollment students.

Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Enrollment at the College is considered enrichment to the home school program and is not meant to substitute for the home school experience. Because admitting freshmen and sophomores is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen or sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English / Writing	ENG 111	76	43	50	500	21	N/A
Reading	ENG 111	81	42	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	21	Algebra 1 - Pass

Admission Criteria for Non-Transfer Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English / Writing	ENG 111	32	35	50	500	21	N/A
Reading	ENG 111	62	35	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	21	Algebra 1 - Pass

Germanna has developed the following admission and registration procedures to assist students in meeting their educational goals.

High School Students taking courses at a Germanna facility must:

- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above.
- Provide a completed High School Student Permission to Enroll form signed by a high school counselor or principal each semester.
- Demonstrate that they possess specific skills by taking Germanna's placement tests or submitting ACT, PSAT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the VPT-Math placement test.
- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, high school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval.

High School Students taking Dual Enrollment courses at their high school must:

- Discuss Dual Enrollment opportunities with your high school counselor, and obtain permission to enroll in Dual Enrollment courses.
- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate) by your high school's deadline.
- Take the placement test at your high school, or submit qualifying ACT, PSAT or SAT scores for review to your high school counselor, by the high school's deadline.
- Register for classes at your high school by the high school deadline. Submit the GCC registration form to your high school counselor.
- Pay tuition to your high school by the high school's deadline. Check with your high school counselor for current tuition rates and due dates for your high school.

Home School Students taking courses at a Germanna facility must:

- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting instate tuition rate).

- Provide documentation of attainment of eleventh grade level or above, such as the Stanford 10 achievement test.

- Provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.

- Provide a completed Home School Student Permission to Enroll form each semester.Provide a written recommendation from the home school teacher or tutor.

- Demonstrate that they possess specific skills by taking Germanna's placement tests or submitting ACT, PSAT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the VPT-Math placement test.

- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, home school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.

- See the College counselor prior to each subsequent registration for course approval.

The College reserves the right to evaluate special cases and to refuse admission to an applicant when such action is in the best interest of the College and/or the applicant. The College also reserves the right to limit the number and type of courses a student may take if they do not possess a high school diploma or equivalent. High school/home school students are not permitted to enroll in developmental studies courses at the College, as this level of instruction should be available in the high school or home school program. Because Germanna strives to maintain a mature academic environment, high school/home school students admitted under the special provisions will be subject to all rules, policies, procedures, and standards of conduct described in the Germanna Community College Catalog & Student Handbook. High school students must be in good academic and behavioral standing in high school in order to be considered for admission to the College.

Admission of International Students

It is the policy of the College to admit qualified foreign students already residing in the service area. Germanna Community College admits applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Applicants who are undocumented will pay tuition at the out-of-state rate. Students attending on certain Visa types may not be eligible for the in-state tuition rate. For further information, contact the Admissions and Records Office.

In addition to the general admission requirements of the College, all international student applicants must meet the admission and enrollment requirements established by the Department of Homeland Security. All students applying for admission under an F-1 visa can obtain the necessary forms and instructions on how to apply for an I-20 from the Admissions and Records office.

Admission of Registered Sex Offender

Section 23-2.2:1 of the code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants for admission. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Germanna Community College is listed on the Sex Offender Registry, the State Police will notify Germanna Community College via the local Sheriff. The College will be notified as to the prospective student's name and the charge for which the prospective student was convicted.

Registered sex offenders applying for admission to Germanna Community College will be required to meet with the Dean of Student Development and the Chief of Police before being approved for admission. Students identified as sex offenders after having attended classes will be required to meet with the Dean of Student Services and the Chief of Police within 10 working days after such notification. The Dean of Student Development, working with advice from the Chief of Police will make an admission decision after meeting with the applicant. If a student who is a registered sex offender is admitted to the College, a link to the student's page in the Commonwealth of Virginia Sex Offender Registry will be posted on the College web site. This link is available for review by all staff and students. In accordance with its published admissions policy, the College reserves the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff. Applicants who register for classes and become a student before the College receives notification of their status on the sex offender registry may be subject to revocation of admission. An applicant who is denied admission or had admission revoked may invoke his/her right to an appeal process. If the applicant is denied admission to the College, he or she may appeal in a written letter to an Admissions Review Committee. The Dean of Student Development will notify the applicant of the decision and the right to appeal. The Admissions Review Committee is made up of 3 teaching faculty members. For the purpose of reviewing an admissions appeal from a registered sex offender, the Admissions Review Committee will be convened by the Registrar. The appeal will be approved or denied by simple majority vote. The decision of the Admissions Review Committee is final.

Admission to Specific Curricula

In addition to the general admission requirements, specific requirements are prescribed for each curriculum of the College. The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Students applying for admission to an Associate Degree program (Associate of Arts & Sciences, Associate of Science, or Associate of Applied Science) must be a high school graduates or the equivalent, or otherwise be considered eligible by the College. Nursing Admission: Requirements for admission into the nursing programs are specific, and admission is selective and competitive. Residents of Germanna's service region in Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford and the City of Fredericksburg will be offered priority consideration for admission.

Admission of Transfer Students

Normally, transfer students who are eligible for reentrance at the last college of attendance are also eligible for admission to Germanna Community College. Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in the community college until one semester elapses or until an approved program at the college is completed. The admissions committee of the college shall decide on each case and can impose special conditions for the admittance of such students. Students transferring from another college or university should consult the Admissions and Records Office for an evaluation of transfer credit in order to determine their standing before registering for classes. Official transfer credit evaluations will be completed when all official transcripts and a Request for Evaluation of Transfer Credit form are received by the Admissions and Records Office. Coursework transferred to Germanna Community College must represent collegiate coursework applicable to the student's curriculum, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Germanna's curricula. Collegiate coursework from regionally accredited institutions typically meets the above criteria. No credit will be given for courses with grades lower than "C." Any VCCS course in which a student received a grade of "C" or better will transfer as the same course at any other college in the VCCS. Grade point averages from prior institutions will not be transferred. Transfer students may be advised to repeat courses if it would clearly be advantageous to their curriculum advancement. For more information about transfer credit and advanced standing, please refer to "Transfer Credit and Advanced Standing" found in the Academic Information section of this catalog or contact the Registrar.

Assessment/Placement

Assessment of skill level is mandatory for all new students. Placement testing may be required as part of that assessment. To ensure appropriate placement in beginning classes, new students must demonstrate that they possess the necessary skills in reading, writing and mathematics before registering for classes that require proficiency in these skills. This may be accomplished in one of the following ways:

- Take Germanna's placement tests, VPT English, or Compass/ESL for English as a second language students, and VPT Math.
- Submit current SAT, ACT or placement test scores from another Virginia community college
- Present transcript of math and/or English credit earned at a "C" grade or higher at another accredited college.

To determine if placement tests are required, contact the Counseling Center for information on the placement testing policy. Students should take placement tests prior to the beginning of the term in which they plan to start classes. An Application for Admission must be on file in the Admissions and Records Office before taking the tests. Taking placement tests early is extremely important. Students who delay testing until near, or during, the final registration period; could experience lengthy waiting periods for counseling and advising sessions. They will also register late and may not be able to enroll in the classes of their choice due to filled classes. Placement testing is done through Testing Services on a walk-in basis for students who can present an approved photo ID and their Germanna student ID number. Students should consult the Testing Services webpage for Testing Center hours of operation. Students with learning or physical disabilities may request accommodations through the Disabilities Services Coordinator.

Counseling Center

A professional counseling staff is available to assist students in solving problems which may interfere with their academic progress at Germanna. Contact Counseling Services at Germanna's locations for availability and hours of operation. Students may make appointments with a specific counselor or walk in and be seen by the first available counselor. Online counseling is accessible from the home page on Germanna's web site by clicking on the "Online Chat" link. Please visit the Counseling Services' web site on Germanna's home page for additional information.

Orientation: Students are required to complete an Orientation session before registering for classes. Orientation sessions are designed to introduce students to the College, provide essential information on programs and course selection, and present available support services necessary for student success. Students may complete Orientation in person or online. Dual Enrollment students are not required to complete Orientation until after they complete their secondary program. Students who intend to enroll for 15 credits or less are not required to complete Orientation. Students who have already completed an Associate Degree or Bachelor's degree are not required to complete Orientation. Transfer students who can demonstrate that they transferred in academic good standing from their previous institution are not required to complete Orientation.

Academic and Career Planning: Academic and vocational plans, goals, and opportunities may be discussed and explored with a counselor. Careful consideration is given to motivation, abilities, aptitudes and past achievements, when assisting a student to select a program. Appropriate assessments and inventories, including Virginia Educational Wizard, and other computerized career guidance programs are also available to help in decision making.

Career Development Services: Counseling Center Services provides resources for students who are seeking assistance with career development concerns. College Central Network is a web-based resource which can allow students to develop resumes, search for jobs in the local area and learn ways to develop an effective career plan for the future. All career services are available free of charge to employers, currently enrolled students, alumni and community members. Students are encouraged to make an appointment to use these services to ensure that personnel are available to provide assistance and direction. Contact Counseling Services to schedule an appointment. Additional information on career development may be found on the Counseling Center's web site on Germanna's home page.

Personal: Sometimes college students may be confronted with new and perplexing situations which create pressures and anxieties that require professional assistance. The counselors are trained to give individual help on a strictly confidential basis. Appropriate referrals are made when necessary.

Early Alert/Academic Intervention: When students encounter difficulty in keeping up with their courses, or struggle with assignments, attendance, or performing on tests, Counselors are there to help. Germanna uses an early alert system which allows faculty to refer struggling students to Counseling services for support and assistance. Counselors reach out to these students to offer to provide motivation, offer practical suggestions, refer students to resources, and assist students in developing an academic improvement plan. Students are urged to frequently check their Germanna email for early alert follow-up messages to help them be successful and ultimately reach their goals.

Support Groups: The counselors provide group counseling experiences for students when there is interest and when this type of experience is considered beneficial (for example, test anxiety, Disabilities Support Group, Veterans' support, etc.). Students may contact the Counseling Center if they are interested in initiating and/or participating in a support group.

Veterans' Support Counseling: Germanna is proud to support our military students and their families. College can be a wonderful opportunity for Veterans but it can also present challenges that students should not have to face alone. Germanna has established a Veterans' Center where the Counselor for Veterans' Support is located. The Veterans' Counselor is on staff to answer questions, provide support and help students successfully maneuver through their program at Germanna.

Student Development Course requirement: All curricular students, except those in career studies certificate programs, must take a Student Development course in their first semester of enrollment at Germanna Community College. Student development courses are designed primarily to foster student success. The courses assist students in developing and practicing skills and strategies which promote a successful college experience. The requirement may be met through course substitution for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Transfer students who have completed a minimum of 24 credit hours may gain credit for SDV 100 by taking the SDV Assessment by Local Examination (ABLE) test.

Testing: A variety of tests, inventories, and assessment tools are available in Counseling Services By recommendation of a counselor, tests are used as a resource tool in the counseling process. Tests for determining career interests, for measuring study habits and attitudes, as well as educational ability levels are available. These tools can help students better understand themselves, their interests, motivations, abilities, and occupational and life goals. Frequently, tests are recommended by the counselor during conference, but they are also available upon request.

Academic Advising: The counseling staff provides assistance in program selection for new students and academic planning for undecided and non-degree students.

Transfer Planning: Counselors are available to help students plan for transferring to another college. The transfer webpage on the Germanna website includes links to transfer guides and information regarding Germanna's Guaranteed Admissions Agreements. In addition, a transfer timeline is available to assist students in the planning process. Materials and books which provide profiles of American colleges, and computers to utilize the Virginia Education Wizard, are also available in the Counseling Center. These materials will allow the student to carefully plan a transfer program. The counselors can help weigh factors to be considered in making transfer choices (for example, admissions standards, school size, application deadlines, number of hours and courses accepted for transferring, etc.). A "College Tour" is scheduled annually in the Fall Semester. Representatives from most Virginia four year colleges and some from other states will visit Germanna to discuss their colleges with interested students. Many four-year schools also offer individual advising sessions at Germanna and even on-the-spot acceptance decisions.

Curricular Students

Curricular students are those who wish to pursue, on a full- or part-time basis, the completion of a degree or certificate offered by the College. For curricular students, the following items are required for official admission:

- A completed College Application for Admission with social security number requested.
- A completed Application for Virginia Domicile (for students requesting in-state tuition rates).
- An official high school or GED transcript.
- Official transcripts from all colleges and universities attended.

High school transcripts may not be required if the record is more than ten years old or the student has completed 20 semester hours (or equivalent) at a regionally-accredited college or university. However, admission to the nursing programs requires submission of high school and college transcripts.

Early College Pathway through Germanna

The Early College Program is an academic advancement plan in which high school students can earn a General Studies Associate Degree (62 credits) or a General Education Certificate (33 credits) concurrently. The Early College curriculum includes a distribution of general education courses which are usually required in the first two years of many baccalaureate programs.

Credit awarded for applicable dual enrollment courses, joint enrollment college courses taken on campus, Advanced Placement courses with qualifying exam scores of three or higher, or qualifying International Baccalaureate scores may be applied toward attainment of the aforementioned credentials. Early College students can take full advantage of Germanna's tutoring, library resources, advising and other support services.

The Early College Program varies among school districts, depending on their Dual Enrollment/Advanced Placement/International Baccalaureate offerings. Students interested in the program are encouraged to speak with a guidance counselor at their high school or contact an academic counselor at GCC for additional information. Students must follow the Steps for Admission for GCC's Early College and are required to complete an Early College Orientation session on campus at GCC prior to enrollment. The program begins with on campus courses in the summer prior to junior year.

Prospective Early College students are strongly urged to acquaint themselves with the requirements of the college or university to which transfer is contemplated and to consult with an advisor at the four- year institution for further transfer assistance prior to entering the Early College Program. Each four-year college or university will make its own determination regarding the transfer status of Early College students.

Eligibility for In-State Tuition Rates

The College makes an initial determination of a student's eligibility for in-state tuition rates based on the information provided by the applicant and/or the applicant's parent, legal guardian or spouse on the Application for Virginia Domicile. Eligibility is determined by using State Council of Higher Education guidelines pertaining to Section 23-7.4 of the Code of Virginia.

Generally, in order to be eligible for in-state tuition rates, the student must have been legally domiciled in Virginia for a period of at least one full year prior to the beginning of the planned term of enrollment at the College. Domicile is a technical, legal concept which means more than simple residency in the Commonwealth of Virginia. In order to be considered a Virginia domiciliary, a student must demonstrate through clear and convincing evidence his/her intention of remaining in Virginia indefinitely.

Demonstration of intent is usually accomplished through objective evidence. A student under the age of 24 generally assumes the domicile of the parent(s) or legal guardian(s), unless the student has been legally emancipated or meets criteria for independent student status. A student who has been classified as out-of-state for tuition purposes will be notified in writing of the domicile determination. Additional information about eligibility may be obtained from the Admissions and Records Office.

Domicile Appeal: Students who disagree with an initial determination of eligibility may appeal the decision following the "Domicile Appeals Process" outlined in the Student Handbook section of this catalog.

Changing Status: If the student initially enters the College as an out-of-state student and believes subsequently to have achieved Virginia domiciliary status, an Application for Virginia Domicile must be submitted to the Admissions and Records Office. If a determination is made in the student's favor, the student will become eligible for in-state tuition rates for the next semester in which the student enrolls.

Financial Aid

The Financial Aid Office can assist with applying for financial aid. You must apply on-line through FAFSA on the web at www.fafsa.ed.gov. May 1st is the FAFSA Priority Filling Date for the College each year. Students should file their FAFSA as early as possible and respond to requests for information promptly. When completing a FAFSA each year, you must list Germanna Community College in order for us to receive your information electronically. The school code for Germanna Community College is 008660. You and your parent(s) must obtain a federal pin number at http://pin.ed.gov/ prior to completing the FAFSA.

Types of Financial Aid that Germanna offers are: Federal Pell Grant, Federal Direct Loans, Federal Supplemental Educational Opportunity Grants (SEOG), COMA (Commonwealth Award), VCCS Grant, Virginia Guaranteed Assistance Program (VGAP), Part-time Assistance Program (PTAP), Presidents Tuition Offset Grant (PTOG), Federal Work-Study (FWS), Germanna Work Program, and the Germanna Guarantee Scholarship Program (GGP).

Aid eligibility is determined on the "Last Day of Drop with Refund" date each semester (for the 15 week session) and is based on the number of enrolled credit hours. Any changes to your enrollment will cause your financial aid to be adjusted accordingly.

For those students receiving financial aid: the "Bookstore Charging Period" is open for three weeks each semester, starting the week prior to classes.

Payment for classes is due upon registration. Students need to plan ahead by reviewing payment options and available resources. At specific times the College provides a deferred payment period; students should check with the Financial Aid Office to see if tuition deferment is an option.

What is Financial Aid?

Student financial aid is money received from an outside source to assist the student in paying for the costs of higher education. Financial aid is available from the state and federal governments, the Germanna Educational Foundation, and private organizations.

Financial Aid - Staff members at both campuses are available to provide information and assistance with financial aid programs.

You must apply on line through FAFSA on the web at www.fafsa.gov. A FAFSA on the web worksheet should be completed prior to applying over the web. This worksheet is available from the Germanna Financial Aid Office or at www.fafsa.gov.

You must list Germanna Community College in order for us to receive your information electronically. The school code for Germanna Community College is **008660**.

Students who have received a financial aid award notice may use their financial aid for payment of tuition. Tuition and fee charges not fully covered by financial aid must be paid prior to the deferred payment deadline. Financial aid balance checks for students who have financial aid in excess of tuition, fees and books will be mailed after the last day to drop classes, usually during the sixth week of classes. More information on the financial aid programs are available on the Financial Aid section of the Germanna Community College web site.

Who is Eligible for Financial Aid?

Federal and State Aid: Students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).The results of the FAFSA must be released to Germanna Community College and must indicate that you have financial need. To qualify for federal or state financial aid at GCC, students must be accepted for admission as a regular student in an eligible degree program of study, must maintain satisfactory academic progress, and must not be in default on a student loan or owe a repayment to a federal grant. Students must be a U.S. citizen or eligible non-citizens. Students who have not graduated from high school or received a GED equivalent will not be eligible for federal assistance beginning July 1st 2012. State funds are only available for students domiciled in Virginia. All other federal and state requirements must be met.

Local Scholarship Aid: Qualifications for each local scholarship are determined by the donating organization or business. Current scholarship announcements are available in the Financial Aid Office on each campus and on the Germanna Community College web site.

Satisfactory Academic Progress Standards for Financial Aid Recipients
Students must maintain satisfactory progress in order to receive any Federal Title IV or state, or institutional financial aid. Satisfactory academic progress will be evaluated at the end of each term.

AA, AS and AAS Degree seeking students will have a maximum of approximately 96 attempted credit hours during which time they may qualify for financial aid. (Actual maximum credit hours are 150% of the number of credit hours required to complete the program. This may be slightly more or slightly less than 96 credit hours.) Once a student has reached this maximum credit hour limit, their eligibility for aid will be exhausted. Changes of programs do not extend these time limits. All enrollments at the school are counted toward the maximum limit whether or not the student received aid. Certificate programs are limited to 150% of the number of credit hours required to complete that program. Courses may be repeated once. Courses repeated more than once are not eligible for financial aid. All repeated courses are counted toward the maximum credit hour limit. Transfer credits are counted as credits attempted.

Loss and Reinstatement of Eligibility
Students who do not meet these standards will be notified of the reason(s) for the loss of eligibility. A student may appeal the loss of their eligibility, in writing, to the Financial Aid Office by completing a Satisfactory Academic Progress Appeal Form. The Satisfactory Progress Appeal Committee will consider appeals and the Financial Aid Office will notify the student of the decision. All appeals must be supported by documentation or will not be considered. A student who chooses not to appeal or whose appeal is denied may return at his/her own expense and complete the classes necessary to meet the required standards to reinstate their aid.

Refunds and Repayments for Title IV Financial Aid Recipients

Change is Enrollment Status during the Full Refund Period

If a student fails to establish attendance, officially drops a class during the full refund period, or has a class cancelled, his/her eligibility for Financial Aid funds will be reduced accordingly. If the student receives funds based on the higher enrollment level, he/she must repay the difference between the grant for the higher enrollment level and the grant for the lower enrollment level. Students who fail to begin attendance in all classes are not eligible for financial aid and will be required to repay all financial aid funds received.

After the Refund Period

Students who stop attending class and receive Grades of F, R, U, W, I, or X may be required to repay a portion of the total federal aid received. Students who receive grades of F, R, U, W, I or X may lose eligibility for Further financial aid funds too. Students may have to repay financial aid funds under the following circumstances:

1. If a student withdraws from all classes after the refund period, or
2. If a student fails to begin attendance in one or more classes, or
3. If a student stops attending all classes for the semester.

Types of Financial Aid at Germanna

Federal Pell Grant: Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant is around $5,550.

Federal Supplemental Educational Opportunity Grants (SEOG): SEOG is a federal grant for undergraduates with exceptional need. Since these funds are limited, only Pell Grant recipients with the lowest Estimated Family Contribution will receive these grants which typically range from $400 to $800 at GCC. Recipients must be enrolled at least half-time.

College Scholarship Assistance Program (CSAP): This need-based state grant is available for Virginia domiciled students who are enrolled at least half-time in a qualified degree program. At GCC, awards range from $400 to $800.

COMA: (Commonwealth Awards): The Commonwealth grant provides grants to qualified students who are domiciled residents of Virginia. Students must be enrolled at least half-time (6 semester credits) in a qualified degree program. The Commonwealth Awards must not exceed the cost of tuition and fee charges. Awards typically range from $400 to $800.

Virginia Guaranteed Assistance Program (VGAP): Full-time Virginia domiciled dependent student who graduated from a Virginia high school with at least a 2.5 grade point average may apply for this state grant program. Students must be a first-time freshman and may qualify for renewal awards.

Part-time Tution Assistance Program (PTAP): The Virginia Part-Time Assistance Program is to assist undergraduate, part-time students with financial need to pay part of their college costs. Funds may be used for need-based grants to Virginia resident undergraduates enrolled part-time. In order for an undergraduate student to be eligible for an award, a student must:

- Be admitted into a Virginia community college;
- Be enrolled for one to eight credits in an approved degree, certificate, or diploma program;
- Be a U.S. citizen or eligible non-citizen;
- Be a domiciliary resident of Virginia as defined by the Code of Virginia §23-7.4; and
- Demonstrate financial need as determined by the institution

Federal Work-Study (FWS): This program provides part-time jobs for students who demonstrate financial need and are enrolled at least half-time (6 credits). Student class schedules, curriculum and job skills are considered in assessing jobs. Most employment is on-campus; however, additional employment opportunities have been established for off-campus community service employment. Students are paid bi-weekly.

Germanna Work Program: The Germanna Wage Program provides employment opportunities to students who do not qualify for need based work study. Students must complete a Free Application for Federal Student Aid to apply for the Germanna Work Program. Students must meet the same academic standards as Federal work-study students and have special qualifications which may be used to further the aims and philosophy of the institution. Students are paid bi-weekly.

Alternative Student Loans: Germanna Community College does not currently participate in the federal Stafford or PLUS loan programs. This policy is under review. The college does certify alternative loans for eligible students. Lenders require that alternative loan borrowers be credit worthy. In many cases, a credit worthy co-signer is required by the lender. Different lenders have different definitions of credit worthiness. Please contact your lender for more information.

Germanna Guarantee Scholarship Program: The Germanna Community College Educational Foundation may award scholarships to students who demonstrate financial need. Scholarships provide assistance for tuition, books or other educational expenses. Applications are available in the Financial Aid Office.

The Rich Gossweiler Student Emergency Fund: This fund provides students with emergency financial assistance above and beyond normal grants and aid, while removing some of the barriers for students who may be in financial need. The intended purpose of these funds is to pay for something that falls outside of tuition, fees, or required supplies for college. Students will apply in person for the Rich Gossweiler Student Emergency Fund. There is a maximum amount allowed per student application of $500 providing there are funds accessible for disbursement. Applications can be found in the Financial Aid offices at either the Fredericksburg Area Campus or the Locust Grove Campus. This fund has been established to aid students in case of emergency and can only be utilized one time per student per academic year. Recipients must be enrolled at Germanna Community College.

Great Expectations

The Great Expectations (GE) program at Gemanna Community College assists students currently or previously affiliated with the Virginia Foster Care System with their transition to independent living and college. The GE program participants learn about programs of study, support services and financial aid resources. They receive direct guidance with their college and professional aspirations while also being exposed to free monthly social events. Each participant is assigned to a GE Mentor to ensure his/her success and college completion.

High School Dual Enrollment

Dual Enrollment is an enriching program where high school students take college courses and earn college credit in their own high school. Students earn college and high school credits simultaneously. College credits transfer to Virginia Community Colleges, and most four-year colleges and universities. Individual colleges and universities make final determinations of transfer of credits. Students should check with the institution they are planning to attend regarding transferability of credits.

What courses are offered as Dual Enrollment credits?
Germanna Community College and the high school determine which courses are offered each semester as Dual Enrollment courses. Typically, the Dual Enrollment courses offered are courses, which would be taken during a student's first year of college. Dual Enrollment courses are listed in each high school's Program of Studies. For information on the steps to becoming a dual enrolled student, please refer to the section "Admission of Dual Enrollment Students."

Germanna Community College Student Resources - Dual Enrollment students are Germanna Community College students. All Germanna students have access to Student Resources that can facilitate their academic success in college courses: GCC Email and Blackboard Learning Tool, Tutoring Services, and Library Services Technical Support.

How do Dual Enrollment Credits Transfer?
Dual Enrollment credits transfer to many colleges and universities and all Virginia Community Colleges. Individual colleges and universities make final determinations of transfer of credits. Students should check with the institution they are planning to attend regarding transferability of credits.

A small number of dual enrollment courses, especially in occupational-technical programs such as Early Childhood Development & Automotive are not intended for transfer to four year colleges and universities. For more information on courses included on Germanna's transfer elective list please visit the college website www.germanna.edu.

Dual Enrollment students planning to attend a college or university other than Germanna must submit a Transcript Request Form to Germanna's Admissions and Records office once Dual Enrollment coursework is complete. Unofficial transcripts can be viewed online through the MyGCC Student Resources portal. Dual Enrollment students who are seniors planning to enroll at Germanna full-time after high school must submit a Change Form to indicate a change in curriculum, i.e., from Dual Enrollment to their intended major/degree program.

Participating High Schools - Brooke Point High School, Caroline High School, Chancellor High School, Colonial Forge High School, Commonwealth Governor's School, Courtland High School, Culpeper County High School, Eastern View High School, Fredericksburg Christian High School, James Monroe High School, Madison County High School, Massaponax High School, Mountain View High School, North Stafford High School, Orange County High School, Riverbend High School, Spotsylvania Career and Technical Center, Spotsylvania High School and Stafford High School.

Students should consult their high school's Program of Studies or schedule an appointment to meet with their high school guidance counselor to find out what classes are currently offered at their high school.

Middle College
Middle College assists students to help them understand their beliefs about learning, planning and goal setting, and how to adapt to the academic environment. Students explore qualities that can increase their academic and personal satisfaction at Germanna Community College that can lead to college completion and lifelong success. Through targeted activities, students are able to build a toolkit for college achievement beyond math and reading. Information on resources at Germanna Community College, support, and motivation are integral components to help students throughout their college experience.

Noncurricular Students
Noncurricular students do not currently intend to apply credits toward completion of a program of study (degree or certificate) offered by the College. A noncurricular student is, therefore, not formally admitted to one of the curricula. For noncurricular students, the following items are required for admission:
- A completed College Application for Admission.
- A completed Application for Virginia Domicile (for persons requesting in-state tuition rates).

Paying Tuition
Tuition payments may be made by cash, check, money order, or by one of the following payment cards: Visa, MasterCard, or American Express. The payment may be made in person or on web at *www.germanna.edu.*

Deferred Payment: The College may offer deferred payment dates during specified registration periods. See Important Academic Dates on the college's homepage.

Student Payment Plan: Automatic Payment Plans are available for tuition and fees. These plans are offered through Nelnet Business Solutions, a payment plan service provider that has contracted with the college. Enroll in the Automatic Payment Plan on the web at *www.germanna.edu.*

Refund Policy: Students may drop courses and receive a full refund through the Last Day to Drop with a Refund for the session and term the course is associated with. These dates can be found on the homepage under Important Academic Dates. Students must drop courses by using the myGCC link on the Germanna homepage or by submitting a Drop/Add Form to the Admissions and Records Office in order to receive a refund. All refunds will be in the form of a check issued to the student, with the exception of payments made online using the QuikPay online payment system. These refunds will be applied to the payment card whenever possible. All refund checks will be mailed from the Commonwealth of Virginia, Department of the Treasurer, made payable to the student and sent to the address on file in the student's record.

Refunds are typically processed within 2 weeks of the "Last Day to Drop with Refund" and take approximately 15 business days to be received by mail. If a refund is to be credited against a payment card, the card will be credited within the 15 business days of the refund process date. Students seeking an exception to the tuition refund policy due to mitigating circumstances must contact the Admissions and Records office. Refunds will not be authorized after the refund deadline unless mitigating circumstances are documented and approved by the Dean of Enrollment Services. Refunds will be approved in accordance with VCCS policy.

Note: If a student eligible for a refund has an outstanding debt to another State agency, the Commonwealth Treasurer's Office may apply the refund to the outstanding debt.

Past Due Balances, Returned Checks & Late Charges: Failure to pay in full at the time goods, or services are rendered or when billed will result in one or more of the following actions. Returned checks will incur a handling fee of $35.00 (subject to change). If the debt is not satisfied within 10 days, the student may be dropped. If the matter is referred for collection to an attorney or to a collection agency, then the student will be liable for attorney's fees or additional collection fees of up to 25% (subject to change) of the then unpaid balance. Requesting goods or services will be deemed to be acceptance of these terms.

Readmission

A student who interrupts his/her enrollment at the College for more than three years is required to submit an up-to-date Application for Admission and Application for Virginia Domicile. This application must be submitted before registering for classes.

Registration Information

Students may register in person at the Locust Grove Campus, the Fredericksburg Area Campus, the Daniel Technology Center, or the Stafford County Center for classes taught at any location. Students may also register ONLINE via myGCC. All students are encouraged to register for classes as early as possible. Registration dates and current class schedules can be found at www.germanna.edu. Registration is not complete until tuition is paid.

New/Readmit Students: A new/readmit student is one who has not enrolled for credit courses at GCC in the last three years.

1. New students must submit an Application for Admission. Students can complete the free application by going to www.germanna.edu. Paper applications are also available in the Admissions and Records Office. At the end of the application, you will be given a student ID number.

2. All GCC students must be assessed before starting classes. New students may need to take the Compass Placement Test and the VPT-Math placement test. A valid state issued ID and student ID number is required to test. Students who have previously taken college level English and/or Math and have successfully completed the course with a grade of C or better may use those credits for determining placement. Also, students who have SAT scores of 500 or above or ACT scores of 21 or greater in a certain section do not have to take that section of the placement test. An SAT score of 520 or above or an ACT score of 22 or above is required in lieu of the VPT-Math placement test. All test scores are good for 3 years.

3. Students must have official copies of scores and/or college transcripts sent to Germanna for their official records. However, unofficial copies of scores can be used for advising and registering purposes and should be brought with students to advising and registration appointments.

4. Make arrangements so that your official high school, GED, and/or college transcripts are sent to the Admissions and Records Office at Germanna. To officially transfer college credit, you will need to submit a Request for Evaluation of Transfer Credit form to Germanna's Admissions and Records Office.

5. New students are encouraged to meet with an advisor/counselor prior to registering for the first time to review program requirements, determine an appropriate course load, and clarify educational goals and objectives. If you are under the age of 18 and/or do not possess a high school degree or GED, you will need to meet with a counselor/advisor. Students that select a program of study will be assigned a faculty advisor during their first semester.

6. After meeting with an advisor/counselor students may register online through myGCC SIS. Students needing assistance with registration may also submit a registration form to Admissions and Records or register in-person with an advisor/counselor.

7. All students must pay tuition by the posted deadline. Payments can be made in-person at each campus location or electronically via myGCC. Additional payment options include a payment plan, financial aid, and student loans.

Continuing Students: A continuing student is one who has enrolled for credit courses at GCC within the last three years.

1. Continuing students are encouraged to meet with an advisor regarding your program of study on a regular basis. Students that have been assigned a faculty advisor may make an appointment with their advisor during their posted office hours.

2. Students may register online via myGCC, in person with an advisor/counselor, drop-off (a drop box is provided outside the Admissions & Records Office at each campus) or by mail.

3. Pay tuition. Payment can be made in-person at each campus location or electronically via your myGCC student account. Germanna also has an Automatic Payment Plan that the Business Office can assist you with. In addition, the Financial Aid Office at each campus can assist with the financial aid application process.

NOTE: ALL STUDENTS MUST MEET COURSE PREREQUISITES

Services for Students with Disabilities

Students with disabilities who will need accommodations to fully participate in the programs and services offered by Germanna Community College are encouraged to register with the Coordinator of Disability Services at either the Locust Grove or Fredericksburg Area Campus. To be eligible for services, students must submit appropriate medical documentation of their disability. Services are provided based on each student's individual needs. Services may include, but are not limited to: orientation to campus, academic accommodations, physical barrier removal, liaison with faculty and staff, and/or information and referral. In the event that an accommodation request is denied, students may refer to the grievance procedures for students with disabilities. This grievance procedure is outlined in the Germanna Community College Access Policy found in the "College-Wide Policies" section of this catalog.

Standards of Satisfactory Progress

Students must meet all of the following conditions in order to make satisfactory academic progress. Total credits attempted must be less than 150% of the program length. Students must earn a grade of A, B, C, D, or S in at least 67% of all credits attempted on a cumulative basis. Grades of F, I, U, R, W and X are not considered satisfactory grades. Students who have attempted 1-15 credits must have a minimum cumulative GPA of 1.50. Students who have attempted 16-30 credits must have a minimum cumulative GPA of 1.75.Students who have attempted more than 30 credits must have a minimum cumulative GPA of 2.00. Students are limited to a total of 30 semester hours in developmental courses.

State Tuition Assistance Programs

Virginia War Orphans Education Program: Children ages 16 to 25 of certain wounded, disabled, or deceased Virginia veterans or armed services personnel may be eligible for educational assistance.

Children of Law Enforcement Officers and Fire Fighters: Children ages 16 to 25 of Virginia law enforcement officers, firefighters, or rescue squad members who have been killed in the line of duty may be eligible for full tuition and fees.

Senior Citizens: Senior citizens may apply for free tuition and fees provided for by the Senior Citizens Higher Education Act. Students at least 60 years of age who have been domiciled in Virginia for at least one year are eligible to audit credit courses tuition-free. Additionally, if their Virginia taxable income did not exceed $15,000 for the year preceding enrollment, they may take courses for credit without cost on a space-available basis. Regardless of income, eligible senior citizens may take up to three noncredit courses free of charge each semester on a space-available basis. Please contact the Admissions and Records Office for details and assistance.

Student Activities and Student Policies

Information on student activities, student government and clubs, and policies governing student life are included in the "Student Handbook" portion of this catalog. The activities and policies are administered by the Office of Dean of Student Development at all College locations.

Tuition and Fees

Tuition: Tuition charges are set by the State Board for Community Colleges and are subject to change. If a tuition and fee increase does occur after payment has occurred, the student will be responsible for the difference.

Student Activity Fee: A student activity fee is charged per credit hour to all student categories except Out-of-State E-rate and high school dual enrollment. This fee supports student activity operating budgets.

Parking Maintenance Auxiliary Fee: A parking maintenance auxiliary fee is charged per credit hour to all student categories except Out-of-State E-rate and high school dual enrollment. The fee supports the maintenance costs of the parking lots, which are not allowed to be funded with state appropriations.

Facilities Auxiliary Fee: A facilities auxiliary fee is charged per credit hour to all student categories except Out-of-Sate E-rate and high school dual enrollment. The fee supports the facility costs that cannot be funded with state appropriations, such as student centers and parking garages.

Technology Fee: A technology fee is charged per credit hour to all students. Revenue from this fee is used to update and improve instructional tools such as LANs and computer hardware, software and peripherals.

Capital Fee: A capital fee is charged per credit hour to all out-of-state students, including out-of-state contract students. This fee is to offset bond expenses for capital construction. The college collects this fee but does not retain it.

Books and Supplies: Students are expected to obtain their own books, supplies and consumable materials needed in their studies. The estimated cost of these items is $600.00 per semester for the average full-time student, depending upon the degree program in which the student is enrolled.

Tuition and fees are subject to change with the approval of the Virginia State Board for Community Colleges. The current tuition and fees are posted on the College's website. All fees are due with payment of tuition.

Veterans Information

The mission of the Germanna Community College Veterans Center is to support our veteran and reservist students and eligible family members in their academic pursuits. We provide support to students who are eligible for education benefits under the Montgomery G.I. Bill, Post 9/11 G.I. Bill, and Vocational Rehabilitation, MYCAA scholarship program, Tuition Assistance and Virginia Military Survivors and Dependents Education program. The Germanna Veterans Center provides information to veteran and reservist students and their families, helps them apply for benefits, and serves as a liaison with the VA Regional Processing Office.

Through programming and direct services, we provide veterans, reservists, and their families with a coordinated system of service delivery to insure a meaningful transition to civilian life and a positive educational experience. New students utilizing their benefits for the first time must: Submit a Germanna Admissions application at: www.germanna.edu Meet with an academic counselor and review a degree plan checklist. Please provide copies of military transcripts for evaluation of transfer experience.

Veteran students must complete the VA form 22-1190 (VONAPP) and provide a

certified copy of their discharge papers (DD-214). For dependents, VA form 22-1990E must be completed. Students who believe they are eligible for survivor and dependent benefits should complete the Survivors' and Dependents' Educational Assistance applications, VA form 22-5490. Students who have utilized their benefits at another college or university must complete a Request for Change of Program or Place of Training VA form 22-1995. All of the VA forms and documents may be completed online at www.benefits.va.gov/gibill. Please provide copies of these documents to the GCC veterans representative.

Enrollment Changes - All enrollment and curriculum changes must be promptly reported to the GCC veterans representative. Changes include: Increase/decrease in course load, withdrawal, suspension, dismissal, and a change in degree plan. If you change your degree plan, please meet with an Academic Counselor and receive a new degree plan checklist and complete a degree plan change form. Educational benefits will not be given for audited courses or courses from which the eligible student withdraws, is administratively withdrawn, or receives a final grade of "W", unless VA finds mitigating circumstances involved in the withdrawal. Educational benefits are only available for courses required in the eligible students' degree plan or developmental courses required in preparation for meeting degree requirements. Online developmental courses are not eligible for funding.

Note: Enrollment changes may adjust a student's entitlement to benefits

Standards of Satisfactory Progress - The Veterans Administration requires that students receiving veteran's benefits must maintain satisfactory academic progress. Any student receiving benefits who falls under academic warning, suspension or dismissal will be reported to VA.

Work-study for Veterans and Dependents - Eligible students may qualify for the Veteran's Work-Study Program if they are enrolled in at a three-quarter time rate. More information can be obtained at the Veterans Center.

Military Service Mobilization/Deployment Policy - Students in military service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days are eligible for special consideration with regard to tuition refunds, credits and reinstatement. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended.

Should a student request to be withdrawn from the College after the census date, the student may elect to be either deleted from the registration file and be awarded a full refund of tuition and fees or be administratively withdrawn with no refund and assigned a grade of "W".

The student may elect to receive a refund, or request that refund may be retained and applied toward tuition and fees charged in the semester or term in which the student returns to study.

Students have the opportunity to receive an incomplete grade "I" for courses in progress when mobilized or deployed. In such cases, all course requirements shall be completed within one year from the date of release from active duty or mobilization.

Additionally, students may be given the option of taking their examinations prior to the regular exam schedule.

Students should consult the Veterans Center with any questions about their eligibility prior to seeking approval from the Dean of Enrollment Services.

Withdraw from College

If a student withdraws (or stops attending classes) from college at any time during the semester, the student may be required to repay a portion of the grant aid received. The amount of repayment due is calculated based on the student's withdrawal date. Repayments from students shall be returned to the programs from which the student received funds, as specified in Federal Regulations. Work Study earnings are not included in the repayment calculation. Students who stop attending class and receive grades of F, U, W, I or X may be required to repay a portion of the total federal aid received.

Repayment Calculation: Students who withdraw from all classes prior to completing the term will be required to repay all or part of the aid received.

Learning Support Services

Academic Computing Services

The Academic Computing Centers (ACC) provides computer support for academic instructional and research needs to GCC faculty, staff and students. The Academic Computing Centers are located at the Locus Grove campus and at the Daniel Technology Center in Culpeper. The primary goal of the Academic Computing Centers is to provide GCC faculty, staff, and students with an academic environment that enables the completion of course assignments, review of computer based tutorials, access and sending of e-mail, and document scanning. ACC users have access to the Germanna website to apply for registration, enroll in classes, and look-up their student information. The computers in the Academic Computing Centers are equipped with the Windows Operating System, Microsoft Office Suite, web browsing, virus protection, and various curriculum based software that allows students to access resources outside of the classroom. Equipment available includes computers, scanner and ePRINTit printing kiosks at designated areas. Information for location and hours of operation can be accessed via the college website www.germanna.edu.

GED® Testing Center

The General Educational Development test provides an opportunity to enable individuals who have not graduated from high school to demonstrate the attainment of abilities normally associated with completion of a high school program of study. By achieving satisfactory scores on the GED® test, individuals will be awarded a General Educational Development Certificate by the Commonwealth of Virginia and may qualify for admission to college or for more advanced educational opportunities.

The new 2014 computer-based GED® test consists of four content areas: reasoning through language arts, mathematical reasoning, science and social studies. These tests are designed to measure the concepts and intellectual skills normally acquired during high school. The full test administration (four tests) takes approximately 7 ¼ hours; however, you can take the test by subject area on different days instead of one full sitting.

To register to take the GED® test at Germanna, individuals must meet the following guidelines:

- Germanna's GED® test center serves residents of Stafford, Spotsylvania, Caroline, King George, and the city of Fredericksburg. Test candidates outside the region can register to test if seats are available.
- An applicant normally must be at least 18 years of age.
- To take the computer-based GED test, each applicant must register online using their previously created MyGEDTM account at www.GED.com.
- There is a registration fee for the computer-based GED® test that must be paid at the time of registration. The current registration fee in Virginia, effective January 1, 2014, is $120 for the full test or $30.00 per subject area. Only credit and debit cards are acceptable forms of payment. The test fee amount is subject to change annually.
- A current government-issued Photo ID must be presented before a candidate can take the test.
- Upon request, special accommodations may be available for individuals with physical, emotional, or learning disabilities and should be applied for prior to test registration.

Effective January 1, 2014, a completely new GED® test was implemented nationwide. Only test scores achieved since January 1, 2014 will now count toward earning a GED® certificate in Virginia. Germanna Community College currently operates a Regional GED® Testing Center for the Fredericksburg area at the Fredericksburg Area Campus and conducts Pearson VUE GED® testing for residents of Fredericksburg, Stafford, Spotsylvania, Caroline, and King George.

GED® testing is also available for residents of Culpeper and Orange at the Daniel Technology Center. For more information, call (540) 937-2932. All individuals must register through their previously created MyGEDTM account at www.GED.com.

The Germanna Regional GED® Test Center for the Fredericksburg area is located at the Fredericksburg Area Campus of Germanna Community College. Interested individuals, who would like additional GED® test information, may call Germanna at (540) 834-1035 or call the Rappahannock Area Regional Adult Education Office at (540) 898-8165.

More detailed GED® testing information is available on Germanna's web site at www.germanna.edu/ged_testing.

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High Tech Testing Services

High Tech Testing is administered by appointment at the Fredericksburg Area Campus and Daniel Technology Center in Culpeper. Many Pearson VUE, CompTIA and Certiport Microsoft certification tests are available. Also available is the Career Readiness Certificate (CRC) assessment. For more information, you may visit our web site www.germanna.edu, call 540-834-1022, or email: HighTechTesting@germanna.edu.

Library Services

The library provides a variety of resources for research and study as well as leisure reading. These services are available to students, faculty, staff and the community. There are three library locations: the Locust Grove Campus, Fredericksburg Area Campus and Daniel Technology Center in Culpeper. Library services include: in-person research assistance, individual and classroom instruction, intercampus and interlibrary loan, reserve services, and media viewing and listening. Online research assistance is provided to current students, faculty and staff by professional librarians 24/7 through LRC Live.

The library provides access to over 80,000 electronic books, 30,000 books in the circulating collection, and over 10,000 online full-text journal articles, many of which are peer-reviewed. There are also approximately 120 print periodicals available among the three locations; these can be transported between campuses, upon request. Additionally, the library provides access to over 100 databases. The library's web site, http://www.germanna.edu/library, gives access to resources, services and other relevant information such as hours and recommendation forms. Library users can locate books in all formats and media material in any GCC library through VCCSLinc, the online library catalog. Online resources may be accessed from college computers as well as remotely from computers off-campus. Use your myGCC logon ID and password for remote access.

All library collections are continually updated and improved through a collection development program that actively encourages faculty participation and library user feedback.

Student Technical Help Desk

The Student Technical Help Desk at Germanna Community College fields student inquiries about online services and technology. The Student Technical Help Desk offers phone assistance, email assistance, and an online request form for students to submit questions regarding various computer-related tasks and applications. This team is dedicated to providing timely, quality service to students to ensure they have the technology assistance necessary to be successful during their academic careers. It provides technical support for students trying to access online services or those using other technologies provided by the institution for success during their coursework.

- Provide assistance to learners in the following areas:
   Reset passwords for myGCC
   Troubleshoot Blackboard issues
   Answer general SIS questions
- Answers to general computer-related questions

Testing Services

Testing services are provided at the Fredericksburg Area and Locust Grove campuses and are limited at the Daniel Technology Center. Testing centers may be used for faculty assigned make-up tests, proctored tests/activities for distance education, English and Math placement, TEAS, HESI, PSB, HOBET and computer competency testing. Testing Services provides proctoring for students participating in classes at other Virginia Community College System (VCCS) institutions at our Fredericksburg Area and Locust Grove campuses. Information for location and hours of operation can be accessed via Germanna's web site www.germanna.edu.

Tutoring Services

Germanna students have access to numerous academic support programs through Tutoring Services. Students may schedule individual or group tutoring appointments by calling the Locust Grove Tutoring Center at (540) 423-9148 or the Fredericksburg Tutoring Center at (540) 891-3017. Students can also submit online requests for tutoring appointments directly from the Tutoring Services' website.

Students at the Daniel Technology Center or the Stafford County Center are welcome to seek tutoring at either the Fredericksburg or Locust Grove Tutoring Center; however, they also have the option to engage in "live" tutoring sessions via Blackboard Collaborate. Students may call either Tutoring Center to schedule an appointment.

Registered students have access to online tutoring during day, evening, and weekend hours by logging in to Smarthinking from the Tutoring Services' website. Students have the option of engaging in "live" online sessions, pre-scheduled sessions, or they may submit writing assignments to the Essay Center for review by online tutors. Numerous academic resources and study skill guides are also available within Smarthinking.

Walk-in Math tutoring is available to students on a daily basis within Tutoring Services' Math Centers at the Fredericksburg and Locust Grove Campuses. Students who wish to obtain assistance with writing assignments can visit Tutoring Services' Writing Center or attend one of the daily Writing Lab sessions at the Locust Grove Tutoring Center. The specific hours and locations are listed on the Tutoring Services' website.

Students may also contact either Tutoring Center to register for a variety of academic tutorials and study skills workshops throughout the year. The location and dates for these workshops may be viewed by clicking on the "On Campus Workshops" page of the Tutoring Services' website. The majority of these workshops may also be viewed in video format by entering the "Online Workshops" page.

Supplemental academic materials are available free of charge from our offices, and they may also be downloaded from the Tutoring Services' website: www.germanna.edu/tutor/. Students may also find numerous links to reputable academic websites here.

Academic Information

Academic Advising

Academic advising is designed to assist students in developing and following an educational plan that will enable them to meet their educational and career goals. Such assistance includes: selecting a program, developing a plan or timetable for completing the program, developing student- and semester-specific course schedules, monitoring and following students' academic progress, and identifying/referring students to appropriate learning assistance opportunities as necessary.

All students are required to see a counselor for new student academic advising prior to their first enrollment in the College. During this initial advising session, the student's educational and career goals are discussed in relationship to their academic preparation. During the first semester, all curricular students are assigned a faculty advisor. Curricular students should consult with their faculty advisor each semester for help with course selection and with all developments relating to their educational and career objectives. Students who have not selected a curriculum may continue to see a counselor for academic advising. All students are responsible for consulting the College Catalog and Student Handbook for course co-requisites and prerequisites before registering for a class.

After meeting with their faculty advisor and completing all developmental coursework, students in good academic standing may choose to continue meeting with a faculty advisor for advising each semester or may choose to self-advise. Students who self-advise agree to accept full responsibility for their course selection decisions and for following curriculum requirements for graduation. Students who are pursuing a course of study in nursing are required after completing 10 credits to meet with a nursing advisor prior to applying to a nursing program.

Academic Calendar

The College operates on a semester system with a Fall and Spring semester and Summer terms. The College calendar is published in the Catalog and Student Handbook, the Schedule of Classes, and the College's web site: www.germanna.edu.

Academic Degrees and Certificates

The following academic degrees or certificates are offered upon successful completion of approved programs at the College.

An Associate of Arts & Sciences Degree (AA&S) is awarded to students who complete requirements in specialized curricula such as: Business Administration, Education, General Studies, Liberal Arts, and Science. This degree is appropriate for those students who plan to transfer to four-year institutions after completing a program of study at Germanna.

An Associate of Science (AS) is awarded to students who complete requirements in Engineering. This degree is appropriate for those students who plan to transfer to four-year institutions after completing the Engineering program at Germanna.

An Associate of Applied Science Degree (AAS) is awarded to students who complete major requirements in one of the occupational-technical curricula and may plan to obtain full-time employment upon graduation from Germanna.

A Certificate (C) is awarded to students who complete one of the approved non-degree curricula which are is usually less than two years in length.

A Career Studies Certificate (CS) is awarded to students who complete one of the career studies programs. Career studies programs are developed and implemented in response to community needs when institutional resources permit. The College reserves the right to withdraw program offerings if there is not sufficient demand or for other appropriate reasons.

Academic Load

The minimum full-time load is 12 semester hours, and the normal maximum full-time load is 18 semester hours. Students wishing to carry an academic load of 19 credits or more, not counting SDV 100, must have a minimum GPA of 3.0 and approval from the Dean of Instruction. During the Summer term, full-time load is 10 semester hours. Students placed on academic warning or academic probation may be required to take less than the normal course load.

Academic Recognition

Academic Honors: Any student whose semester GPA is 3.200 or above will be placed on the Academic Honors List for that semester. The statement "Academic Honors" will be printed on the transcript.

President's List: Any student who has completed a minimum of 24 credits at Germanna Community College and whose cumulative GPA is 3.8 or higher, earned a semester GPA of 3.5 or higher, and earned no grades of D, F, I or U for the semester will be place on the President's List. The statement "President's List" will be printed on the transcript.

Dean's List: Any student, who has completed at least 12 credits per semester OR completed at least 6 non-developmental credit hours for the semester and earned a semester GPA of at least a 3.5, will be placed on the Dean's List. The statement "Dean's List" will be printed on the transcript.

Academic Renewal

Currently enrolled students who return to the College after a separation of 5 years (60 months) or more may petition for academic renewal. The request must be made on the Academic Renewal Petition form and submitted to the Admissions and Records Office. If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to reenrollment will remain on the permanent record, but will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

- Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after reenrollment.
- All grades received at the College will be a part of the student's official transcript.
- Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- Total hours for graduation will be based on all course work taken at the College after readmission, as well as former course work for which a grade of "C" or better was earned, and credits transferred from other colleges or universities.
- The academic renewal policy may be used only once and cannot be revoked once approved. Contact the Registrar for further information.

Academic Standing

The College keeps students informed of their academic standing. A statement is printed on the student's record to indicate academic warning, probation, suspension, or dismissal. Similarly, a statement will indicate when acceptable academic standing has been achieved. The College will assist students to increase their effectiveness in meeting the academic standards of the institution and ultimately to attain graduation. Students are expected to maintain a 2.00 "C" grade point average and to make normal academic progress toward graduation.

Good Academic Standing: Students are considered to be in "good academic standing" if they maintain a minimum Grade Point Average (GPA) of 2.00 per semester, are eligible to reenroll at the College, and are not on academic suspension or dismissal status. Students must maintain a cumulative GPA of 2.00 in order to take on-line classes.

Academic Warning: Students who fail to attain a minimum GPA of 2.00 for any semester shall receive an academic warning. The statement "Academic Warning" will be printed on the student's record. Students on academic warning are ineligible to take on-line classes if their cumulative GPA is below 2.00.

Academic Probation: Students who fail to maintain a cumulative GPA of 1.5 will be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" will be printed on their permanent records. Students on academic probation are ineligible to take on-line classes. Students on academic probation are ineligible to hold office in student organizations unless the Dean of Student Services grants special permission. Students usually will be required to carry a lighter course load the following semester. Students will be subject to academic probation only after they have attempted 12 semester credit hours.

Academic Suspension: Students on academic probation who fail to attain a GPA of 1.50 for the next semester of attendance will be subject to academic suspension. Students may be suspended only after attempting 24 credit hours. The statement "Academic Suspension" will be printed on the student's permanent records. Students who have been informed that they are on academic suspension but wish to be considered for an immediate reinstatement may submit a written appeal to the Registrar for consideration by the Admissions Committee and the Dean of Student Services.

Reinstatement after Academic Suspension: Reinstatement after the suspension period is not automatic. The suspended student must submit a written petition for readmission/reinstatement to the Dean of Enrollment Services/Registrar for consideration by the Admissions Committee. The petition may be hand delivered to the Admissions and Records Office at a campus Welcome Center or sent via email to: *admissions@germanna.edu*. The petition should address the student's academic goals explain the academic difficulties that led to suspension, and describe what has been done to enhance the student's chance for success. The Admissions Committee will review the petition within sixty business days. The Registrar will contact the student regarding the outcome of the petition for reinstatement. Students approved for reinstatement will be subject to special provisions. The decision of the Admissions Committee is final and not subject to appeal.

Academic Dismissal: Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the College following academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 GPA for the semester of their reinstatement must maintain at least a cumulative 1.75 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.75. Failure to attain a cumulative 1.75 GPA in each subsequent semester until cumulative GPA reaches 1.75 will result in academic dismissal. The statement "Academic Dismissal" will be printed on the transcript.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission. Dismissed students should direct a written petition for readmission to the Dean of Student Services for consideration by the Admissions Committee.

Addition of a Course

Students may enter a new class or change class sections through the published "Last Day to Add a Class." Except under special circumstances, students may not enter a new class or change sections after this date. The instructor of the class and the Dean of Instruction must approve any request for entry after that time. Students may add a class via myGCC. In addition, Drop/Add Forms may be obtained in the Admissions and Records Office or the Admission and Records Office website.

Attendance Standard

Class attendance is an integral part of a sound academic program for most classes at Germanna. However, alternate teaching techniques, which may not require class attendance, may also be a part of a sound academic program. Class attendance requirements are found in the course outline, which the instructor provides to students in each course. Germanna students are expected to be present and on time at all regularly scheduled classes and laboratory meetings. When a faculty member determines that a student has not met the class attendance requirements in the course outline, the faculty member may submit a Drop/Add Form, showing the last date of attendance by the student, to the Admissions and Records Office. A grade of "W" will be recorded for all withdrawals, whether initiated by the student or by the faculty member through the published "Last Day to Withdraw without Academic Penalty." Students withdrawn after the withdrawal deadline will receive a grade of "F" except under mitigating circumstances, which must be documented by the student and approved by the Dean of Instruction. Please see "Withdrawing from a Course" under "Registration Information" in the Academic Information section of this catalog for additional policy information.

Attendance Standard Recommendation:

If class meeting times during the week are:	Absences permitted are:
1	2
2	4
3	6
4	8

This is based on 16-week course.

Frequent absences may result in the termination of Veterans Benefits and other programs of financial assistance.

Auditing a Course

Students who wish to attend a course without taking examinations or receiving credit may do so by registering to audit that course. Students may register to audit a course, with permission from the appropriate Dean of Instruction. The regular tuition rates apply for audited courses. Audited courses carry no credit and do not count as part of the student's course load. Changes from audit to credit must be made by the official last day to add a class. Changes from credit to audit must be made by the official last day to withdraw without academic penalty.

Classification of Students

All students are classified according to the following categories: Curricular/Non-curricular, Freshman/Sophomore, Full-time/Part-time.

Curricular: A student who has satisfied all College admission requirements and has been admitted to a curriculum.

Noncurricular: A student who is not formally admitted to one of the curricula but who is classified according to one of the following student goals or conditions:

- updating employment skills for present job
- developing skills for a new job
- career exploration
- personal satisfaction and general knowledge
- transient student *(may take up to 15 credit hours before being required to change status)*
- non-degree transfer student
- high school student (with College & high school approval only)
- general or curricular requirements pending (with College approval only)
- restricted enrollment (with College approval only)
- auditing a course (with College approval only)

Freshman: Fewer than 30 credits completed in the designated curriculum.

Sophomore: 30 or more credits completed in the designated curriculum, including relevant transfer credits.

Full-time: Enrolled in 12 or more credits per semester.

Part-time: Enrolled in fewer than 12 credits per semester.

Computer Competency Requirements

Germanna Community College supports the Virginia Community College System (VCCS) belief that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The College endorses the principle of computer competency for all students' intent on completing a curriculum in excess of 45 semester credits. Germanna Community College ensures that students graduating in programs in excess of 45 semester credits will be able to:

- demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks;
- use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and/or communication applications;
- access, retrieve, assess, and apply networked information resources (for ex., on-line catalog, virtual libraries, the Internet and World Wide Web); and
- use telecommunication software (for example, electronic mail, listservs, bulletin boards, and/or newsgroups) to communicate with faculty students, and information providers.

Students may satisfy the computer competency requirement at Germanna Community College by passing ITE 115 or an equivalent competency test. The computer competency exam can only be taken once. No credit will be awarded. Student must score 70% on each area of the exam. For more information about the competency exam, please contact the Academic Computing Center. There may be a fee to take the computer competency test.

Credits

College-level Course Credits: The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks.

Developmental Course Credits: Courses numbered 01-09 do not satisfy graduation requirements and do not transfer to four-year institutions. Developmental courses carry 1 to 4 credits for the purpose of tuition payment, calculation of course load, and enrollment status (fulltime/part-time).

Curriculum Changes

Students who want to change their program or course of study while at Germanna Community College should discuss their intentions with an academic advisor. Once a decision to transfer to another curriculum has been finalized, the student should submit a Curriculum Change Form to the Admissions and Records Office. [The curriculum change will become effective the semester the change is requested.]

Transfer students must also request a reevaluation of their transcripts based on the requirements of the new curriculum. Graduation requirements will be determined by the catalog in effect at the time of the curriculum change. Please see "Catalog Used for Graduation" under "Graduation Requirements and Procedures" later in this section of the catalog.

Developmental Studies

Developmental courses are designed to provide the basic skills and knowledge necessary for success in college-level classes. These courses, which are numbered 01-09, are available in writing, reading, arithmetic, and algebra.

Upon applying for admission to Germanna, students must take placement tests in reading, writing, and math unless they can provide satisfactory SAT/ACT scores or can provide evidence of math and/or English credit earned at an accredited college or university. The scores from these tests provide counselors and faculty advisors with objective information to place students in the most appropriate classes.

Developmental classes do not satisfy graduation requirements and do not transfer to four-year institutions. Developmental courses carry one to eight credits for the purpose of tuition payment, calculation of course load, and enrollment status (full-time/part-time).

Students who experience difficulty with an entry-level class for which there is a preparatory developmental course may drop/add into a developmental course that is better suited to their skills. However, course changes after the end of the drop/add period require the approval of the appropriate instructor and the appropriate Dean of Instruction.

Grades in developmental courses are S (Satisfactory), R (Reenroll), or U (Unsatisfactory). A grade of S (Satisfactory) means that the student has satisfactorily completed the course objectives. Students making satisfactory progress but not completing all of the objectives for a developmental course will receive an R (Reenroll) and must reenroll and repeat the entire course. Students not making satisfactory progress will receive a U (Unsatisfactory). Any questions concerning developmental studies or student placement in developmental classes should be directed to the appropriate Dean of Instruction.

Distance Learning

Germanna Community College's Distance Learning Department is committed to provide quality accessible learning opportunities that extend beyond the traditional classroom and that serve a diverse community population. To serve that commitment, we offer online, hybrid, and interactive video courses. All online course instruction is delivered via the Internet. Hybrid courses are a combination of campus lecture and online instruction. Finally, we offer interactive video courses which are available simultaneously at multiple campuses using a live interactive video system.

The Distance Learning Department provides the Orientation to Online Learning and a self-assessment test through Smarter Measures for students who are new to online courses. These resources are available online through the distance learning webpage and Orientation to Online Learning via the college web site www.germanna.edu.

Dropping a Course with Refund

Students may drop a course with refund through the published "Last Day to Drop with Refund". Classes dropped by this date will be removed from the student's academic record. Students may submit course drops online via myGCC. Drop/Add Forms may be obtained in the Admissions and Records Office or the Admissions and Records Office website. For more information, see "Refund Policy" under "Tuition and Fees" in the Student Services section of this catalog.

Examinations

VCCS (section 5.6.1) policy: Examinations (SB): Students shall be expected to take examinations at the regularly scheduled times. No exceptions shall be made without the permission of the Chief Academic Officer, or another appropriate academic administrator, and the instructor of the course.

Final Exams (or any meaningful activity such as individual student conferences) will be held according to the posted Germanna schedule. Final examination (day, time and location) must be included in the course outline.

Grade Appeals

A change of grade can only be authorized by the faculty member who awarded the grade. Students are encouraged to resolve disputes regarding a grade through an informal appeal to the instructor. If the dispute is not resolved informally, grade appeals are handled according to procedures outlined in the Student Grievance Policy. It is important to note that a formal grievance must be filed within 30 business days of the student's knowledge of the grade being disputed.

Grade Point Average

The grade point average (GPA) is determined by dividing the number of grade points earned by the total number of credits attempted. Courses that do not generate grade points are not included in credits attempted. Developmental credits are not included in the GPA computation.

Course Repeat Policy: When courses are repeated, only the last course grade attained is counted in the computation of the cumulative grade point average and for satisfying graduation requirements. However, all prior attempts will remain on the student's permanent academic record. This policy applies only to courses taken and repeated since summer 1994, and also courses taken since Summer 1988 and repeated since Fall 1996. Implementation of this policy does not revise any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Questions about this policy should be directed to the Registrar.

Semester Grade Point Average: The semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted (see Figure 1, How to Figure Grade Point Average).

Cumulative Grade Point Average: The cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing.

Curriculum Grade Point Average: A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Grade Reports

Final grade reports are available to students via the Student Information System on the web (www.germanna.edu) at the end of each semester. No grades will be mailed. Final grades are a part of the student's permanent academic record and are recorded on the student's official transcript.

Figure 1 - How to Figure Grade Point Average

A = 4 Grade Points   B = 3 Grade Points   C = 2 Grade Points   D = 1 Grade Point   F = 0 Grade Points

Dept.	No.	Sec.	Course Title	Credits Attempted	Credits Completed	Grade	Quality Pts
BIO	102	01	General Biology II	4	4	B	12
MTH	120	01	Introduction to Mathematics	3	3	A	12
ENG	111	03	College Composition I	3	3	B	9
IST	114	01	Fundamentals of Computer Info. Sys.	3	3	B	9
PED	126	01	Archery	1	1	B	3
BUS	200	01	Principles of Management	3	3	B	9
			Semester Totals:	**17**	**17**		**54**

Semester GPA: 3.18

Quality points are computed by multiplying the number of credits completed by the grades earned. For example, for BIO 102--1 (4 credits), the student earned a B grade (3 points): 4 credits X 3 points = 12 quality points. Semester grade point average is computed by dividing the total quality points earned by the total credits attempted. For example, 54 divided by 17 = 3.18 semester GPA.

"P", "U", "W", "R", "S", and "X" grades do not count towards the grade point average.

Grading System

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

A	Excellent	4	grade points per credit
B	Good	3	grade points per credit
C	Average	2	grade points per credit
D	Poor	1	grade point per credit
F	Failure	0	grade points per credit

I Incomplete: No credit. Used for verifiable unavoidable reasons. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. 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 (B,C,D,F,P, R, or U) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of the Spring semester, students will have through the end of the subsequent Summer term to complete the requirements. A "W" grade will be awarded only under mitigating circumstances which must be documented by the student and approved by the Dean of Instruction.

P Pass: No grade point credit. Applies only to selected non-developmental courses which have College approval for the pass/unsatisfactory grading option. Only seven credit hours of "P" grades may be applied toward graduation.

U Unsatisfactory: No credit. Applies to Developmental Studies, noncredit courses, and selected credit courses which have College approval for the pass/unsatisfactory grading option.

W Withdrawal: No credit or academic penalty. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. See "Withdrawing from a Course" under "Registration Information" earlier in this section.

R Re-enroll: No credit. Student must reenroll to satisfactorily meet course objectives. To be used only for Developmental Studies (numbered 01 through 09).

S Satisfactory: No grade point credit. Used only for satisfactory completion of a Developmental Studies course (numbered 01 through 09).

X Audit: No credit. Permission of the Dean of Instruction is required to audit a course. After the last day for students to withdraw from a class without penalty, students may not change from credit to audit.

Pass/Unsatisfactory Grading Option: Grades available under the Pass/Unsatisfactory option are "P" and "U". A student enrolled in a class under this option receives one or the other of these two grades, except where an "R," "I," or "W" is appropriate. Permission of the Dean of Instruction is required for utilizing the Pass/Unsatisfactory option. The "P" grade is not included in GPA calculations. A maximum 7 semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree or certificate.

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

Graduation Requirements/Procedures and Academic Requirements

To be eligible for a degree, certificate or career studies certificate from the College, a student must have:

- Been admitted to the curriculum in which he/she expects to receive a degree or certificate.
- Fulfilled all of the course and credit hour requirements of the curriculum with 25 percent of the credits completed at GCC.
- Earned a GPA of at least 2.0 on all work attempted which is applicable toward graduation in his/her particular curriculum.
- Satisfied the College's computer competency requirement for programs of more than 45 semester hours.
- Fulfilled all exit assessment requirements (including completion of general education assessment instruments for Associate degree candidates).
- Filed an Application for Graduation in the Admissions and Records Office or completed the online graduation application.
- Resolved all financial obligations to the College and returned all materials, including library books.
- Been certified for graduation by the Registrar and the Vice President for Academic and Student Services.

Final responsibility for meeting all degree requirements rests with the student. Upon recommendation of the Dean of Instruction and the Vice President for Academic Affairs and Student Services, students who pursue a degree program but are unable to complete the degree requirements may be issued a certificate if the portion of study completed is equivalent to an approved certificate program offered at the College. If an approved certificate in the student's area of study is not offered at the College, an award of completion may be granted which specifies instructional hours completed.

Catalog Used for Graduation: Each new catalog becomes effective with the Fall semester of the year in which it is published. The catalog used to determine graduation requirements may be either of the following at the student's request:

The catalog in effect at the time a student was formally admitted into a curriculum. —OR—

Any subsequent catalog which came into effect while the student was enrolled in that curriculum at GCC.

Note: The catalog used in certifying graduation requirements will have been in effect no more than seven years prior to the time of graduation.

Application for Graduation: Students should apply for graduation according to the following schedule:

Semester final course will be completed:	Apply for graduation by:
Summer 2014	May 31, 2014
Fall 2014	September 30, 2014
Spring 2015	December 31, 2014

Applications are available in the Admissions and Records Office and online via myGCC. The College has two formal commencement ceremonies. Students who complete degree requirements during the Summer and Fall semesters will attend commencement following the Fall semester. Students who complete degree requirements during the Spring semester will attend the Spring commencement ceremony. Students will not be permitted to participate in the commencement ceremony prior to the completion of a program of study.

Graduation Honors: Students who have fulfilled all requirements applicable to their program are eligible for graduation honors. Graduation honors are determined by the student's cumulative grade point average and are only applicable to Associate Degrees. Appropriate honors based upon scholastic achievement are recorded on the student's permanent record as follows:

    3.2 GPA Cum Laude (with honor)

    3.5 GPA Magna Cum Laude (with high honor)

    3.8 GPA Summa Cum Laude (with highest honor)

Second Degree or Certificate: In awarding students an additional certificate or degree, the College may grant credit for all previously completed applicable courses which are requirements of an additional certificate or degree. However, the College reserves the right to determine the appropriateness of awarding additional degrees in order to maintain the academic integrity of the College. A General Studies Degree will not be conferred in addition to another AA&S Degree. The awards must also differ from one another by at least 25% of the credits.

Online Registration

Eligible students should visit www.germanna.edu for instructions regarding on-line registration as information is updated each semester. Students are responsible for complying with registration policies and procedures and meeting established deadlines. Questions regarding registration should be directed to the Admissions & Records Office at either campus. Phone: Locust Grove Campus (540)423-9122, Fredericksburg Area Campus (540)891-3020.

Registration Information

Registration is conducted at the College prior to the beginning of each semester. Current information about the registration schedule and registration procedures for new/readmitting students and continuing students is published each semester on the Admissions and Records website. Students are responsible for complying with registration policies and procedures and meeting established deadlines.

Questions regarding registration should be directed to the Admissions & Records Office at either campus. Phone: Locust Grove Campus (540) 423-9122, Fredericksburg Area Campus (540) 891-3020.

Repeating a Course

Students are limited to two enrollments in the same credit course. Requests to enroll in the same course for a third time must be documented on a Request to Repeat Course form and approved by the Dean of Instruction prior to registration. Repeating a course will affect a student's grade point average and may negatively affect financial eligibility. Please see "Course Repeat Policy" under "Grade Point Average" in the Academic Information section of this catalog.

Transfer Credit and Advanced Standing

Germanna Community College believes that a student's prior college-level learning and experience can be recognized and applied to their program of study, potentially saving time and money. Credit awarded through Advanced Standing is only applicable towards curriculum requirements at Germanna Community College and does not fulfill the College's residency requirement. If a student plans to transfer, it is critical that the student work with their faculty advisor and/or counselor with regard to the transfer policies at the destination school. Advanced Standing, through the awarding of credit toward specific curricular requirements, may be obtained in the following ways:

Transfer Credit: Coursework transferred to Germanna Community College must represent collegiate coursework applicable to the student's curriculum, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Germanna's curricula. Collegiate coursework from regionally accredited institutions typically meets the above criteria.

No credit will be given for courses with grades lower than "C." Technical and computer classes taken more than five years ago will not be accepted for transfer credits.

Credit by Exam: Credit may be awarded for the successful completion of certain nationally recognized exams such as Advanced Placement (AP), Cambridge Examination Program, College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST) and International Baccalaureate (IB) as well as approved institutionally developed challenge exams known as ABLE exams (Assessment by Local Examination).

Germanna Community College recognizes the rigor of the College Board AP exams and adheres to the policy established by the VCCS and awards credit in line with the American Council on Education (ACE) guidelines. Course credit is awarded for specific AP exams with a score of 3, 4 or 5. Students should request an official score report be sent from the College Board (http://sat.collegeboard.org/scores/send-sat-scores) to: Office of Admissions & Records, Germanna Community College, 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158. Please see the chart/link below for a listing of specific exams and course equivalencies.

A P Examination	Equated GCC Courses	Credit
Art History	ART 101-102	6
Chemistry	CHM 111-112	8
Calculus AB	MTH 173	5
Calculus BC	MTH 173-174	10
Comparative Government & Politics	PLS EEE	3
Computer Science A	CSC 201	4
Computer Science AB	CSC 201-202	8
Economics (Macro)	ECO 201	3
Economics (Micro)	ECO 202	3
English Language & Composition	ENG 111-112	6
English Literature & Composition	ENG 111-112	6
Environmental Science	ENV 136	3
European History	HIS 101-102	6
Foreign Language	201-202	6
General Biology	BIO 101-102	8
Government & Politics: US	PLS 211	3
Human Geography	GEO 210	3
Physics B	PHY 201-202	8
Psychology	PSY 200	3
Statistics	MTH 240	3
US History	HIS 121-122	6
World History	HIS 111-112	6

Germanna Community College recognizes the rigor of the University of Cambridge Advanced Examinations and adheres to the policy established by the VCCS and awards credit in line with the American Council on Education (ACE) guidelines. Course credit is awarded for specific Advanced Cambridge exams. Students should forward an official score report to: Office of Admissions & Records, Germanna Community College, 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158. Please see the chart/link below for a listing of specific exams and course equivalencies.

Cambridge Advanced Exam	Grade	GCC Course(s)	Credit
Accounting	A-C	ACC 211-212	6
Biology	A-C	BIO 101-102	8
Business Studies	A-C	BUS 100	3
Chemistry	A-B	CHM 111-112	8
Economics	A-C	ECO 201-202	6
English	A-C	ENG 111-112	6
Foreign Language	A-B	202	3
Mathematics	A-C	Course(s) to be determined based on the combination of completed tests (papers) by student	
Physics	A-B	PHY 201-202	8
Sociology	A-B	SOC 200	3

Germanna Community College accepts many of the College Board's CLEP tests and follows the policy established by the VCCS and awards credit in line with the American Council on Education (ACE) guidelines. Students should request an official score report be sent from the College Board (http://clep.collegeboard.org/) to: Office of Admissions & Records, Germanna Community College, 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158. Please see the chart/link below for a listing of specific CLEP tests and course equivalencies.

Business

CLEP Test Title	Required Score	Equivalent Course	Credit Granted
Financial Accounting	50	ACC 211	3
Introductory Business Law	50	BUS 241	3
Principles of Management	50	BUS 200	3
Principles of Marketing	50	MKT 100	3

Credit will not be awarded for this examination if the exam was administered more than 5 years ago.

College Composition and Literature

CLEP Test Title	Required Score	Equivalent Course	Credit Granted
American Literature	50	ENG 241-242	6
College Composition	50	ENG 111	3
College Comp. Modular	Not Accepted	No Equivalent	0
English Comp. w/Essay**	50	ENG 111	3
English Literature	50	ENG 243-244	6
Freshman College Comp.**	50	ENG 111	3
Humanities	50	HUM 201-202	6

**Test titles are no longer available but will receive credit.

History and Social Sciences

CLEP Test Title	Required Score	Equivalent Course	Credit Granted
American Government	50	PLS 211	3
American History I**	50	HIS 121	3
American History II**	50	HIS 122	3
History of the US I: Early Colonization to 1877	50	HIS 121	3
History of the US II: 1865 to Present	50	HIS 122	3
Human Growth & Dev,	50	PSY 230	3
Intro to Psychology	50	PSY 200	3
Intro to Sociology	50	SOC 200	3
Principles of Macroeconomics	50	ECO 201	3
Principles of Microeconomics	50	ECO 202	3
Western Civilization I	50	HIS 101	3
Western Civilization II	50	HIS 102	3

**Test titles are no longer available but will receive credit.

Sciences and Mathematics

CLEP Test Title	Required Score	Equivalent Course	Credit Granted
Biology	50	BIO 101-102	8
Calculus	50	MTH 173	5
Chemistry	50	CHM 111-112	8
College Algebra	50	MTH 163	3
College Mathematics	50	MTH 151-152	6
Precalculus	50	MTH 164	3
Trigonometry**	50	MTH 164	3

**Test titles are no longer available but will receive credit.

World Languages

CLEP Test Title	Required Score Level 1	2	Equivalent Courses by Level 1	2	Credit Granted Level 1	2
French Language	50	59	8	14	FRE 101-102	FRE 101, 102, 201, 202
German Language	50	60	8	14	GER 101-102	GER 101, 102, 201, 202
Spanish Language	50	63	8	14	SPA 101-102	SPA 101, 102, 201, 202

Germanna Community College accepts many of Prometric's DSST's (DANTES Subject Standardized Tests) and follows the policy established by the VCCS and awards credit in line with the American Council on Education (ACE) guidelines. Students should request an official score report be sent from Prometric's website (http://getcollegecredit.com/) to Office of Admissions & Records, Germanna Community College, 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158. Please see the chart/link below for a listing of specific DSST tests and course equivalencies.

Business

DSST Test Title	Required Score prior to 2008	Required Score after 2008	GCC Course	Credit
Business Law II	44	44	BUS 242	3
Business Mathematics	48	400	BUS 121	3
Human Resource Mgmt	46	46	BUS 205	3
Introduction to Business	46	400	BUS 100	3
Money and Banking	48	48	ECO EEE	3
Organizational Behavior	48	48	BUS 201	3
Personal Finance	46	400	FIN 107	3
Principles of Finance	46	400	FIN 215	3
Principles of Financial Acct.	47	47	ACC 211	3
Principles of Supervision	46	400	BUS 211	3

Communications

DSST Test Title	Required Score prior to 2008	Required Score after 2008	GCC Course	Credit
Principles of Public Speaking*	47	47	CST 100	3

* In addition to a minimum score of 47 on the multiple-choice test, an examinee must also receive a passing grade on the speech portion of the examination.

Health

DSST Test Title	Required Score prior to 2008	Required Score after 2008	GCC Course	Credit
Here's to Your Health	48	400	HLT 110	3

Math

DSST Test Title	Required Score prior to 2008	Required Score after 2008	GCC Course	Credit
Fundamentals of College Algebra	47	400	MTH 158	3
Principles of Statistics	48	400	MTH 240	3

Physical Science

DSST Test Title	Required Score prior to 2008	Required Score after 2008	GCC Course	Credit
Environment & Humanity	46	46	ENV EEE	3
Physical Geology	46	46	GOL EEE	3
Principles of Physical Sci.	47	47	PHY EEE	3

Social Sciences

DSST Test Title	Required Score prior to 2008	Required Score after 2008	GCC Course	Credit
A History of the Vietnam War	44	44	HIS EEE	3
Criminal Justice	49	400	ADJ 100	3
Human/Cultural Geography	48	48	GEO 210	3
Intro. to Law Enforcement	45	45	ADJ 110	3
Intro. to the Modern Middle East	47	47	HIS EEE	3
Lifespan Devel. Psychology	46	46	PSY 230	3
Rise & Fall of the Soviet Union	45	45	HIS EEE	3
Western Europe	45	45	HIS EEE	3

Technology

DSST Test Title	Required Score after 2008	GCC Course(s)	Credit
Intro. to Computing	400	ITE 100	3

(Note: test results over 5 years old for this test will not be accepted)

Germanna Community College recognizes the quality of the International Baccalaureate Program and follows the policy established by the VCCS and awards credit on a course-by-course basis. Course credit will be given for scores of 5, 6, or 7 on the higher level (HL) examinations. No credit will be awarded solely for earning a Diploma, for the results of any standard level examinations, or for scores below 5 on higher-level examinations. Students should request an official score report be sent from the IBO (http://www.ibo.org/iba/transcripts/) to: Office of Admissions & Records, Germanna Community College, 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158. Please see the chart/link below for the specific IB exams and course equivalencies.

IB HL Exam	GCC Course	Credits
Biology	BIO 101-102	8
Chemistry	CHM 111-112	8
Economics	ECO 120	3
English A1 or B	ENG 111	3
French A1 or B	FRE 201-202	6
History	HIS 101	3
Mathematics	MTH 173	5
Physics	PHY 201-202	8
Psychology	PSY 200	3
Spanish A1 or B	SPA 201-202	6
Visual Arts	ART 131	4

Assessment by Local Exam (ABLE)

Using exams prepared by GCC faculty, Assessment by Local Exam (ABLE) allows students to receive credit for courses by demonstrating they have acquired the competencies through prior education or other experiences. In most cases, students must contact the department offering the exam to determine if they are qualified to take the exam; they may have to meet certain background requirements in order to qualify.

There is no charge for ABLE exams or for having credit recorded on the student's permanent record. Credits earned through ABLE exams do not count toward the College residency requirement and may or may not transfer to other institutions of higher education.

Currently GCC has one ABLE exam. The Student Development Assessment by Local Exam (SDV ABLE) allows students to receive one credit for the SDV course requirement by demonstrating they have acquired the competencies through prior education or other experiences. The Advanced Standing option includes two parts: (1) the SDV ABLE EXAM on content covered in the SDV 100 course; and (2) the completion of a receipt form with signature acknowledging the student has received a copy of the College's Student Handbook. To be eligible to take the SDV ABLE Exam option, students must be transferring into Germanna from another accredited institution of higher education with a minimum of 24 credits but with no completed degree. Students must meet additional criteria as well, so students should contact the Coordinator of Counseling in the Counseling Centers at either Fredericksburg Area Campus or Locust Grove Campus in order to determine eligibility for this option.

ABLE Exam	Course	Credits
SDV 100	College Success Skills	1

Credit for Military Training: Credit may be awarded for military training and experience as recommended by ACE (A Guide to the Evaluation of Educational Experience in the Armed Services http://www.militaryguides.acenet.edu/) as those credits fit into the specific curriculum selected by the student. http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx) Students must request a review of their military training and experience be transcribed through the Joint Services(https://jst.doded.mil/smart/) and send it to: Office of Admissions & Records, Germanna Community College, 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158.

Credit for Other Courses: Credit may be awarded for courses that do not meet the College's normal criteria for transfer in accordance with established articulation agreements or as recommended by the ACE typically in the applied degree programs. Such courses could include police academy training, American Institute of Banking course, emergency medical and paramedic certifications, fire science, nursing, and police science, etc. To obtain transfer credit or advanced standing, students must request that official documentation be forwarded directly from the issuing institution to: Office of Admissions & Records, Germanna Community College, and 2130 Germanna Highway, Locust Grove, VA 22508. Please direct inquiries for evaluation of credit to 540-423-9158.

Fire Science Technology - Virginia Department of Fire Programs and the National Board on Fire Service Professional Qualifications

Advanced standing credits may be awarded to Germanna Community College students presenting proof of appropriate certification by the Virginia Department of Fire Programs (VDFP) or the National Board on Fire Service Professional Qualifications (NBFSPQ) as shown in the table below. GCC awards for credentials that are within 5 years (60 months) with the original certificate and/or verification from a national registry. Any certifications beyond 60

months may be reviewed and recommended by the Chair of the Fire Science Department and approved by the Dean of Enrollment Services/Registrar to be sure that the records are consistent. Certifications that have expired or are over five years old may not qualify. Credits will be granted upon completion of all other FST curriculum requirements and applied as necessary toward graduation requirements.

Effective July 1, 2009, the VCCS approved advanced standing credit for VDFP programs. It can be viewed at http://www.vafire.com/higher_education/pdf/ Final_FST_VCCS_VDFP_crosswalk_pdf.pdf. This policy states that not all FST courses are available at all VCCS colleges, so the "determination of which of the courses apply to the Fire Science Technology degree program will be made by the college offering the program." The courses that apply at GCC are those in the chart below.

VDFP or NBFSPQ Certification	GCC Courses	Credits
Firefighter I and Firefighter II or	FST 100 Principles of Emergency Services	3
Hazardous Material Technician	FST 112 Hazardous Materials Chemistry	3
Fire Inspector	FST 115 Fire Prevention	3

Licensed Practical Nurse (LPN)
Students enrolled in the LPN to RN program will be awarded 13 credits for their LPN Licensure and demonstrated proficiency as defined by the nursing faculty on standardized nursing achievement tests. These credits will be awarded at the completion of the RN program.

Additionally, graduates of Career Training Solutions, who have completed 400 hours of Direct Patient Care Clinical and are currently licensed practical nurses will be awarded the following articulated credit towards Germanna Community College's RN degree:

Career Training Solution Course	GCC Course
PN 120 Anatomy & Physiology (8cr)	BIO 141-142 (8cr)
PN 110 Journey Across the Lifespan (1 cr)	
PN 270 Geriatric/Leadership Nursing (2cr)	PSY 230 (3cr)
PN 160 Pharmacology (7cr)	HLT 250 (3cr)

Pharmacology must be taken within 3 yrs of GCC program initiation.

Transfer Opportunities
Students planning to transfer to a four-year college or university are responsible for determining the transfer admission policies and requirements of the department or program at the intended institution. These policies and requirements should guide a student in choosing a course of study and appropriate electives at Germanna.

Catalogs and transfer guides for four-year institutions are available on line at the GCC Counseling web site. Counselors and faculty advisors will provide assistance to students in designing an appropriate program of study.

A College Tour, which features representatives from four-year institutions, is held on campus each year during the fall semester. This provides an opportunity for students to speak directly with college representatives and obtain additional information. Many four-year schools also offer individual advising sessions at Germanna and even on-the-spot acceptance decisions.

Guaranteed Admission and Articulation Agreements
The purpose of a Guaranteed Admission Agreement is to insure acceptance of Germanna graduates with an Associate of Arts and Sciences degree, Associate of Science degree and in some cases an Associate of Applied Science Degree who have earned a GPA as specified by the transfer institution. Most colleges will consider students to have met lower division requirements. Admission to a particular academic program may still be competitive.

Option 1: Guaranteed Admission Agreements
If you graduate with an AA&S or AS transfer degree (and in some cases an AAS) and meet GPA requirements set by each 4-year school, you are guaranteed acceptance at selected public and private 4-year institutions.

You will generally enter with junior status and meet general education or core requirements. However, some 4-year colleges have additional requirements that you must meet. Review these requirements on our Transfer webpage on our website www.germanna.edu.

Some academic programs or majors within an institution have their own GPA and prerequisite requirements. Further acceptance by the department offering the program is necessary.

Option 2: Transferring Without an Associate's Degree
Most 4-year schools prefer that you complete a minimum of 24-30 credits at GCC before you transfer. If you have fewer than 30 credits when you apply, you will probably have to submit high school transcripts and SAT/ACT scores. You also run the risk of losing credits because your GCC coursework will be evaluated on a course-by-course basis. Be sure to choose courses at GCC that will transfer to the college of your choice!

Option 3: Transferring to a College that Does Not Have a Guaranteed Admission Agreement with Germanna
Maximize the number of credits that will transfer by completing an AA&S or AS degree. Many colleges accept the AA&S or AS degree in its entirety. Access the college websites and link to Admissions. There, you will be able to find information for prospective transfer students including policies regarding course transferability and VCCS courses that will be accepted.

Option 4: Transferring to a College Even Though You are Missing Some of the Requirements for Guaranteed Admission
The Guaranteed Admission Agreement is just one way to transfer! If you meet most of the 4-year school's requirements, then apply as a "regular" transfer student. Admission will not be guaranteed, but chances are you will be a strong candidate for admission.

State Policy on Transfer: The State Policy on Transfer was developed to facilitate transfer between State-supported community colleges and senior colleges and universities. This policy includes the following provisions:
- Each student who satisfactorily completes a transfer degree program at a community college in Virginia should be assured the opportunity to transfer to a state supported baccalaureate institution.
- Transfer admissions priority should be given to students who have completed a transfer degree over those who have not.
- Admission to a given institution does not guarantee admission to particular degree-granting programs, majors, minors, and fields of concentration.
- Admission to specific programs, majors, minors, and fields of concentration may require, for example, a minimum grade point average and specific prerequisite courses.
- Students who have earned an associate degree based upon a baccalaureate-oriented sequence of courses should be considered to have met lower-division general- education requirements of senior institutions.

A list of Institutions with Guaranteed Admission Agreements for Germanna Graduates is available on our website www.germanna.edu or in the Counseling Center at Locust Grove Campus or Fredericksburg Area Campus.

Withdrawing from a Course

A student may withdraw from a course without academic penalty and receive a grade of "W" during the first 60% of the semester or session. The date identified as the "Last Day to Withdraw without Academic Penalty" for each semester or session is published in the current Schedule of Classes. Appropriate paperwork must be received and processed by the Admissions and Records Office on or before the published deadline.

After that time, if a student withdraws or is withdrawn from a course, a grade of "F" will be assigned. Exceptions to this policy may be considered under mitigating circumstances if the student was making satisfactory progress in the course when their attendance or participation ceased. Mitigating circumstances must be documented by the student in a formal written petition and submitted to the appropriate Dean of Instruction for review and consideration. A copy of this documentation will be placed in the student's academic file.

Note: Mitigating circumstances are defined as instances in which the student was unable to complete the course due to serious illness, death in the immediate family, fulltime employment or shift change, or move from the area.

Programs of Study

Academic Programs
Germanna Community College is a comprehensive institution of higher education offering programs of instruction generally extending no more than two years beyond the high school level. The College provides residents of the area with opportunities to pursue many educational goals. In addition, the College offers a strong counseling program and other services to students, all designed to assist students in making decisions regarding occupational, educational, and personal goals.

General Education Goals
General Education is that portion of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. Germanna Community College graduates will demonstrate competency in the following general education areas:

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

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

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

Information Literacy-A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively.

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

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

Scientific Reasoning-A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomenon. The associate degree programs at Germanna Community College support a collegiate experience that focuses on the above definitions and attendant areas.

Programs of Instruction at Germanna Community College:
Occupational-Technical: Programs designed for students to enter the workforce after completion. Some occupational-technical programs are accepted for transfer by four-year institutions. Please contact counseling or your advisor for more information.

College Transfer: Programs designed for transfer to baccalaureate degree programs in four-year colleges and universities.

General Interest: Courses designed to be meaningful to an individual in his/her development as a person, as a family member, and as a citizen. These courses may be taken as part of a program or separately for personal interest.

Developmental Studies: Courses numbered 01-09 which help individuals obtain the knowledge and skills necessary to succeed in courses in occupational-technical or college transfer programs, to meet current and future job requirements, or to meet personal goals.

Distance Learning: Germanna Community College is committed to providing access to its programs of study. Through Distance Learning, the College offers the following alternatives to traditional classroom-based instruction (www. germanna.edu/dl/):

- On-line Courses can be taken anywhere there is access to the Internet. These courses allow students to participate within a more flexible schedule, twenty-four hours a day, and seven days a week. Students can communicate with their instructor and each other in a variety of ways, such as online discussion groups, virtual chat, e-mail, and telephone. Access to course materials is through the Blackboard course management system. Access to educational resources and support is available through Germanna's Library, Student Services, and the Tutoring Center.

- Hybrid Courses combine face-to-face and online instruction.

- Interactive Courses These are live, two-way courses taken in the College's Commonwealth Classrooms via the Virginia Distance Education Network (VDEN).The College has interactive video classrooms at all sites to bring courses simultaneously to students at any location. For more information about distance education at Germanna, students can talk to a counselor or faculty advisor, or they can go to the distance education website at www. germanna.edu/dl/.

International Education: Since its inception, Germanna Community College has sought to globalize its curriculum through cross-cultural travel, faculty and student exchange, and international programs and activities. Germanna has encouraged students and faculty to participate in regularly offered extracurricular discussion groups and in credit and noncredit travel programs. Students and faculty have benefited from travel abroad to such places as India, Mexico, Central America, and Europe. Germanna Community College remains committed to increasing global awareness within its learning community.

Courses for Teacher Recertification: Some courses offered at Germanna Community College may be appropriate for persons seeking teacher recertification. All proposed course work taken to comply with the Commonwealth of Virginia's Certification Requirements for Teachers and for professional development must be approved by the teacher's employer (school district principal or superintendent, as appropriate) prior to enrolling in these courses.

Special Training: Provided where specific employment opportunities are available for new or expanding industries; coordinated with Virginia's economic expansion efforts and with the needs of employers.

Specialized Regional and Community Services: Noncredit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities to the citizens of the area.

Old Dominion University Distance Learning in Partnership with Germanna Community College

The Virginia Community College System and Old Dominion University have a long-standing partnership making it easier for students to complete a bachelor's degree without leaving their local communities. Students can complete a degree program with ODU after transferring an applied associate's degree or a transferrable associate's degree. Guaranteed Admissions is available for students in articulated applied or transferrable degrees programs. Old Dominion University courses are offered in a variety of delivery technologies. For more information about ODU's programs and options for completion, visit http://dl.odu.edu

ODU Distance Learning Bachelor's, Master's, and PhD Programs:

Students can earn bachelor, master, and PhD degrees at Germanna Community College in Fredericksburg through Distance Learning (DL). DL is a partnership between Germanna Community College and Old Dominion University. Distance Learning students complete their first two years of course work at Germanna Community College. Old Dominion University provides the remaining course work at the Fredericksburg campus through satellite courses using state-of-the-art audio and video technologies. In addition, some classes are delivered via video streaming and online. A number of programs use two-way audio and video via Polycom connections to home computers. All modes of delivery allow students to interact with the professor and with other members of the class.

The following Bachelor degrees are available: Business Administration (Accounting, Management, Marketing, Finance, and Information Systems), Criminal Justice, Engineering (Civil, Electrical, Mechanical), Computer Science, Health Sciences (dental hygiene, Human services), Human Services, Interdisciplinary Studies (Teacher Prep PK-6, Special Education with Licensure, Professional Studies), Communications, Nursing—RN to BSN, Professional Writing, Work and Professional Studies, and Occupational Technical Studies (industrial training, training specialist). Teacher re-certification courses are also available for in-service teachers. Teacher master/licensure is also available for those who have a Bachelor's degree.

The following Master's programs are offered: Public Health (Health promotion and Education, Environmental), Counseling (school or mental), Prek-6 with licensure, Nursing—BSN to MSN (nurse educator, nurse leader, family nurse practitioner), Special Education.

The following doctoral programs are offered: Community College Leadership--PhD, Instructional Design & Technology—PhD, and Nursing Practice—DNP.

For more information, contact the ODU Distance Learning site at 540-834-1045 or come to FAC1, Room 108 at the Fredericksburg campus.

Associate of Arts & Sciences (AA&S)

Transfer Programs

Degree: Associate of Arts & Sciences (AA&S)

Purpose: Each of the transfer programs listed is intended for the student who wishes to pursue a baccalaureate degree at a four-year college or university. Required courses in written and oral communication, humanities, natural sciences, mathematics, history, social sciences, and health and physical education will meet most of the general education requirements of the first two years at a four-year college or university.

Students who intend to transfer should acquaint themselves with the requirements of their prospective college or university. Germanna maintains a collection of current catalogs for Virginia colleges in the Counseling offices. Faculty advisors and counselors can also provide advice. However, it is the responsibility of each student to determine the specific courses that he or she will need to transfer into specific departments or programs at specific four-year colleges or universities.

Admission Requirements: In addition to the admission requirements established for the College, students who intend to pursue a transfer degree program should have completed in high school as a minimum: 4 units of English, 2 units of college preparatory mathematics, 1 unit of laboratory science, and 1 unit of social studies or history. All students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Transfer Program Core Curriculum: Each transfer program has its own specific requirements. Students should study the requirements listed for their degree and work with their advisors to complete a chosen field of study. Before registering for classes, students should check the prerequisites listed with course descriptions in this catalog. Please note that prerequisites may change. Admissions and Records maintain the most up-to-date prerequisite list. Upon completion of all of the requirements in a specific program, the student will be awarded the Associate of Arts and Sciences degree. Under the State Transfer Agreement, a student should be able to transfer as a junior to most four-year institutions in Virginia.

MINIMUM REQUIREMENTS		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112 and any ENG (Literature)	9
Math	See majors for specific MTH courses	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[1]	2
	Note: HLT 143, 250, 261, 262, 263, *and* 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 <u>AND</u> any course	
	from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	Any course from ECO[2], PLS, PSY[3], or SOC[4] <u>AND</u> any course from	
	ECO2, GEO, HIS, PLS, PSY3, SOC4	6
Lab Sciences	Any two-semester sequence in BIO, CHM, or PHY	8
	Note: BIO 141 and BIO 142 do not meet the science requirement	
Communication	CST 100, CST 110, or CST 126	3
Transfer Elective(s):	Any course which has been approved as a transfer elective[5]	Varies

Students graduating from a transfer program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test. Students are encouraged not to wait until the final semester to complete this requirement.

1. *Veterans may be awarded credit for military experience to meet this requirement.*
2. *ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.*
3. *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*
4. *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*
5. *Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/transfer_electives.asp.*

   Students graduating from a transfer program will be required to participate in a general education outcomes assessment during their last semester.

Business Administration

Purpose: The Business Administration program is designed for the student who plans to transfer to a four-year institution to complete a baccalaureate degree in business administration. Students who wish to pursue careers in accounting, management, marketing, economics, public administration, finance, banking, or human resource management should select this program.

BUSINESS ADMINISTRATION CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112 and any ENG (Literature)	9
Mathematics	MTH 163-240 or 163-271	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[1]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 AND any course	
	from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	ECO 201-202	6
Lab Sciences	Any two-semester sequence in BIO, CHM, or PHY	8
	Note: BIO 141 and BIO 142 do not meet the science requirement	
Communication	CST 100, CST 110, or CST 126	3
Transfer Elective(s)	Any course which has been approved as a transfer elective [2]	6
Accounting	ACC 211-212	7
Introduction to Business	BUS 100	3
Total Minimum Credits		**63**

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test. Students are encouraged not to wait until the final semester to complete this requirement.

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR				
Fall		**Spring**			**Fall**		**Spring**		
SDV	1	Transfer Elective(s)	6		ENG (Literature)	3	ACC 212	3	
ENG 111	3	ENG 112	3		History (I)	3	History (II)	3	
MTH (see above)	3	MTH (see above)	3		Health/Physical Education	1	CST 100, 110, or 126	3	
Health/Physical Education	1	Lab Science (II)	4		Humanities Elective (I)	3	Humanities Elective (II)	3	
Lab Science (I)	4				ECO 201	3	ECO 202	3	
BUS 100	3				ACC 211	4			
Total Credits	**15**	**Total Credits**	**16**		**Total Credits**	**17**	**Total Credits**	**15**	

1   *Veterans may be awarded credit for military experience to meet this requirement.*

2   *Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/ transfer_electives.asp.*

   Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Arts & Sciences (AA&S)

Education

Purpose: The Education program is designed to provide the courses in general education for the student who plans to complete a baccalaureate degree program in teacher education at a four-year institution. Students who plan to enter this program should be aware of the opportunities for professional employment in the several specialized areas of teaching and counseling.

EDUCATION CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112 and any ENG (Literature) course	9
Mathematics	Any two MTH courses 151 or higher[1]	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[2]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 AND any two courses from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	9
Social Sciences	PSY 200[3], SOC 200, and any course from ECO[4], GEO, HIS, PLS, PSY[3], or SOC[5]	9
Lab Sciences	Any two-semester sequence from BIO, CHM, or PHY	8
	Note: BIO 141 and BIO 142 do not meet the science requirement	
Communication	CST 100, CST 110, or CST 126	3
Education	EDU 200	3
Transfer Elective(s)	Any course which has been approved as a transfer elective[6]	6
Total Minimum Credits		**62**

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test. Students are encouraged not to wait until the final semester to complete this requirement.

SUGGESTED SCHEDULING:

FIRST YEAR

Fall		Spring	
SDV	1	Lab Science (II)	4
ENG 111	3	ENG 112	3
MTH	3	MTH	3
HIS (I)	3	HIS (II)	3
Health/Physical Education	1	CST 100, 110, or 126	3
Lab Science (I)	4		
Total Credits	**15**	**Total Credits**	**16**

SECOND YEAR

Fall		Spring	
ENG (Literature)	3	EDU 200	3
Health/Physical Education	1	Transfer Elective(s)	3
Humanities Elective (I)	3	Humanities Elective (II)	3
PSY 200	3	Humanities Elective (III)	3
SOC 200	3	Social Science Elective	3
Transfer Elective(s)	3		
Total Credits	**16**	**Total Credits**	**15**

1 Students should check with institutions to which they are considering transferring to determine appropriate MTH courses and/or sequences.

2 Veterans may be awarded credit for military experience to meet this requirement

3 PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.

4 ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.

5 SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.

6 Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/transfer_electives.asp.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Education Specialization K-8

Purpose: The Education K-8 Specialization program is designed to provide the courses in general education for the student who plans to complete a baccalaureate degree program in elementary education at a four-year institution. Students who plan to enter this program should be aware of the opportunities for professional employment in the several specialized areas of teaching and counseling.

EDUCATION SPECIALIZATION K-8 CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or SDV 101[1]	1
English	ENG 111-112 and any one Literature course from the following:	
	ENG 241, ENG 242, ENG 243, ENG 244, ENG 251, ENG 252	9
Mathematics	MTH 151-152 or MTH 163-240[2]	6
History	HIS 121-122 and HIS 101 or HIS 102	9
Health/Physical Education	Any HLT or PED course(s)[3]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	One of the following: ART 101, ART 102, ART 105, MUS 121, or MUS 122	3
Social Sciences	GEO 210, PLS 135, and ECO 201 or ECO 202	9
Lab Science	BIO 101-102	8
Communication	CST 110	3
Computer Competency	ITE 115[4]	3
Education	EDU 200	3
Transfer Elective(s)	Any course which has been approved as a transfer elective[5]	6
Total Minimum Credits		**62**

SUGGESTED SCHEDULING:

FIRST YEAR				SECOND YEAR			
Fall		**Spring**		**Fall**		**Spring**	
SDV 101	1	BIO 102	4	ENG (Literature)	3	PLS 135	3
ENG 111	3	ENG 112	3	HIS 101 or HIS 102	3	ECO 201 or 202	3
MTH	3	MTH	3	GEO 210	3	Humanities Elective	3
BIO 101	4	HIS 122	3	ITE 115	3	EDU 200	3
HIS 121	3	CST 110	3	Transfer Elective	3	Transfer Elective	3
HLT	2						
Total Credits	**16**	**Total Credits**	**16**	**Total Credits**	**15**	**Total Credits**	**15**

1   Students are strongly encouraged to take SDV 101.

2   Students should check with institutions to which they are considering transferring to determine appropriate MTH courses and/or sequences.

3   Veterans may be awarded credit for military experience to meet this requirement.

4   Students passing the computer competency exam will need to take an additional transfer elective course in place of ITE 115.

5   Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/transfer_electives.asp. It is recommended that students select electives based on the requirements of the education program to which they wish to transfer.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Arts & Sciences (AA&S)

General Studies

Purpose: The General Studies program is intended for students who wish to transfer to a four-year college or university. For students who are uncertain about their educational goals, this curriculum offers sufficient flexibility so that students may take courses that are accepted at most public four-year institutions in a wide variety of baccalaureate degree programs. It also provides greater opportunity than that offered in other college-transfer programs for the student to take courses that emphasize areas of academic strength and interest. Students are urged to acquaint themselves with the requirements of the major department in planning their programs.

GENERAL STUDIES CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112 and any ENG (Literature) course	9
Mathematics	Any two MTH courses 151 or higher[1]	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[2]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 <u>AND</u> any course	
	from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	Any course from ECO[3], PLS, PSY[4], or SOC[5] AND any course from ECO3, GEO, HIS, PLS, PSY4, SOC5	6
Lab Sciences	Any two-semester sequence in BIO, CHM, or PHY	
	Note: BIO 141 and BIO 142 do not meet the science requirement	
Communication	CST 100, CST 110, or CST 126	3
Transfer Elective(s)	Any course which has been approved as a transfer elective[6]	15
Total Minimum Credits		**62**

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test.

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR				
Fall		**Spring**			**Fall**		**Spring**		
SDV	1	CST 100, 110, or 126	3		Humanities Elective (I)	3	Humanities Elective (II)	3	
ENG 111	3	ENG 112	3		Social Sciences Elective (I)	3	Social Sciences Elective (II)	3	
MTH	3	MTH	3		ENG (Literature)	3	Transfer Elective(s)	9	
History (I)	3	History (II)	3		Transfer Elective(s)	6			
Health/Physical Education	1	Health/Physical Education	1						
Lab Science (I)	4	Lab Science (II)	4						
Total Credits	**15**	**Total Credits**	**17**		**Total Credits**	**15**	**Total Credits**	**15**	

1 *Students should check with institutions to which they are considering transferring to determine appropriate MTH courses and/or sequences.*
2 *Veterans may be awarded credit for military experience to meet this requirement.*
3 *ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.*
4 *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*
5 *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*
6 *Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/ transfer/transfer_electives.asp.*
Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

General Studies - Psychology Specialization

Purpose: The Psychology Specialization of the General Studies Transfer Degree Program is designed for students who plan to pursue a Bachelor's degree in Psychology at a four-year college or university. While the standard General Studies curriculum provides flexibility for students who are uncertain about their educational goals, the Psychology Specialization is designed to provide a solid academic foundation in Psychology.

Students who complete this program of study can earn junior-class standing at a four-year college or university and will have completed courses that generally serve as prerequisites for advanced undergraduate coursework in Psychology. Additionally, the Psychology Specialization is designed to accommodate the needs of students pursuing or who have completed the Career Studies Certificate in Paraprofessional Counseling (CSCPC).

Like other transfer degree programs, students pursuing the Psychology Specialization take courses that are accepted at most public four year institutions in a wide variety of baccalaureate degree programs. However, departments of Psychology differ greatly in their approaches to the undergraduate major in Psychology and students are urged to acquaint themselves with the degree requirements of potential college or university transfer destinations.

PSYCHOLOGY SPECIALIZATION CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV	1
English	ENG 111-112 and any ENG (Literature) course	9
Mathematics	Any two math courses 151 or higher[1]	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[2]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 AND any course	
	from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language[3]	6
Social Sciences	Any course from ECO[4], PLS, PSY[5], or SOC[6] AND any course from	
	ECO[4], GEO, HIS, PLS, PSY[5], SOC[6] *(Note on next page[7])*	6
Lab Sciences	BIO 101-102	8
Communication	CST 100, CST 110, or CST 126	3
Psychology Transfer Electives:	Foundation: PSY 200	3
	Human Development: PSY 235 or PSY 230[8]	3
	Psychology Electives: Any three from PSY 105, PSY 120, PSY 126, PSY 215,	
	PSY 216, PSY 225, PSY 226, PSY 240, PSY 255, PSY 290 or PSY 293, PSY 298[9]	9
Total Minimum Credits		**62**

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test. Students are encouraged not to wait until the final semester to complete this requirement.

SUGGESTED SCHEDULING:

FIRST YEAR

Fall		Spring	
PSY 200	3	PSY Elective	3
SDV 100	1	PSY 230 or PSY 235	3
MTH 151 (or higher)	3	MTH 151 (or higher)	3
ENG 111	3	ENG 112	3
Health/Physical Education	1	BIO 102	4
BIO 101	4		
Total Credits	**15**	**Total Credits**	**16**

SECOND YEAR

Fall		Spring	
PSY Elective	3	PSY Elective	3
SOC Elective	3	Humanities Elective	3
Humanities Elective	3	CST 100, 110, or 126	3
ENG (Literature)	3	Social Sciences Elective	3
Health/Physical Education	1	HIS	3
HIS	3		
Total Credits	**16**	**Total Credits**	**15**

1   Students should check with institutions to which they are considering transfer to determine appropriate MTH courses and/or sequences.
2   Veterans may be awarded credit for military experience to meet this requirement.
3   Coursework in PHI or SPA is recommended for satisfaction of this requirement.
4   ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.
5   PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.
6   SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.
7   Students pursuing the Career Studies Certificate in Paraprofessional Counseling complete the Social Sciences requirement using PSY courses required by that curriculum. Students not pursuing that curriculum should complete the Social Sciences requirement by taking any other Social Science course (ECO, GEO, HIS, PLS, or SOC) that transfer destinations might require for completion of the Bachelor's degree.
8   Students pursuing the Career Studies Certificate in Paraprofessional Counseling must take PSY 230. Students cannot earn credit for both PSY 235 and PSY 230. Students should contact the four-year institution(s) to which they may transfer to determine how credit might be awarded for PSY 235 and PSY 230.
9   Students pursuing the Career Studies Certificate in Paraprofessional Counseling must fulfill this requirement using PSY courses required by that curriculum, including PSY 226 and PSY 290. Students must complete PSY 226, 12 credit hours and gain the approval of the Paraprofessional Counseling Program Head prior to registering for PSY 290. Students should contact the four-year institution(s) to which they may transfer to determine how credit might be awarded for any PSY elective.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Arts & Sciences (AA&S)

Liberal Arts

Purpose: The Liberal Arts program is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree, usually the Bachelor of Arts degree, in the liberal arts or social sciences. Students are urged to acquaint themselves with the requirements of the major department in planning their programs. Students should select this curriculum if they intend to major in one of the following disciplines: Economics, English, Foreign Language, Pre-Law, History, Humanities, Journalism, Library Science, Literature, Philosophy, Political Science, Government, Religion, or Sociology.

LIBERAL ARTS CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112 and any course from ENG (Literature)	9
Mathematics	Any two MTH courses 151 or higher[1]	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[2]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 <u>AND</u> any course from ART, ENG (Literature), HUM, MUS, PHI, or REL	6
Social Sciences	Any course from ECO[3], PLS, PSY[4], or SOC[5] AND any course from ECO[3], GEO, HIS, PLS, PSY[4], SOC[5]	6
Lab Sciences	Any two-semester sequence in BIO, CHM, or PHY	8
	Note: BIO 141 and BIO 142 do not meet the science requirement	
Communication	CST 100, CST 110, or CST 126	3
Transfer Elective(s)	Any course which has been approved as a transfer elective[6]	1-12
Program requirements	Students must complete through 202 in a foreign language. Those who have successfully completed foreign language in high school may take a CLEP test in order to begin foreign language study at a level beyond 101. See advisor for additional information. Students who do not require the full two years of a foreign language must substitute transfer elective courses for the remaining credits.	3-14
Total Minimum Credits		**62**

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test. Students are encouraged not to wait until the final semester to complete this requirement.

SUGGESTED SCHEDULING:

FIRST YEAR

Fall		Spring		SECOND YEAR Fall		Spring	
SDV	1	ENG 112	3	ENG (Literature)	3	CST 100, 110, or 126	3
ENG 111	3	MTH (see above)	3	Health/Physical Education	1	Health/Physical Education	1
MTH (see above)	3	History (II)	3	Humanities Elective (I)	3	Humanities Elective (II)	3
History (I)	3	Social Science Elective (II)	3	Lab Science (I)	4	Lab Science (II)	4
Social Science Elective (I)	3	Foreign Language II or Transfer Elective	3-4	Foreign Language (III)	3	Foreign Language (IV)	3
Foreign Language (I) or Transfer Elective	3-4			Transfer Elective	1-3		
Total Credits	**16-17**	**Total Credits**	**15-16**	**Total Credits**	**15-17**	**Total Credits**	**14**

1 *Students should check with institutions to which they are considering transferring to determine appropriate MTH courses and/or sequences.*

2 *Veterans may be awarded credit for military experience to meet this requirement.*

3 *ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.*

4 *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*

5 *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*

6 *Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/transfer/transfer_electives.asp.*

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Arts & Sciences (AA&S)

Science

Purpose: The Science program is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in a pre-professional or scientific program. It is appropriate for students who plan to major in one of the biological or physical sciences, pharmacy, agriculture, forestry, science education, pre-medicine, pre-dentistry, pre-veterinary, nursing, or one of the many allied health professions.

SCIENCE CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Mathematics	MTH 163-240, or MTH 163-271, or MTH 166-173, or MTH 170-240 or MTH 173 and 174[1]	6
History	Any two HIS courses	6
Health/Physical Education	Any HLT or PED course(s)[2]	2
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 AND any course	
	from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	Any course from ECO[3], PLS, PSY[4], or SOC[5] AND any course from	
	ECO[3], GEO, HIS, PLS, PSY[4], SOC[5]	6
Lab Sciences	Any two full-year sequences in BIO, CHM[6], PHY (Two different discipline areas must be represented.)	16
Communication	CST 100, CST 110, or CST 126	3
Science Elective(s)	Any course from BIO (not 149), CHM, PHY, ENV, or GOL[7]	3-4
Transfer Elective(s)	Any course which has been approved as a transfer elective[8]	5-6
Total Minimum Credits		**61**

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test. Students are encouraged not to wait until the final semester to complete this requirement.

SUGGESTED SCHEDULING:

FIRST YEAR				SECOND YEAR				
Fall		**Spring**		**Fall**		**Spring**		
SDV	1	Science Elective(s)	3-4	Humanities Elective (I)	3	Humanities Elective (II)	3	
ENG 111	3	ENG 112	3	Social Sciences Elective (I)	3	Social Sciences Elective (II)	3	
MTH	3	MTH	3	Lab Science (III)	4	Lab Science (IV)	4	
History (I)	3	History (II)	3	CST 100, 110, or 126	3	Transfer Elective(s)	5-6	
Lab Science (I)	4	Lab Science (II)	4	Health/Physical Education	1			
Health/Physical Education	1							
Total Credits	**15**	**Total Credits**	**16**	**Total Credits**	**14**	**Total Credits**	**16**	

1 *Students should check with institutions to which they are considering transferring to determine appropriate MTH courses and/or sequences.*

2 *Veterans may be awarded credit for military experience to meet this requirement.*

3 *ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.*

4 *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*

5 *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*

6 *CHM 101 and 102 courses do not meet the science degree requirement. However, they do count as a transfer elective.*

7 *BIO 141-142 and GOL in combination will not meet the science requirement.*

8 *Transfer elective credits must be selected from the Approved Transfer Electives List. See a counselor, a faculty advisor, or http://www.germanna.edu/counseling/transfer/transfer_electives.asp.*

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Science

Engineering - Mechanical Concentration

Purpose: The associate of science curriculum in engineering is designed for those who plan to transfer to a four-year college or university to complete a baccalaureate degree program in engineering. The student is responsible for determining transferability to the transfer institution.

ENGINEERING CURRICULUM: (MECHANICAL CONCENTRATION)

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Health/Physical Education	Any HLT or PED course(s)[1]	1
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, <u>or</u> HUM 100 <u>AND</u> any course	
	from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	Any course from ECO[2], PLS, PSY[3], or SOC[4] <u>AND</u> any course from ECO2, GEO, HIS, PLS, PSY[3], SOC[4]	6
EGR 110	Engineering Graphics	3
EGR 120	Introduction to Engineering	2
EGR 126	Computer Programming for Engineers	3
EGR 140	Engineering Mechanics-Statics	3
EGR 245	Engineering Mechanics-Dynamics	3
EGR 246	Mechanics of Materials	3
EGR 248	Thermodynamics for Engineers	3
MTH 173	Calculus with Analytic Geometry I	5
MTH 174	Calculus with Analytic Geometry II	5
MTH 277	Vector Calculus	4
MTH 279	Ordinary Differential Equations	4
CHM 111	College Chemistry I	4
PHY 241	University Physics I	4
PHY 242	University Physics II	4
Total Minimum Credits		**70**

Admission Requirements: There are no additional admission requirements for this program other than those established by the college for curricular students. Students requiring developmental studies in mathematics and English may not be able to complete the program within a two-year time frame.

Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 or an equivalent competency exam.

Before registering for classes, students should check prerequisites listed with the course descriptions in the back of the catalog.

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR				
Fall		**Spring**			**Fall**		**Spring**		
CHM 111	4	EGR 110	3		PHY 242	4	EGR 246	3	
EGR 120	2	PHY 241	4		EGR 248	3	Humanities Elective	3	
ENG 111	3	EGR 126	3		MTH 277	4	MTH 279	4	
MTH 173	5	ENG 112	3		EGR 140	3	EGR 245	3	
SDV 100	1	MTH 174	5		Social Science Elective	3	HLT/PED	1	
Humanities Elective	3						Social Science Elective	3	
Total Credits	**18**	**Total Credits**	**18**		**Total Credits**	**17**	**Total Credits**	**17**	

1 *Veterans may be awarded credit for military experience to meet this requirement.*

2 *ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.*

3 *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*

4 *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Science

Engineering- Electrical Concentration

Purpose: The associate of science curriculum in engineering is designed for those who plan to transfer to a four-year college or university to complete a baccalaureate degree program in engineering. The student is responsible for determining transferability to the transfer institution.

ENGINEERING CURRICULUM: (ELECTRICAL CONCENTRATION)

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Health/Physical Education	Any HLT or PED course(s)[1]	1
	Note: HLT 143, 250, 261, 262, 263, and 290 DO NOT meet HLT/PE requirement	
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 <u>AND</u> any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	Any course from ECO[2], PLS, PSY[3], <u>or</u> SOC[4] <u>AND</u> any course from ECO[2], GEO, HIS, PLS, PSY[3], SOC[4]	6
EGR 110	Engineering Graphics	3
EGR 120	Introduction to Engineering	2
EGR 126	Computer Programming for Engineers	3
EGR 140	Engineering Mechanics-Statics	3
EGR 251	Basic Electrical Circuits I	3
EGR 252	Basic Electrical Circuits II	3
EGR 261	Signals and Systems	3
MTH 173	Calculus with Analytic Geometry I	5
MTH 174	Calculus with Analytic Geometry II	5
MTH 277	Vector Calculus	4
MTH 279	Ordinary Differential Equations	4
CHM 111	College Chemistry I	4
PHY 241	University Physics I	4
PHY 242	University Physics II	4
Total Minimum Credits		**70**

Admission Requirements: There are no additional admission requirements for this program other than those established by the college for curricular students. Students requiring developmental studies in mathematics and English may not be able to complete the program within a two-year time frame.
Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 or an equivalent competency exam.

Before registering for classes, students should check prerequisites listed with the course descriptions in the back of the catalog.

SUGGESTED SCHEDULING:

FIRST YEAR						SECOND YEAR					
Fall			**Spring**			**Fall**			**Spring**		
CHM 111	4		EGR 110	3		PHY 242	4		EGR 252	3	
EGR 120	2		PHY 241	4		EGR 251	3		Humanities Elective	3	
ENG 111	3		EGR 126	3		MTH 277	4		MTH 279	4	
MTH 173	5		ENG 112	3		EGR 140	3		EGR 261	3	
SDV 100	1		MTH 174	5		Social Science Elective	3		HLT/PED	1	
Humanities Elective	3								Social Science Elective	3	
Total Credits	**18**		**Total Credits**	**18**		**Total Credits**	**17**		**Total Credits**	**17**	

1. *Veterans may be awarded credit for military experience to meet this requirement.*
2. *ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.*
3. *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*
4. *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Business Management

Purpose: The major in Business Management is designed for individuals who are seeking full-time employment in business management or management-related fields upon completion of the program. Persons who are seeking their first employment in these fields and those who are presently employed and seeking promotion may benefit from the program.

Occupational Objectives: Management Trainee, Branch Manager, Supervisor, Administrative Assistant, Department Head, Office Manager, Account Manager, Manager of a Small Business

Admission Requirements: In addition to the admission requirements established for the College, entry into the Management program requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes general education courses and business-related courses. Instruction includes both theoretical concepts and practical applications needed for success in the business and management field. The student is urged to consult with a counselor and his/her faculty advisor in planning a program. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science degree.

BUSINESS MANAGEMENT CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111	3
Mathematics/Natural Sciences	Any MTH, BIO, CHM, ENV, NAS, GOL, or PHY	3
Health/Physical Education	Any HLT or PED course(s)[1]	2
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL or Foreign Language	3
Social Sciences	ECO 120 or ECO 201, and any course from ECO[2], GEO, HIS, PLS, PSY or SOC	6
Communication	BUS 236	3
Major Requirements	ACC 211-212	7
	BUS 100, 121-122, 200, 201, 205, and 241	21
	BUS 220 or FIN 215	3
	MKT 100	3
Business Related Electives	Any two additional courses from ACC, BUS, ECO[2], FIN, or MKT	6
Other Requirement	ITE 115[3]	3
General Elective	Any course 100 level or higher	3
Total Minimum Credits		**67**

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR				
Fall		**Spring**			**Fall**		**Spring**		
SDV 100	1	BUS 122	3		ACC 211	4	ACC 212	3	
BUS 100	3	BUS 200	3		ECO 120 or ECO 201	3	BUS 205	3	
BUS 121	3	General Elective	3		BUS 201	3	Business Related Elective	3	
ENG 111	3	Health/Physical Education	1		Business Related Elective	3	Social Science Elective	3	
MKT 100	3	ITE 115	3		BUS 241	3	Health/Physical Education	1	
MTH/Science Elective	3	BUS 236	3		Humanities Elective	3	BUS 220 or FIN 215	3	
Total Credits	**16**	**Total Credits**	**16**		**Total Credits**	**19**	**Total Credits**	**16**	

1 Veterans may be awarded credit for military experience to meet this requirement.

2 ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.

3 Students who pass the Computer Competency Test must select another course from either ACC, BUS, ECO[2], FIN, or MKT.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Dental Hygiene (Through N.V.C.C)

Germanna Community College and Northern Virginia Community College jointly offer the Associate of Applied Science Degree in Dental Hygiene through a distance learning partnership. Students may complete general education courses at Germanna. Dental hygiene courses are offered through NVCC utilizing distance learning technology. This program is an expansion of the Northern Virginia Community College Dental Hygiene Program located in Springfield, Virginia. The program consists of a combination of traditional and distance learning modalities. The curriculum is designed to prepare selected students to serve in a dynamic and growing health profession as valuable members of the Dental Health team. 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.

Graduates of this Dental Hygiene Program will receive an Associate of Applied Science in Dental Hygiene from Northern Virginia Community College. After successful completion of the program and national and regional dental hygiene board examinations, the student will be eligible for licensure as a Registered Dental Hygienist (R.D.H.).

The goals of the Northern Virginia /Germanna Community College Dental Hygiene Program are:
1. To prepare students to assess, plan, implement, and evaluate dental hygiene care for all types of patients.
2. To prepare students to successfully complete the National Dental Hygiene Board Examination.
3. To prepare students to pass regional professional licensure examinations.
4. To prepare students to obtain employment as dental hygienists.
5. To prepare students to recognize the need for a commitment toward professional growth through life-long learning and participation in professional activities.

Purpose: The curriculum is designed to prepare selected students to serve in a dynamic and growing health profession as valuable members of the Dental Health team. At the successful completion of the program, the student will be eligible to take the national board and regional board examinations in Dental Hygiene leading to licensure as a Registered Dental Hygienist (R.D.H.).

Transfer Information: Although transfer is not the primary purpose of an A.A.S. program, NVCC has articulation agreements that facilitate the transfer of this and other career-oriented programs to selected senior institutions. Students interested in transfer should contact a counselor or their faculty advisor early in their program. Students must comply with all general admission requirements for Allied Health Programs. (See admission requirements below).

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.

Essential Dental Hygiene Functions: To successfully complete the clinical component of the Program, the student must be able to perform all of the essential functions of a dental hygienist:
1. Communicate satisfactorily with clients, physicians, peers, family members, and the health care team.
2. See and hear adequately to note slight changes in the client's conditions.
3. Hear adequately to perceive and interpret various equipment signals.
4. Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice.
5. Manage the care of a client in a sudden emergency, including one-man CPR when necessary.
6. Possess the visual acuity to correctly read handwritten orders, medication records, chart contents, and provide safety for clients.

Despite the foregoing, a qualified person with a disability who can perform these essential functions with reasonable accommodation will be considered for admission along with other qualified applicants.

Occupational Objectives: Dental hygienists can work as clinicians, educators, researchers, administrators, managers, preventive program developers, consumer advocates, sales and marketing managers, editors, and consultants. Clinical dental hygienists may work in a variety of health care settings such as private dental offices, schools, public health clinics, hospitals, managed care organizations, correctional institutions, or nursing homes.

General Admission Requirements: Applicant selection into the Dental Hygiene Program is selective and competitive. Students are admitted annually at the Germanna site. For more information on the application process, students should visit the department website at http://www.nvcc.edu/campuses-and-centers/medical/academic-divisions/allied-health/apply.html or call the department office at (540) 423-9823 or (540) 423-9833.

Unless otherwise specified, applicants must meet all of the following requirements to be admitted to Dental Hygiene Program:

1. Be admitted to Northern Virginia Community College.
2. Be 18 years of age or older, or have approval of the Assistant Dean.
3. Have earned satisfactory scores on specified placement tests. Students must qualify for MTH 151, Math for the Liberal Arts I.
4. Have completed one unit of high school-level algebra or equivalent. See "Admission Requirements" under EACH program for particular math course prerequisites.
5. Have completed at least one unit of high school-level science or equivalent. See "Admission Requirements" under EACH program for particular math course prerequisites.
6. Have achieved a "C" average or better in the above course requirements. Deficiencies may be corrected by taking NVCC courses before entering an Allied Health or Nursing program of study.
7. Hold current CPR certification prior to entering clinical courses, unless formally waived by the assistant dean.
8. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the program and will not be allowed admission in any other Allied Health or Nursing program. A criminal background check and drug screen may be required for admission to programs as clinical affiliates include this requirement in affiliation agreements.
9. Have achieved a 2.50 GPA or better in all required general education courses taken preceding admission to the dental hygiene program.
10. Have completed a program information session and/or interview with the assistant dean as required.

Additional Admission Requirements:

1. Comply with all General Admission Requirements for NVCC Allied Health Programs.
2. Be eligible to sit for the licensure exam, which will require the student to present documentation of legal status in the U.S.
3. Pass NAS 161-162, Health Science I-II, 8 credits, with a grade of B or higher prior to being admitted to the program.
4. Pass ENG 111 College Composition and SDV 101 Orientation to Health Care with a "C" or higher prior to being admitted to the program
5. Be willing to repeat courses or to complete evaluative testing for credits earned more than ten years ago.
6. Look for the competitive admission and deadlines for applications on the Dental Hygiene website at www.nvcc.edu/medical/health/dental/index.htm.

Special Program Requirements: 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 or 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 Assistant Dean prior to admission.

SUGGESTED SCHEDULING:

Prerequisites:

ENG 111 College Composition I	3
NAS 161 Health Science I	4
NAS 162 Health Science II	4
SDV 101 Orientation to Health Care	1

FIRST YEAR

First Semester

DNH 111 Oral Anatomy	2
DNH 115 Head and Neck Anatomy/Histology	3
DNH 130 Oral Radiology for the Dental Hygienist	3
DNH 141 Dental Hygiene I	5
Total Credits	**14**

Second Semester

DNH 120 Management of Emergencies	2
DNH 142 Dental Hygiene II	5
DNH 145 General and Oral Pathology	2
DNH 146 Periodontics for the Dental Hygienist	2
DNH Pharmacology	2
Total Credits	**13**

Summer

DNH 143 Dental Hygiene III	4
DNH 214 Practical Materials for Dental Hygiene	2
Total Credits	**6**

SECOND YEAR

First Semester

DNH 150 Nutrition	2
DNH 226 Public Health Dental Hygiene I	2
DNH 235 Management of Pain and Anxiety in the Dental Office	2
DNH 244 Dental Hygiene IV	5
PED 116 Lifetime Fitness & Wellness	1
PSY 201[1] Introduction to Psychology I	3
Total Credits	**15**

Second Semester

CST 229 Intercultural Communication	3
DNH 227 Public Health Dental Hygiene II	2
DNH 230 Office Practice & Ethics	1
DNH 245 Dental Hygiene V	5
Humanities/Fine Arts Elective[2]	3
Total Credits	**14**

Total credits for the A.A.S. Degree in Dental Hygiene = 61 (72 with 8 credit NAS, 3 credit ENG, and 1 credit SDV prerequisites).

1 PSY 200 is offered by Germanna Community College, which may be accepted as a transfer credit in place of PSY 201.

2   Humanities/Fine Arts Elective may be selected from the humanities/fine arts courses listed under General Education Electives listed in the NVCC College Catalog.

Associate of Applied Science (AAS)

Early Childhood Development

Purpose: The curriculum is designed for persons who seek employment involving the care and education of young children, or for those persons presently employed in these situations who wish to update and enhance their competencies. Occupational opportunities include program leaders, supervisors, and/or directors in child development programs.

EARLY CHILDHOOD DEVELOPMENT CURRICULUM:

Degree Requirements		Credits
Student Development	SDV100 or any approved SDV Course	1
English	ENG 111-112	6
Mathematics	Any 100 level or higher MTH course[1]	3
Health/Physical Education	HLT 135	3
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language[2]	3
Social Sciences	PSY 235 and any course from ECO, GEO, HIS, PLS, PSY, or SOC	3
Communication	CST 100	3
Program Requirements		
CHD 118	Language Arts for Young Children	3
CHD 119	Introduction to Reading Methods	3
CHD 120	Introduction to Early Childhood Education	3
CHD 145	Teaching Art, Music and Movement to Children	3
CHD 146	Math, Science and Social Studies for Children	3
CHD 165	Observation and Participation in Early Childhood/Primary Settings	3
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
CHD 216	Early Childhood Programs, School, and Social Change	3
CHD 265	Advanced Observation and Participation in Early Childhood/Primary Settings	3
CHD 270	Administration of Childcare Programs	3
CHD 298	Seminar and Project	1
Total Minimum Credits		**65**

SUGGESTED SCHEDULING:

FIRST YEAR				SECOND YEAR			
Fall		**Spring**		**Fall**		**Spring**	
CHD 118	3	CHD 119	3	CHD 146	3	CHD 265	3
CHD 120	3	CHD 165	3	CHD 210	3	CHD 270	3
CHD 145	3	CHD 166	3	CHD 215	3	CHD 298	1
ENG 111	3	CHD 205	3	CHD 216	3	CST 100	3
PSY 235	3	ENG 112	3	HLT 135	3	Humanities[2]	3
SDV 100	1			SOC ELE	6	Math	3
Total Credits	**16**	**Total Credits**	**15**	**Total Credits**	**18**	**Total Credits**	**16**

1   Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.

2   Humanities Elective: Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Emergency Medical Services - Paramedic *(Pending Approval)*

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

PLEASE NOTE ALL EMS CLASSES WILL BE TAUGHT AT: RAPPAHANOCK EMERGENCY MEDICAL SERVICES FACILITY LOCATED AT 435 HUNTER STREET, FREDERICKSBURG, VA

Program Goals: At the completion of the program the graduate will be able to demonstrate:
- the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry- level paramedic;
- technical proficiency in all skills necessary to fulfill the role of an entry-level paramedic; and
- personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

EMERGENCY MEDICAL SERVICES- PARAMEDIC CURRICULUM:

Degree Requirements		Credits
First Year		
EMS 111	Emergency Medical Technician - Basic	7
EMS 120	EMT-Basic Clinical	1
Science	NAS 161 or BIO 141	4
SDV 100 or 101	College Success Skills	1
EMS 151	Intro to Advanced Life Support	4
EMS 170	ALS Internship I	1
EMS 153	Basic ECG Recognition	2
EMS 157	ALS - Trauma Care	3
ENG 111	English Composition	3
EMS 155	ALS - Medical Care	4
EMS 159	ALS - Special Populations	2
EMS 172	ALS Clinical Internship II	2
EMS 173	ALS Field Internship I	1
ITE 115	Intro to Computer Applications and Concepts	3
SS1	Social Sciences Elective 1 (ECO[1], PLS, PSY[2], SOC[3] or HIS)	3
Total Credits/Semester		**41**
Second Year		
EMS 205	Advanced Pathophysiology	3
EMS 207	Advanced Patient Assessment	3
EMS 242	ALS Clinical Internship III	1
EMS 243	ALS Field Internship II	1
EMS 201	EMS Professional Development	2
EMS/FST/HLT	EMS, Fire Science, or HLT Elective	3
EMS 209	Advanced Pharmacology	4
SS2	Social Science Elective 2 (ECO[1], PLS, PSY[2], SOC[3] or HIS)	3
EMS 211	Operations	2
EMS 244	ALS Clinical Internship IV	2
EMS 245	ALS Field Internship II	1
HUM	Humanities Elective (ART 101, ART 102, ART 106, any REL, or HUM 100)	3
Total Credits/Semester		**28**

1   ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.

2   PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.

3   SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Germanna Community College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award post-secondary degrees at the Career Studies Certificate, Certificate, Associate of Applied Sciences, Associate of Science, Arts, and Arts and Sciences. Rappahannock Emergency Medical Services (REMS) our partner in offering this degree is not accredited by SACS Commission on Colleges and the accreditation of Germanna Community College does not extend to or include Rappahannock Emergency Medical Services (REMS) or its students.

Further, although Germanna Community College agrees to accept certain course work from REMS to be applied toward an award from Germanna Community College, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from Germanna Community College. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work.

Associate of Applied Science (AAS)

Fire Science Technology

Purpose: The Fire Science program is designed to provide a broad-based knowledge of current and future advances in the fire and emergency services field. It will prepare students to enter the exciting and rewarding field of fire protection as a volunteer or career member. It will also prepare fire service personnel for promotional advancement opportunities in career departments or other related fields. Additionally, these specific classes provide increased knowledge of many fire protection fundamentals that are critical in the development of community volunteer fire and rescue personnel.

Occupational Objectives: Personal development of volunteer or career fire service personnel for positions as a firefighter, fire officer, fire protection specialist, fire/emergency service instructor, fire or building inspector, fire/arson investigator, rescue technician, emergency medical service provider, hazardous materials technician, emergency manager, occupational safety and risk management, fire insurance appraiser, fire equipment sales representative or other related positions.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Management program requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes general education courses and fire science courses. Instruction includes both theoretical concepts and practical applications needed for success in the fire science field. The student is urged to consult with a counselor and his/her faculty advisor in planning a program. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science degree.

FIRE SCIENCE TECHNOLOGY CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111 – 112 or ENG 115[1]	6
Mathematics	MTH 120	3
Natural Sciences	Any BIO, CHM, ENV, NAS, GOL, or PHY	4
Health/Physical Education	Any HLT or PED course(s)[2]	2
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL or Foreign Language	3
Social Sciences	ECO 120 or ECO 201, and any course from ECO[3],GEO, HIS, PLS, PSY or SOC	6
Communication	CST 100	3
Major Requirements	FST 100, 110, 112, 115, 121, 205, 210, 215, 220, 235, 240, 245	36
Other Requirement	ITE 115[4]	3
Total Minimum Credits		**67**

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR				
Fall		**Spring**			**Fall**		**Spring**		
SDV 100	1	MTH 120	3		Social Science	3	Lab Science	4	
FST 100	3	ENG 112	3		PE/Health	2	FST 210	3	
ITE 115	3	Humanities	3		CST 100	3	FST 215	3	
ENG 111	3	FST 112	3		FST 205	3	FST 235	3	
FST 110	3	FST 115	3		FST 220	3	FST 245	3	
Social Science	3	FST 121	3		FST 240	3			
Total Credits	**16**	**Total Credits**	**18**		**Total Credits**	**17**	**Total Credits**	**16**	

1 For students who plan to transfer ENG 112 is recommended.
2 Veterans may be awarded credit for military experience to meet this requirement.
3 ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.
4 Students who pass the Computer Competency Test must select another course from either ACC, BUS, ECO2, FIN, or MKT.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Information System Technology
Information Management or Network Security

Purpose: The Information Systems Technology (IST) curriculum has been designed to prepare students for employment in the information and computer technology fields. The program's required classes will introduce the student to areas in information systems management or network security.

Occupational Objectives: Web Page Designer and JAVA Programming, Network Security Technician, Database Administrator, Systems Analyst, Business (E-commerce) Application Specialist.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Associate of Applied Science degree program in Information Systems Technology requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes required technical courses in information systems and general education courses. Instruction includes theoretical concepts along with hands-on experience required to master the skills needed for successful preparation for employment. Students are urged to consult with a curriculum advisor in planning the program and selecting areas for concentrated study. Technical/computer classes over five years old cannot be used as transfer credits. In addition, students who have been readmitted into the college must have computer courses that are over five years old re-evaluated.

INFORMATION SYSTEMS TECHNOLOGY CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Mathematics	MTH 163 (recommended) or any math course, MTH 120 or higher[1]	3
Health/Physical Education	Any HLT or PED course(s)[2]	2
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	3
Social Sciences	Any two courses from ECO[3], GEO, HIS, PLS, PSY[4], or SOC[5]	6
Communication	BUS 236, CST 100, or CST 110	3
General Education Requirements		**24**

IST Program Core		Credits
ITD 110	Web Design I	3
ITE 100	Introduction to Information Systems	3
ITE 115	Introduction to Computer Applications and Concepts	3
ITN 101 or ITN 154	Intro to Local Area Networking or Fundamentals of Networking	3-4
ITN 260	Security Basics	3
ITP 100	Software Design	3
ITP 120	JAVA Programming	3
ITP 251	System Analysis and Design	3
ITP 258 or ITP 290	Systems Development Project or Coordinated Internship	3
IST Core Total (Minimum)		**27-28**

The student should choose either the Information Management OR the Network Security study concentration.

Information Management (Choose minimum of 15 credits from courses offered)		Credits
ITD 130	Database Fundamentals	3
ITD 210	Web Design II	3
ITD 220	E-Commerce Administration	3
ITE 160 or MKT 100	Introduction to E-Commerce or Principles of Marketing	3
ITE 180	Help Desk Support Activities	3
ITP 140	Client Scripting	3
Information Management Concentration Total Minimum Credits		**15**

Network Security (Choose a minimum of 15 credits from course offerings)		
ITN 124	Wireless Network Administration	3
ITN 155 or ITN 208	Introduction to Routing or Protocols and Communications	4
ITN 261	Network Attacks, Computer Crime and Hacking	4
ITN 263	Intranet/Internet Firewalls and E-Commerce	4
ITN 276	Computer Forensics I	4
ITN 277	Computer Forensics II	4
Network Security Concentration Total Minimum Credits		**15**
Total Degree Credits		**66-67**

SUGGESTED SCHEDULING:

FIRST YEAR
Fall

SDV 100	1
ITE 115	3
HLT or PED	1
Social Sciences Elective	3
ENG 111	3
MTH 120 or higher	3
BUS 236, CST 100 or CST 110	3
Total Credits	**17**

Spring

ITE 100	3
ENG 112	3
ITN101	3
ITP 100	3
ITD 110	3
Total Credits	**15**

SECOND YEAR
Info. Management Study Concentration
Fall

Social Sciences Elective	3
ITP 120	3
ITN 260	3
HLT or PED	1
Information Management Electives	6
Total Credits	**16**

Spring

ITP 251	3
Humanities Elective	3
ITP 258	3
Information Management Electives	9
Total Credits	**18**

Network Security Study Concentration
Fall

Sociology Elective	3
ITP 120	3
ITN 260	3
HLT or PED	1
Network Security Electives	7
Total Credits	**17**

Spring

ITP 251	2
ITP 258 or ITP 290	4
Network Security Electives	8
Humanities Elective	3
Total Credits	**17**

Students Wishing to Transfer Credits: Associate of Applied Science in Information Systems Technology is not designed to be a transfer program. Students may, however, substitute some classes to aid in transfer. Students should check with the college to which they plan to transfer for classes that are accepted by that institution.

1   Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.
2   Veterans may be awarded credit for military experience to meet this requirement.
3   ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.
4   PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.
5   SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.
   Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Information System Technology
Networking

Purpose: The IST Networking Curriculum is designed to prepare students to design, maintain, install and secure network system infrastructures to include knowledge of operating systems, problem detection/resolution, fault tracking/management, and network operations. This degree program helps prepare students for a career working with networking hardware and software. A series of lecture and laboratory courses are included from the Cisco Systems Networking Academy Program, which will equip students with detailed instruction in network switching and routing and prepare them for the Cisco Certified Network Associate certification.

Career Opportunities: This associate's degree in IST Networking will offer students an opportunity to pursue positions as a Network Engineer, Network Administrator, Network Analyst, or Help Desk Technician. Students will also be able to obtain major industry networking certifications including Cisco CCNA.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Associate in Applied Science degree program in Information Systems Technology – Networking requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

A familiarity with computer equipment and software is also required. Students may satisfy this requirement by passing an approved computer competency examination or by completing and passing ITE 115.

Remediation Strategies: Students should remediate any deficiencies prior to enrollment. Students must remediate English, mathematics and reading deficiencies within the first academic year. Mathematics remediation should become the highest priority.

Program Requirements: The curriculum includes required technical courses in information systems and general education courses. Instruction includes theoretical concepts along with hands-on experience required to master the skills needed for successful preparation for employment. Students are urged to consult with an IST faculty advisor in planning the program. Technical/computer classes over five years old cannot be used as transfer credits. In addition, students who have been readmitted into the college must have computer courses that are over five years old re-evaluated.

INFORMATION SYSTEM TECHNOLOGY MAJOR: NETWORKING CURRICULUM

Degree Requirements		Credits
Student Development	SDV 100 or any approved course	1
English	ENG 111-112	6
Mathematics	MTH 163 (recommended) or any math course MTH 120 or higher[1]	3
Health/Physical Education	Any HLT or PED course(s)[2]	2
Communications	BUS 236, CST 100, or CST 110	3
Humanities	Any course from ART, ENG (Literature) HUM, MUS, PHI, REL, or foreign language (PHI 111 recommended)	3
Social Sciences	Any two courses from ECO[3], GEO, HIS, PLS, PSY[4], or SOC[5]	6
General Education Requirements		**24**

IST Program Core:		
ITE-100	Introduction to Information Systems	3
ITN-260	Security Basics	3
ITP 100	Software Design	3
ITP-120	JAVA Programming	3
ITP-251	System Analysis and Design	3
IST Core Total		**15**

Networking Requirements:

ITN-154	Networking Fundamentals – Cisco	4
ITN-155	Introductory Routing – Cisco	4
ITN-156	Basic Switching and Routing – Cisco	4
ITN-157	WAN Technologies – Cisco	3
ITN-171	UNIX-I	3
ITN-200	Network Administration	3
ITN-261	Network Attacks, Computer Crime, and Hacking	4
ITN-263	Intranet/Internet Firewalls and E-Commerce	4
Networking Total Minimum Credits		**29**
Degree Credits		**68**

Students graduating from this program must participate in general education outcomes assessment. A superior level of performance on these assessments will be recognized by an award and will be noted on a student's transcript.

SUGGESTED SCHEDULING:

FIRST YEAR				SECOND YEAR			
Fall		**Spring**		**Fall**		**Spring**	
SDV 100	1	ENG 112	3	HLT or PED	2	ITN 200	3
ENG 111	3	ITP 100	3	ITP 120	3	ITN 157	3
MTH (see above)	3	ITN 155	4	ITP 251	3	ITN 261	4
ITE 100	3	ITN 171	3	ITN 156	4	ITN 263	4
ITN 154	4	Communications Elective	3	ITN 260	3	Social Science Elective	3
Social Science Elective	3			Humanities Elective	3		
Total Credits	**17**	**Total Credits**	**16**	**Total Credits**	**18**	**Total Credits**	**17**

1   Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.

2   Veterans may be awarded credit for military experience to meet this requirement.

3   ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.

4   PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.

5   SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.

Associate of Applied Science (AAS)

Nursing

Purpose: The two-year Associate in Applied Science degree curriculum in Nursing is designed to prepare selected students to qualify as contributing members of the healthcare team, rendering direct patient care as beginning practitioners of nursing in a variety of health service facilities. Upon successful completion of the curriculum, students will be eligible to take the National Council Licensure Examination leading to licensure as a registered nurse (RN).

It is also designed to provide a base of general education from which the individual student will grow and develop as a person, worker, and citizen of the community. Students who successfully complete the curriculum are awarded the Associate in Applied Science degree with a major in Nursing.

Graduate Learning Outcomes:
Student outcomes for the Associate in Applied Science (AAS) degree are guided by the Mission, Vision and Values of the Nursing Department and are expanded on in the supporting key courses. Students completing the AAS degree are expected to be able to incorporate competencies that encompass human flourishing, nursing judgment, professional identity and the spirit of inquiry as defined by the NLN Competencies for Graduates of Associate Degree Programs (National League for Nursing, 2010).

I. Human Flourishing
- Utilize therapeutic nursing communication skills to advocate for patients and families promoting patient centered care.
- Collaborate within nursing and inter-professional teams to deliver and monitor care for individuals, families, and groups integrating ethnicity, spirituality, and sociocultural influences across the life span.
- Implement health teaching for patients and families that promotes self-determination, integrity, and ongoing growth.

II. Nursing Judgment
- Apply cognitive, psychomotor, and affective skills in providing cost-sensitive quality care for patients across the life span.
- Practice nursing in a safe, legal, and ethical manner based on values and principles from natural and social sciences, humanities, and nursing theory across the life span.

III. Professional Identity
- Implement the roles of nursing that reflect best practice, integrity, responsibility, and evolving identity with a commitment to life-long learning.
- Assume accountability and responsibility for one's own actions as an integral member of the collaborative health care team.

IV. Spirit of Inquiry
- Incorporate evidence based practice, critical thinking and the nursing process in the provision of safe patient care in a comprehensive and concise manner verbally, in writing, and through the use of information technology.
- Participate in quality improvement activities.

To insure graduates are successful in achieving these program outcomes, the faculty incorporate the *National Council of State Boards of Nursing's current NCLEX-RN Test Plan.

www.NCSBN.org for NCLEX-RN Test Plan and Licensure.

Accreditation: The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 and approved by the Virginia State Board of Nursing, Perimeter Center, 9960 Maryland Drive, Suite 300, Richmond, VA 23233-1463, (804) 367-4515.

Nursing Performance Standards: Students admitted to the Germanna Community College nursing program can be expected to complete course requirements that prepare students to perform essential job functions as a registered professional nurse. Those functions or skills that are deemed essential to the profession must be performed with or without accommodations. Any student who thinks he/she does not possess one or more of these functions should contact the Special Needs Counselor in the Office of Student Development Services. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Occupational Objectives: Employment opportunities for the Registered Nurse include staff positions in hospitals, home health care, extended care facilities, health departments, physicians' offices, clinics, day care centers, as well as civil service, military service, and community health services.

Admission Requirements for All Applicants:
- Applicants must have official high school transcripts validating completion of high school or official documentation of GED on file in the Office of Admissions and Records. Applicants must have official college transcripts on file in the Office of Admissions and Records.
- One unit of high school biology with lab, one unit of high school chemistry with lab, and one unit of high school algebra or equivalents with a minimum grade of "C" within five years prior to applying to the nursing program. Equivalents include college BIO 101, CHM 125, and MTE 1, 2, 3, and 4 completed prior to applying to the nursing program.
- Demonstration of successful challenge of Germanna computer competency test (IC3) prior to applying to the nursing program or college computer literacy skills course completed within five years prior to applying to the nursing program.
- Completion of placement tests with scores showing readiness for college-level reading, writing, and math courses. Applicants with previous college courses may be exempt from the placement tests.

- Pre-admission nursing tests of essential academic skills taken at Germanna are required. Scores on the preadmission nursing tests are expected to be at least at the 45th program percentile in all four areas (Math, Science, English and Reading) for admission to the nursing program. Preadmission nursing test scores are accepted if completed within three years prior to applying to the nursing program. Applicant is responsible for cost of preadmission nursing tests. Advanced Standing (LPN to RN) applicants are exempt from preadmission nursing tests if prerequisites of biology, chemistry, and algebra or equivalents have been completed with a minimum grade of "C" within five years prior to applying to the nursing program.
- A 2.5 cumulative average in academic work is required.
- The application process includes receipt of a completed College application, official transcripts of all secondary and postsecondary courses attempted or completed, and a completed request for transcript analyses form by the Office of Admissions and Records. Applicants are to submit the completed Nursing Program application, transcripts, and a copy of their preadmission nursing test scores to the Nursing Office or via the online portal. Applicants must subscribe to an on-line criminal history report. Summary outcomes of the report should be submitted for review with the nursing application. Applicants are responsible for fees associated with this report. Applicants who have committed a felony/misdemeanor may not be offered admission. A Board of Nursing may deny any application for licensure if the applicant has committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.
- Applicants must have signed student/advisor worksheets on file in the Nursing Office prior to applying to the nursing program. Copies of the worksheet may be downloaded from http://www.germanna.edu/academics/nursingandhealthtechnologies/
- Requirements for admission into the nursing program are specific and admission is selective and competitive.
- The number of credits completed in the Allied Healthcare Preparation Career Study Certificate (Pre-nursing) or its equivalent will be noted in the application process.
- Residents of Germanna's service region (Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford, and the City of Fredericksburg) will be offered priority consideration for offers of admission.
- Applicants with GPAs higher than 2.5 will receive priority consideration for offers of admission.
- Applicants who have completed the anatomy, physiology, and microbiology courses in the Allied Health Care Preparation Career Study Certificate or equivalent courses will receive priority consideration for offers of admission.
- Applicants are expected to have earned "C" or better in all courses in the Allied Health Care Preparation Career Study Certificate or equivalent courses. Nursing students must earn at least "C" in the NUR major courses to remain in the program. The minimum passing grade is 80 (C) in the nursing program.

Applications for the AAS nursing program are due by April 1 and November 1. Applications for advanced standing of LPNs into the AAS nursing program are due by April 1 and November 1. Applicants' transcripts and nursing pre-admission test scores will be evaluated and ranked according to the requirements and priorities noted above.

The number of qualified applicants offered admission to the nursing program is contingent upon the space available in the classrooms and nursing laboratories, the program's access to sufficient clinical spaces in the region's healthcare settings in order to meet the program's learning outcomes, and the number of qualified nursing faculty to teach the students in classrooms, labs, and clinical settings.

An applicant seeking readmission into the nursing program after having left the NUR major courses for either academic or personal reasons may apply for readmission at the April 1 or November 1 due dates.

A readmission applicant who has been admitted to the nursing program a total of two times and fails to complete the program following the second offer of admission will not be readmitted to the program unless extenuating circumstances can be demonstrated by the applicant and which are deemed valid by the Nursing Program Admission Committee. The offer of admission to a qualified readmission applicant will be contingent upon space available in the classrooms and nursing laboratories, the program's access to sufficient clinical spaces to meet the program's learning outcomes in the region's healthcare settings, and the number of qualified nursing faculty to teach the students in classrooms, labs, and clinical settings.

A transferring nursing student applicant must be currently enrolled in an approved associate degree nursing program or equivalent whose graduates are candidates for licensure. A transferring nursing student must have already successfully completed laboratory and clinical nursing major course(s) and meet the GCC requirements for admission to the nursing program. Transferring nursing students must present copies of the completed nurse major courses' unit outlines to the Dean of Nursing and Health Technologies or designee prior to applying for transfer. Decisions on admission offers to transferring applicants will be determined by the Nursing Program Admissions Committee following official transcript analysis, review of completed nursing course outlines, and space and faculty availability. A transferring student must demonstrate expected level proficiencies by testing. The transferring applicant may have to repeat courses.

A transferring nursing student must present a letter of recommendation from the administrator of the program from which the student wishes to transfer. Application deadlines for transferring applicants are April 1 or November 1.

The offer of admission to a qualified transferring applicant will be contingent upon space available in the classrooms and nursing laboratories, the program's access to sufficient clinical spaces to meet the program's learning outcomes in the region's healthcare settings, and the number of qualified nursing faculty to teach the students in classrooms, labs, and clinical settings.

If the number of applicants exceeds the number of available qualified faculty and the amount of enrollment space available in the program, some applicants may not be accepted even if the minimum requirements for admission are met.

Program Information:

Prospective applicants without previous college courses completed should contact the Welcome Center/ Counseling Office to begin taking pre-nursing courses. Prospective applicants who have completed at least ten college credits should contact the nursing office to meet with a nursing advisor.

A current working knowledge of the principles of biology, math, chemistry, and computer literacy is expected for success in human anatomy, physiology, microbiology, pharmacology, and in all nursing courses. Math, science, and computer literacy prerequisite courses must have been successfully completed within the previous five years. Deficiencies may be corrected through appropriate courses at Germanna prior to admission to the program.

Students will be responsible for transportation to and from the College and health agencies utilized for clinical experiences.

Information on scholarships and financial assistance is available in the Financial Aid Office.

Prior to the onset of the first clinical nursing course, the nursing student must provide documentation of:
- Certification of American Heart Association cardiopulmonary resuscitation for health care professionals.
- Tetanus Vaccine
- Rubella/mumps/rubeolla/varicella vaccines or titer/Seasonal flu vaccine
- Hepatitis B vaccines or waiver.
- PPD or Chest X-ray.
- Current professional liability insurance as nursing student
- Urine drug screen
- Other mandatory clinical facility requirements including professional responsibilities and patient confidentiality.
- Personal Health insurance.
- Physical and Dental Examinations- Students must submit a Physical exam and Dental exam.

When a student progresses from one semester of nursing major courses into another semester of nursing major courses, the student is accountable for providing documentation of completed Hepatitis B series vaccination, current CPR certification, liability insurance, health insurance and PPD skin test result.

A transferring or readmitted student must submit current copies of all credentials using Certified Background Check. In addition, a transferring or readmitted student must complete a new drug screen within 6 months of application submission.

ASSOCIATE DEGREE NURSING CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	
	(Any student desiring to take Literature must have taken ENG 112.) History and speech classes do not meet the humanities elective requirement	3
Social Sciences	PSY230, SOC 200	6
Lab Sciences	BIO 141-142	8
Science	BIO 149	1
Major requirement(s) in sequence	NUR 100, 111, 112, 135, 216, 217, 226, 245, and 254	41
General Pharmacology	HLT 250	3
Total Minimum Credits		**69**

SUGGESTED SCHEDULING:

Applicants are recommended to have completed the general education course requirements prior to applying for admission into the first AAS nursing major laboratory course, NUR 111.

Semester 1		Semester 2		Semester 3		Semester 4	
SDV 100	1	NUR 112	8	NUR 216	8	NUR 217	8
NUR 111	8	BIO 142	4	NUR 245	3	NUR 254	2
NUR 100	1	ENG 111	3	HLT 250 *	3	SOC 200	3
NUR 226	2	PSY 230	3	ENG 112	3	HUM Elective	3
NUR 135	1						
BIO 149	1						
BIO 141	4						
Total	**18**	**Total**	**18**	**Total**	**17**	**Total**	**16**

* Nursing program course may be taken in other semesters. Placement is determined by clinical and faculty availability.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Licensed Practical Nurses for Advanced Standing

The Advanced Standing (LPN to RN) applicant must meet the same admission requirements listed above. The LPN to RN applicant is not required to take the Preadmission Tests. However, if the LPN to RN applicant has not successfully completed the prerequisites biology, chemistry, and algebra within five years prior to applying to the nursing program, the LPN to RN applicant may demonstrate currency in these prerequisites by scoring at least at the 45th program percentile on Math, Science, Reading and English of the Nursing Preadmission Test or by successful completion of BIO 101, CHM 125, and MTE 1-4. The LPN to RN applicant must complete ITE 115 within the last five years or successfully complete the IC3 computer competency test prior to applying to the nursing program. The LPN to RN applicant must demonstrate application of knowledge of basic nursing concepts through performance on a standardized nursing achievement test. These tests are administered in the LPN to RN Transition Course. Applicant is responsible for the cost of the tests. Successful completion of the achievement test does NOT guarantee admission into the 200 level nursing program courses.

LPN to RN applicants must complete NUR 100, NUR 226, and NUR 115 within eighteen months prior to admission to program. LPN to RN applicants should complete the majority of general education courses in the associate degree prior to applying for admission with advanced standing into 200 level nursing courses. Applications for LPN to RN AAS nursing program are due by April 1 or November 1. Upon meeting all admission criteria, applicants' transcripts and nursing test scores will be evaluated to determine readiness and priority for admission. The number of qualified LPN to RNs offered admission is contingent upon space available in classroom, nursing laboratory, the program's access to sufficient clinical spaces in the region's healthcare settings, and the number of qualified nursing faculty.

LPN to RN applicants offered admission must submit documentation of immunizations and other credentials including drug screen, liability insurance for RN nursing student , and health insurance as listed for students in the Associate in Applied Science: Nursing curriculum.

LPNS TO ASSOCIATE DEGREE NURSING CURRICULUM (LPN TO RN):

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	
	(Any student desiring to take Literature must have taken ENG 112.)	
	History and speech classes do not meet the humanities elective requirement	3
Social Sciences	PSY 230, SOC 200	6
Lab Sciences	BIO 141-142	8
Science	BIO 149	1
Major requirements *in sequence*	NUR 115[1], 100[1], 135[1], 216, 217, 226, 245, and 254	28
	Student will be awarded 13 credits for LPN Licensure and demonstration of proficiency as	
	defined by the nursing faculty on standardized nursing achievement tests	13
General Pharmacology	HLT 250	3
Total Minimum Credits		**69**

SUGGESTED SCHEDULING:
Advanced Standing students should complete the majority of general education course requirements prior to applying.

FIRST YEAR				SECOND YEAR			
Semester 1		**Semester 2**		**Semester 3**		**Semester 4**	
BIO 141	4	ENG 112	3	NUR 216	8	NUR 217	8
ENG 111	3	BIO 149	1	NUR 245	3	NUR 254	2
PSY 230	3	NUR 115[1]	3	HLT 250	3		
SOC 200	3	NUR 100[1]	1				
SDV 100 or any approved		NUR 226	2				
SDV course	1	BIO 142	4				
Humanities Elective	3	NUR 135	1				
Total Credits	**17**	**Total Credits**	**15**	**Total Credits**	**14**	**Total Credits**	**10**

1   NUR 100, NUR 135, NUR 226, HLT 250 and NUR 115 may be taken in other semesters. NUR 100, 115, 135, 226 and HLT 250 may be taken by licensed LPNs who anticipate application to the nursing program within 18 months of application to the program. NUR 115 is required to be taken immediately before applying to the program.

    Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Police Science

Purpose: The Associate of Applied Science in Police Science prepares individuals for careers in the criminal justice field and for advanced study in the administration of justice or related programs. Courses within this program may be of interest to individuals seeking professional and/or personal development in subjects related to the criminal justice system.

Occupational Objectives: Municipal, County, State, and Federal Law Enforcement Personnel; Private or Government Investigator; Commercial and Industrial Security Officer.

Admission Requirements: In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

POLICE SCIENCE CURRICULUM:

Degree Requirements		Credits
Student Development	SDV 100 or any approved SDV course	1
English	ENG 111-112	6
Mathematics	Any 100 level or higher MTH course[1]	3
Health/Physical Education	Any HLT or PED course(s) [2]	2
Humanities	Any two courses from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	PLS 135 or 136 and any PSY or SOC course	6
Communication	BUS 236, CST 100, CST 110, or CST 126	3
Program requirements	ADJ 100, 105, 110, 111, 133, 201, 211-212, 236, 243	30
Elective Course Options	Any two ADJ courses (not listed above) or PSY 255 (if not used for PSY/SOC elective) and one ADJ course (not listed above)	6
Computer Applications & Concepts	ITE 115[3]	3
Total Minimum Credits		**66**

SUGGESTED SCHEDULING:

Before registering for classes, students should check the prerequisites listed with the course descriptions. Normally, a full-time student would register for courses in the following sequence:

FIRST YEAR

Fall		Spring	
ADJ 100	3	ADJ 111	3
ADJ 105	3	ADJ 133	3
ADJ 110	3	ENG 112	3
ENG 111	3	PLS 136 or PLS 135	3
Math	3	ITE 115	3
SDV course	1	Health/Physical Education	1
Total Credits	**16**	**Total Credits**	**16**

SECOND YEAR

Fall		Spring	
ADJ 243	3	ADJ 212	3
ADJ 211	3	ADJ Elective	3
ADJ 201	3	ADJ 236	3
SPA 150	3	BUS 236, CST 100, CST 110, or CST 126	3
ADJ Elective	3	Health/Physical Education	1
Humanities Elective	3	SOC/PSY Elective	3
Total Credits	**18**	**Total Credits**	**16**

Students successfully completing requirements from the Rappahannock Regional Criminal Justice Academy will be awarded credit for ADJ 110, ADJ 211, ADJ 212, ADJ 236, HLT/PE and two ADJ electives for a total of 20 credits. Students must provide appropriate documentation and credit will be awarded after students satisfactorily complete all other program requirements. Graduates of the Virginia State Police Basic Training Course and Law Enforcement Officers may receive academic credit.

1   Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.
2   Veterans may be awarded credit for military experience to meet this requirement.
3   Students passing the computer competency exam will need to take an additional 100 level course in place of ITE 115.
Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Associate of Applied Science (AAS)

Technical Studies - Industrial Maintenance

Purpose: The associate degree in Technical Studies-Industrial Maintenance is designed to assist companies through educating students on current industry and manufacturing practices. The degree allows students to have a work-based learning component in addition to the general education and technical foundation classes.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

TECHNICAL STUDIES CURRICULUM:

Degree Requirements		Credits
SDV 100	College Success Skills	1
ENG 111	College Composition I	3
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	3
Social Sciences	Any two courses from ECO[1], GEO, HIS, PLS, PSY[2], or SOC	6
Math	Any math course 120 or higher[3]	3
HLT/PED	Any HLT or PED course(s)[4]	2
		18

Technical Foundations:		
ITE 115	Introduction to Computer Applications and Concepts	3
ENG 115	Technical Writing	3
IND 101	Quality Assurance Technology I	3
IND 137	Team Concepts and Problem Solving	3
ELECTIVES	Choose from any SAF, ITE, MEC, MAC	3
		15

Contents Skills and Knowledge:		
MAC 161	Machine Shop Practices	3
DRF 175	Schematics and Mechanical Diagrams	2
MAC 209	Standards, Measurements, and Calculations	3
MEC 154 or ELE 156	Mechanical Maintenance/Electrical Control Systems	3
MEC 265 or ELE 233	Fluid Mechanics / Programmable Logic Control Systems I	3
MEC 161	Basic Fluid Mechanics – Hydraulics/Pneumatics	3
MEC 162 or MEC 165	Applied Hydraulics and Pneumatics/ Applied Hydraulics, Pneumatics and Hydraulics	3
SAF 126	Principles of Industrial Safety	3
ELE 133	Practical Electricity I	3
		26

Work-based Learning:		
Work-based Learning[5]		6
Total Minimum Credits:		**65**

FIRST YEAR

Fall		Spring	
SDV 100	1	DRF 175	2
ENG 111	3	MEC 154 or ELE 156	3
MAC 161	3	MEC 162 or MEC 165	3
MEC 161	3	MEC 265 or ELE 233	3
MAC 209	3	ITE 115	3
ELE 133	3	IND 101	3
Total Credits	**16**	**Total Credits**	**17**

SECOND YEAR

Fall		Spring	
Social Science Elective	3	Humanities Elective	3
ENG 115	3	Social Science Elective	3
Micro-Computers	3	SAF 126	3
MTH 120 or higher	3	HLT or PED	2
IND 137	3	Work-Based Learning	6
Total Credits	**15**	**Total Credits**	**17**

SUGGESTED SCHEDULING:

Before registering for classes, students should check the prerequisites listed with the course descriptions in the back of the catalog. Normally, a full-time student would register for courses in the following sequence; however, apprenticeship offerings may alter this sequence.

1. ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.
2. PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.
3. Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.
4. Veterans may be awarded credit for military experience to meet this requirement
5. Work-based learning is satisfied by completion of: Journeyman Card or Standard Industry Certification.

Associate of Applied Science (AAS)

Veterinary Technology (Through B.R.C.C)

Associate of Applied Science Degree in Animal Science: Veterinary Technology Major

Possible occupations for graduates: veterinary technician for veterinary hospital, diagnostic/research laboratory, the pharmaceutical industry, zoos/wildlife centers, sales and livestock managers, or veterinary educators.

The Blue Ridge Community College Veterinary Technology Program will be restarting its distance education program at the Locust Grove campus of Germanna Community College starting in June 2016.

We have graduated many classes since we began offering distance education in 1997 and the graduates have a 100% passing rate on the Virginia licensing exam.

Our program requires that:
1) students have completed the general education courses, i.e. English, Chemistry
2) students are working at least 20 hours per week in an approved veterinary hospital,
3) that a licensed veterinarian agrees to serve as an unpaid adjunct faculty member to mentor the student. The success of the program depends on the willingness of the veterinarian mentor to work with the student to allow them to practice the tasks that they are taught and to sign off in their book when they have been successfully mastered.
4) students travel to the Weyers Cave campus at least three times a semester on Fridays for laboratory training and testing.
5) students attend class at GCC, Locust Grove Monday and Wednesday mornings from 9-12 for lecture (an hour longer during the summer semesters).

Under the direct supervision of a LVT or licensed veterinarian these students may perform those tasks limited to LVTs once they have been covered in the curriculum.

Two courses are taught per semester and the program takes 9 semesters to complete. Students who start in June 2016 will graduate in May 2019. Applications are due by January 31.

More information on the distance education program is available on our website at www.brcc.edu.

VETERINARY TECHNOLOGY CURRICULUM:

Degree Requirements		Credits
First Semester		
ENG 111	College Composition I	3
SDV	Student Development	1
VET 100	Introduction to Animal Science	4
VET 105	Introduction to Veterinary Technology	3
VET 111	Anatomy and Physiology of Domestic Animals	4
VET 120	Veterinary Medical Terminology and Calculations	3
Semester Credits		**18**
Second Semester		
CHM 110	Survey of Chemistry	3
	Literature/Humanities/Fine Arts Elective	3
VET 115	Laboratory Techniques I	4
VET 121	Clinical Practices I	4
VET 216	Animal Pharmacology	3
Semester Credits		**17**
Summer Session		
VET 290	Coordinated Practice in Veterinary Technology	4
Semester Credits		**4**

Third Semester		
VET 236	Companion Animal Behavior,	3
HLT/PED	Health/Physical Education Electives	2
VET 215	Laboratory Techniques II	4
VET 221	Advanced Clinical Practices III	4
VET 205	Applied Veterinary Surgical Nursing	3
Semester Credits		**16**
Fourth Semester		
VET 210	Animal Diseases and Microbiology	4
	Social and Behavioral Science Elective	3
VET 217	Introduction to Laboratory, Zoo and Wildlife Medicine	3
VET 222	Advanced Clinical Practices IV	4
VET 230	Veterinary Hospital Management	3
Semester Credits		**17**
Total Credits Required		**72**

Certificate Programs

Dental Assisting

Germanna Community College offers a Certificate in Dental Assisting. The program consists of a combination of traditional and clinical learning modalities. The curriculum is designed to prepare selected students to serve in a dynamic and growing health profession as valuable members of the Dental Health team. The program is also designed to accommodate those students who wish to advance to the Dental Assisting II registration and/or matriculate to a dental hygiene Associate Degree.

Graduates of this Dental Assisting Program will receive a Certificate of Dental Assisting. After successful completion of the program and national dental assisting board examinations, the student will be eligible for entry into the profession or a Dental Assisting II program. The goals of the Program are:

The goals of the Dental Assisting Program are:
1. To attract and graduate competent and ethical professionals with the skills and knowledge to practice as chairside dental assistants.
2. To prepare students to pass the Dental Assisting National Board Exam.
3. To prepare students to obtain employment as dental assistants.
4. To prepare students to recognize the need for a commitment toward professional growth through life-long learning and participation in professional activities.

Purpose: The curriculum is designed to prepare selected students to serve in a dynamic and growing health profession as valuable members of the Dental Health team. At the successful completion of the program, the student will be eligible to take the Dental Assisting National Board Examination.

Transfer Information: Although transfer is not the primary purpose of a certificate program, GCC credits may transfer to other associate degree programs and/or senior institutions. Students interested in transfer should contact a counselor or their faculty advisor early in their program.

Special Accreditation Status: Germanna Community College maintains the status of initial accreditation 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.

Essential Dental Assisting Functions: To successfully complete the component of the Program, the student must be able to perform all of the essential functions of a dental assistant:
1. Possess front desk and chairside clinical skills including the abilities to see and hear adequately to note slight changes in the client's conditions and to hear adequately to perceive and interpret various equipment signals.
2. Possess a good attitude and dedication toward other members of the health care team and patients.
3. Be a team player, take initiative and be responsible.
4. Maintain patient confidentiality and communicate satisfactorily with clients, physicians, peers, family members, and the health care team
5. Demonstrate sensitivity to patient needs.
6. Show empathy.
7. Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice.
8. Manage the care of a client in a sudden emergency, including one-man CPR when necessary.
9. Possess the visual acuity to correctly read handwritten orders, medication records, chart contents, and provide safety for clients.

Despite the foregoing, a qualified person with a disability who can perform these essential functions with reasonable accommodation will be considered for admission along with other qualified applicants.

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

General Admission Requirements: Applicant selection into the Dental Assisting Program is selective and competitive. Six students are admitted annually at the Germanna site. For more information on the application process, students should visit the department website at http://www.germanna.edu/academics/nursingandhealthtechnologies/dental/dentalassisting/?menuchoice=Dental Assisting or call the department office at (540) 423- 9823 or (540) 423-9833.

- Be admitted to Germanna Community College.
- Students must have a high school diploma or GED.
- MTE 1-2 within five years.
- A 2.0 average in academic work is necessary for consideration.
- Applicants must attend a dental assisting program informational meeting with a dental faculty advisor.
- Applications, including official transcripts of all secondary and postsecondary courses, must be received by the Admissions and Records Office.
- Requirements for admission into the dental assisting program are specific and admission is selective and competitive. If there are more qualified applicants than space available for offer of admission, the applicants with the highest HOBET test score, GPA, and number of credits completed toward the Certificate in Dental Assisting will receive priority consideration for offer of admission. Answers to short essay questions and 2 letters of recommendation will also be considered.
- If the number of applicants exceeds the enrollment space available in the program, some applicants may not be accepted even if the minimum requirements for admission are met.
- Applicants will be expected to have earned a "C" or better in all general education courses in the Certificate program.
- Applications for the Certificate in Dental Assisting program are due by October 1 each year.

Additional Admission Requirements/Recommendations:
1. It is recommended that students pass NAS 150, Human Biology, 3 credits, with a grade of C or better prior to being admitted to the program, ENG 111, College Composition, and SDV 101, Orientation to Health Care with a "C" or better.
2. Students may be required to repeat courses or to complete evaluative testing for credits earned more than ten years ago.
3. Since the dental assistant program has many applicants and the number of admissions is contingent upon available faculty and classroom and clinical spaces, the expected time it will take a student to earn the degree may exceed 11 months. Applicants are advised to complete the general education courses, especially NAS 150 Human Biology or NAS 161Natural Science I, prior to entering the first dental assisting major course.

Special Program Requirements: 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 or the use of drugs or alcohol to the extent that such use renders him/her unsafe to practice dental assisting. Any applicant who has been found guilty of a misdemeanor or felony must consult with the Dental Assisting Program Director prior to admission.

Responsibilities of Dental Assisting Students:
The following are responsibilities of students in the Dental Assisting Program:
1. To prepare students for the high ethical standards of the health professions, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, cheating, attempting to cheat, plagiarizing, lying, stealing academic work which includes secured tests or related materials, submitting papers purchased or written by others, or failing to report an occurrence of academic dishonesty or any violation of this honor code may subject the student to the College's disciplinary procedures as defined in the GCC Student Handbook.
2. Students in dental assisting program incur a variety of expenses in addition to college tuition and fees. These include, but are not limited to, the cost of uniforms, accessories, and travel to clinical assignments. Students are also responsible for testing fees.
3. A strict dress code is required in the clinical setting. Students may be dismissed if they fail to comply with this dress code.
4. The College reserves the right to require students to obtain 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.
5. Students are required to complete learning experiences at local clinics, private offices, and/or other community-based agencies. Students may be required to attend both day and/or evening clinical assignments.
6. Students must provide their own transportation to clinical assignments. Strict attendance is required at clinical sites.
7. Students may utilize the resources of the assigned clinical affiliate for emergency medical treatment for injuries or illness that 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.
8. Students must comply with all clinical contract protocols including immunization requirements, drug screening and background checks.
9. Students must keep their CPR certifications current.
10. 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. 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 Dean of Nursing and Health Technologies.
11. Students are expected to demonstrate professional behavior consistent with standards associated with health care practitioners.

Continuation Requirements for Dental Assisting Students

The following continuation requirements govern students in the Dental Assisting Program:

1. Each course in the program major must be completed with a grade of "C" or better before taking the next course in the sequence and to satisfy graduation requirements, unless waived by the Division Dean upon the recommendation of the Program Director.
2. All courses in the major must be taken in the sequence prescribed in the GCC Catalog, unless otherwise approved by the Program Director.
3. To pass a course students must successfully complete both the didactic (classroom) and the clinical/lab requirements.
4. Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who exhibits unsafe performance or non-adherence 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 that might adversely affect their acceptance or performances in the program. The College reserves the right to require medical examinations to verify continuing compliance. Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information are subject to dismissal from the program.
6. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the program.

Program Re-Enrollment Requirements for Dental Assisting Students

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 Director approval. An interview and medical examination may be required.

Prior to entering the first Dental Assisting major course:

ENG 111	3
NAS 150	3
PSY 200	3
SDV 101	1
Total Credits	**10**

Spring		Summer		Fall	
DNA 103	1	DNA 114	4	DNA 119	1
DNA 108	3	DNA 190	3	DNA 120	1
DNA 110	3			DNA 130	2
DNA 113	3			DNA 140	5
DNA 134	3				
Total	**13**	**Total**	**7**	**Total**	**9**

Certificate Programs

Early Childhood Development

Purpose: The Certificate program in Early Childhood Development is designed to provide students with practical skills and theoretical knowledge related to the care, development and guidance of young children. The curriculum addresses the intellectual, social, physical, emotional, and creative growth of young children. Graduates will be prepared to seek employment involving the care and education of young children in settings such as Head Start, day care centers, nursery schools, family day care homes, and other specialized settings.

The Certificate provides greater depth and breadth of knowledge than the Career Studies Certificate and positions students to pursue the Associate Degree Early Childhood Development.

Occupational Objectives: Graduates will be prepared to seek employment involving the care and education of young children in settings such as Head Start, day care centers, nursery schools, family day care homes, and other specialized settings.

Admission Requirements: In addition to the general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes courses in childhood development, health, and general education. Instruction includes both theoretical concepts and practical applications for future success in childcare occupations.

EARLY CHILDHOOD DEVELOPMENT CURRICULUM:

Program Requirements		Credits
SDV 100	Or any approved SDV Course	1
ENG 111	College Composition I	3
CHD 118	Methods and Materials in Language Arts for Children	3
CHD 120	Introduction to Early Childhood Education	3
CHD 145	Teaching Art, Movement, and Music to Children	3
CHD 146	Math, Science, Social Studies for Children	3
CHD 205	Guiding the Behavior of Young Children	3
CHD 210	Introduction to Exceptional Children	3
HLT 135	Child Health and Nutrition	3
PSY 235	Child Psychology	3
Total Minimum Credits		**28**

Math Requirement: Prior to graduation from the Certificate program, students must complete MTE 1-3.

Suggested Sequence of Courses: The SDV 100 course and any required developmental reading or math coursework should be taken during the first semester of study. Students taking ENF 2 may also take CHD 125. Developmental English coursework may also be required prior to taking ENG 111.

Availability of Courses: The courses required for completion of the Certificate in Early Childhood Development are offered at various times throughout the academic year. Not all required courses are offered every semester. Not all courses are offered at all campus locations. Students interested in completing the Certificate in Early Childhood Development should make an appointment with the Early Childhood Development program coordinator to discuss the variety of options available for completing the required course work.

The Early Childhood Development AAS Degree: All courses in the Early Childhood Development Certificate fulfill requirements for the AAS degree in Early Childhood Development.

Scholarship Opportunities: The Virginia Child Care Provider Scholarship Program, the TEACH VA program and federal financial aid programs can provide most of the funds necessary to complete the Certificate in Early Childhood Development. Contact the Early Childhood Development program coordinator for more information.

Fine Arts

Purpose: The program of Fine Arts at Germanna Community College is designed to develop the basic knowledge and skills leading to a career in the arts, while also serving the needs of individuals seeking personal enrichment of creative abilities. Coursework includes a thorough exploration of two dimensional concepts, mediums, tools and applications necessary to the creation of quality artwork. The study of historical and contemporary art issues and theory equips the student with the ability to communicate effectively in the language of art and to investigate meaningful concepts of self-expression. Upon completion of the program, graduates will have prepared an artist's statement, resume and a portfolio of visuals beneficial for presentation to potential employers, bachelorette programs, gallery representation or other professional art opportunities.

Occupational Objectives: Employment opportunities include positions in museum or gallery settings, studio assistantship or other entry-level careers that require a creative mind. Other possible career paths that may require further education or experience include: Product designer (a wide spectrum from fabric patterns to jewelry making), fashion designer, art historian, interior decorator, set and prop designer, medical illustrator, arts writer or critic, book or publication illustrator, art therapist, museum administrator, furniture designer, photographer, videographer, art educator, or studio artist.

Admission Requirements: In addition to the general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes courses in studio art and art history, general education and electives. Instruction includes both theoretical concepts and practical applications required for future success in art-related occupations. The student is urged to consult with a faculty advisor in selecting electives. The final course, Portfolio and Resume Preparation (ART 287), requires students to develop and submit a portfolio of their art work for approval by the instructor(s), and suitable for presentation.

FINE ARTS CURRICULUM:

Program Requirements		Credits
ENG 111-112	College Composition I-II	6
ART 101-102	History and Appreciation of Art I-II	6
ART 106	History of Modern Art	3
ART 121-122	Drawing I-II	8
ART 131	Fundamentals of Design I	4
ART 287	Portfolio and Resume Preparation	1
Elective	Any one ART studio course	4
Total Minimum Credits		**32**

Fine Arts electives include any studio ART: ART 132, 241, 242, & 275.

SUGGESTED SCHEDULING:

FIRST YEAR				SECOND YEAR	
Fall		**Spring**		**Fall**	
ENG 111	3	ENG 112	3	ART 287	1
ART 101	3	ART 102	3		
ART 106	3	ART 122	4		
ART 121	4	ART Elective	4		
ART 131	4				
Total Credits	**17**	**Total Credits**	**14**	**Total Credits**	**1**

Fire Science Technology

Purpose: The certificate program in Fire Science Technology is offered to provide students a broad-based knowledge of current and future advances in the fire science field.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

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

FIRE SCIENCE TECHNOLOGY CERTIFICATE CURRICULUM:

Program Requirements		Credits
SDV 100	College Success Skills	1
ENG 111-112	College Composition I-II	6
FST 100	Introduction to Emergency Services	3
FST 110	Fire Behavior and Combustion	3
FST 112	Hazardous Materials Chemistry	3
FST 115	Fire Prevention	3
ITE 115[1]	Introduction to Computer Applications and Concepts	3
MTH 100 Level and above[2]	Mathematics	3
Social Sciences	Any two courses from ECO[3], GEO, HIS, PLS, PSY[4], or SOC[5]	6
BIO 101, CHM 101, or CHM 111	Laboratory Science	4
Total Minimum Credits		**35**

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR				
Fall		**Spring**			**Fall**		**Spring**		
ENG 111	3	ENG 112	3		Lab Science	4	Math	3	
FST 100	3	FST 112	3		ITE 115	3	Social Science Electives	6	
FST 110	3	FST 115	3						
SDV 100	1								
Total Credits	**10**	**Total Credits**	**9**		**Total Credits**	**7**	**Total Credits**	**9**	

1   Students passing an approved computer competency exam will need to take an additional social science course in place of ITE 115.

2   Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.

3   ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.

4   PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.

5   SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.

General Education

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

Admission Requirements: In addition to the general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

GENERAL EDUCATION CURRICULUM:

Program Requirements		Credits
Student Development	SDV 100	1
English	ENG 111	3
Math	Any MTH 151 or higher	3
Humanities	ART 101, ART 102, ART 106, any REL, or HUM 100 AND any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	6
Social Sciences	Any course from ECO[1], PLS, PSY[2], or SOC[3] AND any course from ECO[1], GEO, HIS, PLS, PSY[2], SOC[3]	6
History	Any HIS course	3
Lab Sciences	Any two-semester sequence in BIO, CHM, or PHY	8
	Note: BIO 141 and BIO 142 do not meet the science requirement	
Communication	CST 100, CST 110, or CST 126	3
Total Minimum Credits		**33**

SUGGESTED SCHEDULING:

Fall		Spring	
SDV 100	1	CST 100, 110, or 126	3
ENG 111	3	Humanities	3
MTH	3	Social Science	3
History	3	Social Science	3
Humanities	3	Lab Science (II)	4
Lab Science (I)	4		
Total Credits	**17**	**Total Credits**	**16**

1. ECO 120 and ECO 201-202 contain similar course content. Students should take either ECO 120 or ECO 201-202 unless they plan to take all three courses. Students may not receive credit for ECO 120 if they have already completed both ECO 201 and ECO 202.
2. PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.
3. SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.

Graphic Communications

Purpose: Germanna Community College's certificate in graphic design will give the student an exposure and overview of the field of graphic design. Studies in drawing, fundamentals of design, color theory and use of the computer as a design tool will be incorporated into the classes. The student will gain knowledge in layout and design, typography, print production and studio procedures. Awareness of the many faceted career options will be explained. The understanding of the field of graphic design and its role in the workplace will help the student to pursue more fully one of these avenues of study. A portfolio of work will help the student enter internships and advanced studies at a 4-year institution.

Occupational Objectives: Graphic design, advertising design, environmental design, illustration, production artist, digital imaging, web design and other related occupations.

Admission Requirements: In addition to the general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes courses in graphic design, art history, general education and electives. Students are urged to consult with a faculty advisor in selecting elective courses. The final course, Portfolio and Resume Preparation (ART 287), requires students to develop and submit a portfolio of their art work for approval by the instructor(s), and suitable for presentation.

GRAPHIC COMMUNICATIONS CURRICULUM:

Program Requirements		Credits
ENG 111	College Composition I	3
ART 102	History and Appreciation of Art II	3
ART 121-122	Drawing I-II	8
ART 131	Fundamentals of Design I	4
ART 180	Introduction to Computer Graphics	3
ART 283-284	Computer Graphics I-II	8
ART 287	Resume and Portfolio Preparation	1
Elective	Graphics elective[1]	3-4
Total Minimum Credits		**33-34**

SUGGESTED SCHEDULING:

FIRST YEAR					SECOND YEAR	
Fall		**Spring**			**Fall**	
ENG 111	3	ART 102	3		ART 284	4
ART 180	3	ART 122	4		ART 287	1
ART 121	4	ART 183	4		Graphics Elective	3-4
ART 131	4					
Total Credits	**14**	**Total Credits**	**11**		**Total Credits**	**8-9**

1 Graphics electives could include ART 116, 132, 141, 261, 265, and PHT 264.

Certificate Programs

Health Information Management (Through P.V.C.C)

The Health Information Management (HIM) Certificate Program is designed to provide graduates with the knowledge and skills necessary to obtain entry-level employment in a variety of local medical office settings (inpatient, outpatient, physician office, patient financial services and insurance companies). Graduates will obtain necessary knowledge and skills in areas such as basic medical coding, patient scheduling, health records maintenance, billing, reimbursement and accounting. This in-demand career provides opportunities for advancement.

1. This certificate program is offered online through Piedmont Virginia Community College (PVCC). Students will need to apply to Germanna to take the placement tests and complete any developmental courses that are needed. There are also some approved substitution classes that the students can take at Germanna. Students desiring to take classes through both colleges during the same semester will need to contact PVCC to complete a consortium agreement.

2. In order to enroll/be admitted into the HIM program students will need to apply to PVCC (online), select HIM as their program of interest, and have any relevant coursework transferred to PVCC. Upon applying to PVCC students should contact either the HIM program director or Dean of Health and Life Sciences at PVCC. Rhoda Cooper, Program Director – 434.961.5266 – Rcooper@pvcc.edu or Kathy Hudson, Dean – 434.961.5446 – Khudson@pvcc.edu

3. Admitted students will need to be aware of essential functions and standards for successful performance. These include speech, hearing and comprehension, vision, mobility, manual dexterity, mentation, writing, and reading. Specifics on these items can be found on the PVCC HIM program page. The url for this web page is located at the bottom of this document.

4. Prior to the clinical portion of the program the following items will need to be completed (please consult with the PVCC HIM Program Director for specifics):
    a. Documentation of a PPD test
    b. A criminal background check and drug screening
    5. The HIM program prerequisites are as follows:
    a. Eligibility for ENG 111
    b. Competency in mathematics (MTE 1-4)
    c. Competency in high school level science
    d. Competency in computer keyboarding

Health Information Management Program Admission Checklist

Students who are interested in obtaining general information regarding the Health Information Management Program may direct their questions to the Health and Life Sciences Division Office (434.961.5445) or the Health Information Management Program Director (434.961.5266).

- Apply to Germanna, take placement tests, complete developmental coursework as necessary
- Apply to PVCC (www.pvcc.edu) and select HIM as program of interest
- Request official transcripts (both high school and college) be sent to PVCC's Office of Admissions and Advising. Complete request form for evaluation of transfer credits.

http://pvcc.edu/programs_study/certificate/cert_health_information_management.php

Certificate Programs

Police Science

Purpose: This certificate program is designed for those who want to pursue the study of subjects related to the criminal justice system and to prepare students for entry-level positions in the police science field.

Occupational Objectives: Police Officer, Deputy Sheriff, Private Security Officer, Park Police Officer, Transit Police Officer, and other law enforcement related occupations. Enhances knowledge and employability in the Police Science field.

Admission Requirements: In addition to the general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: The curriculum includes courses in writing skills, social sciences, Spanish, and information technology, as well as specialized courses in police science.

POLICE SCIENCE CURRICULUM:

Program Requirements		Credits
SDV 100	College Success Skills	1
ENG 111	College Composition I	3
Any HLT/PED	Health/Physical Education[1]	2
Humanities	One course from ART, ENG (Literature), HUM, MUS, PHI, REL, or oreign Language	3
ITE 115[2]	Computer Applications and Concepts	3
ADJ 100	Survey of Criminal Justice	3
ADJ 105	The Juvenile Justice System	3
ADJ 110	Introduction to Law Enforcement	3
ADJ 111	Law Enforcement Organization and Administration	3
ADJ 133	Ethics and the Criminal Justice Professional	3
ADJ 211	Criminal Law, Evidence, and Procedures I	3
ADJ 236	Principles of Criminal Investigation	3
Total Minimum Credits		**33**

SUGGESTED SCHEDULING:

First Year

Fall		Spring	
ADJ 100	3	ADJ 111	3
ADJ 105	3	ADJ 133	3
ADJ 110	3	ADJ 211	3
ENG 111	3	ADJ 236	3
Health/Physical Ed	2	Humanities Elective	3
SDV 100	1	ITE 115	3
Total Credits	**15**	**Total Credits**	**18**

All courses in this program are also program requirements in the Police Science AAS degree.

1   *Veterans may be awarded credit for military experience to meet this requirement.*

2   *Students passing an approved computer competency exam will need to take an additional 100 level course in place of ITE 115.*

Licensed Practical Nursing

Purpose: This 11-month program is designed to prepare selected students to qualify as contributing members of the health team, rendering direct patient care as beginning practitioners of practical nursing in a variety of health service facilities. Upon successful completion of the curriculum, students will be eligible to take the National Council Licensure Examination leading to licensure as a practical nurse (LPN).

Program Outcomes: At the completion of this certificate program, the graduates will:

Integrated Processes
- Utilize the following processes: clinical problem solving, caring, communication and documentation, and teaching/learning.

Client needs

Safe Effective Care Environment
- Collaborate with the healthcare team to facilitate safe, effective care to clients.
- Contribute to protecting the client, family, and health care team from infection and other health or environmental hazards.

Health Promotion and Maintenance
- Apply knowledge of growth and development to individual client situations, promote optimal health, and participate in prevention and/or early detection of health problems.

Psychosocial Integrity
- Assist with care that supports the emotional and psychosocial well- being of clients and families during stressful events.

Physiological Integrity
- Demonstrate the knowledge and ability to provide comfort and assistance during activities of daily living.
- Demonstrate the knowledge and ability to administer medications and monitor clients receiving parenteral therapies.
- Take action to reduce the likelihood that a client will develop a complication or health problem resulting from the current episode of care.
- Participate in providing care to clients with acute, chronic, or life-threatening physiological health problems.

*Above outcomes were adapted from the two part framework established by the NCSBN (National Council State Board of Nursing. This two part framework includes Client needs and Integrated Processes. This framework was established by the NCSBN to measure the knowledge, abilities, and skills needed by an entry level nurse in order to practice safely and effectively (NCSBN, 2006).

Program Approval: The Nursing Program is approved by the Virginia State Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, (804) 367-4473.

Nursing Performance Standards: Students admitted to the Germanna Community College nursing program can be expected to complete course requirements that prepare students to perform essential job functions as a licensed practical nurse. Those functions or skills that are deemed essential to the profession must be performed with or without accommodations. Any student who thinks he/she does not possess one or more of these functions should contact the Special Needs Counselor in the Office of Student Development Services. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Occupational Objectives: Through comprehensive educational experiences, students will emerge as motivated health care providers in their field and possess the potential for lifelong learning. Graduates of the program may, upon licensure, be eligible for employment in hospitals, nursing homes, clinics, schools, physician's offices, and other community health settings.

Admission Requirements:
- Official high school transcripts validating completion of high school or official documentation of GED on file in the Office of Admissions and Records.
- Official college transcripts for all secondary and postsecondary courses attempted or completed, and a completed request for transcript analyses form must be on file in the Germanna Community College Office of Admissions and Records.
- Applicants must have completed the following courses or their equivalent with a minimum grade of "C" within 5 years of applying for admission; one unit of high school biology with lab, one unit of high school chemistry with lab, and one unit of high school algebra. Equivalents include college BIO 101, CHM 125, and MTE 1-4.
- Applicants must have completed a high school computer literacy skills course or ITE 115 with a minimum grade of "C" within the five years prior to applying to the nursing program. Students completing the high school course must show validation by also successfully passing the GCC Computer Competency Exam.
- Completion of placement tests with scores showing readiness for college-level reading, writing, and math courses. Applicants with previous college courses may be exempt from placement tests.

- Standardized pre-admission nursing tests are required. Scores on the preadmission nursing tests are expected to be at least at the 45th program percentile for admission to the nursing program. Preadmission nursing test scores are accepted for three years. Applicant is responsible for cost of preadmission nursing tests.
- A 2.5 cumulative average in academic work is required.
- Applicants must subscribe to an on-line criminal history report. The summary report results will be communicated to the Nursing Office by the report vendor. Applicants convicted of committing a felony/misdemeanor may not be offered admission. The Board of Nursing may deny any applicant licensure if the applicant has willfully committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.
- Applicants are to submit the completed Nursing Program application to the Nursing Office by the established deadline. A completed application includes the application itself, a copy of their preadmission nursing test scores, the summary outcomes of the criminal history report, and a copy of all transcripts.
- Applicants must have a signed student/advisor worksheet on file in the Nursing Office prior to applying to the nursing program. Copies of the worksheet may be downloaded from www.germanna.edu/nursing.
- Requirements for admission into the nursing program are specific and admission is selective and competitive.
- If there are more qualified applicants than space available for offer of admission, applicants with the highest number of credits completed in the Allied Health-care Preparation Career Study Certificate or equivalent courses will receive priority consideration for offers of admission.
- Residents of Germanna's service region (Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford, and the City of Fredericksburg) will be offered priority consideration for offers of admission.
- Applicants with GPAs higher than 2.5 will receive priority consideration for offers of admission.
- Applicants who have completed NAS 150, Human Biology, or the anatomy, physiology, and microbiology courses in the Allied Health Care Preparation Career Study Certificate or equivalent courses will receive priority consideration for offers of admission.
- Applicants are expected to have earned "C" or better in all courses in the Allied Health Care Preparation Career Study Certificate or equivalent courses. Nursing students must earn at least "C" in the NUR major courses to remain in the program. The minimum passing grade is 80 (C) in the nursing program.

Applications for the practical nursing program are due by February 1 for summer admission on the GCC Locust Grove Campus and October 1 for January admission at the Eastern View High School location. Applicants' transcripts and nursing pre-admission test scores will be evaluated and ranked according to the priorities listed above.

The number of qualified applicants offered admission to the nursing program is contingent upon the number of quality faculty and space availability in the classrooms, nursing laboratories, and clinical sites needed to meet the program's learning outcomes.

An applicant seeking readmission into the nursing program after having left the practical nursing major courses for either academic or personal reasons may apply for readmission at either the February 1, or October 1 dates dependent upon which of the semesters the readmission applicant left the program. If an applicant has been out of the program more than one (1) year, the applicant must demonstrate current proficiencies by testing. The applicant may have to repeat courses. A readmission applicant who has been admitted to the nursing program a total of two times and fails to complete the program following the second offer of admission **will not** be readmitted to the program unless extenuating circumstances can be demonstrated by the applicant and which are deemed valid by the Nursing Program Admission Committee. The offer of admission to a qualified readmission applicant will be contingent upon space available in the classrooms and nursing laboratories, the program's access to sufficient clinical spaces, and the number of qualified nursing faculty. Readmitted nursing students may be required to register for a course where they are expected to demonstrate nursing skill currency and proficiency following the offer of readmission.

A transferring nursing student applicant must be currently enrolled in an approved practical nursing program or equivalent whose graduates are candidates for licensure. A transferring nursing student must have already successfully completed laboratory and clinical nursing major course(s) and meet the GCC requirements for admission to the nursing program. Transferring nursing students must present copies of the completed practical nurse major courses' unit outlines to the Dean of Nursing or designee prior to applying for transfer. Decisions on admission offers to transferring applicants will be determined by the Nursing Program Admissions Committee pending official transcript analysis, review of completed nursing course outlines, and space and faculty availability. A transferring nursing student must demonstrate expected course proficiencies by testing. The transferring applicant may have to repeat courses.

A transferring nursing student must present a letter of recommendation from the administrator of the program from which the student wishes to transfer. Application deadlines for transferring applicants are July 1 and November 1 dependent upon when the course into which the applicant is seeking transfer is offered.

The offer of admission to a qualified transferring applicant will be contingent upon space available in the classrooms, nursing laboratories, and the program's access to sufficient clinical spaces; as well as the number of qualified nursing faculty.

Transferring nursing students are required to register for a course where they are expected to demonstrate nursing skills currency and proficiency following the offers of admission.

Since the nursing program has many applicants and the number of admissions is contingent upon available faculty, classroom, and clinical spaces the expected time it will take a student to earn the degree may exceed one year. If the number of applicants exceeds the number of available qualified faculty and the amount of enrollment space available in the program, some applicants may not be accepted even if the minimum requirements for admission are met.

Program Information:

Prospective applicants without previous college courses completed should contact the Counseling Office to begin taking pre-nursing courses. Prospective applicants who have completed at least ten college credits should contact the nursing office to begin taking pre-nursing courses.

A current working knowledge of the principles of biology, math, chemistry, and computer literacy is expected. Math, science, and computer literacy prerequisite courses should have been successfully completed within the previous five years. Deficiencies may be corrected through appropriate courses at Germanna prior to admission to the program.

Students will be totally responsible for transportation to and from the College and health agencies utilized for clinical experiences.

Information on scholarships and financial assistance is available in the Financial Aid Office.

Prior to the onset of the first clinical nursing course, the nursing student must provide documentation of:
- Certification of American Heart Association cardiopulmonary resuscitation for health care professionals.
- Tetanus Vaccine
- Rubella/mumps/rubella/varicella vaccines or titer/Seasonal flu vaccine
- Hepatitis B vaccines or waiver.
- PPD or Chest X-ray.
- Current professional liability insurance as nursing student
- Urine drug screen
- Other mandatory clinical facility requirements including professional responsibilities and patient confidentiality.
- Personal Health insurance.
- Physical and Dental Examinations- Students must submit a Physical exam and Dental exam.

When a student progresses from one semester of nursing major courses into another semester of nursing major courses, the student is accountable for providing documentation of completed Hep B series vaccination, current CPR certification, liability insurance, health insurance and PPD skin test result.

A transferring or readmitted nursing student must provide current copies of all credentials. In addition, a transferring or readmitted student must complete a new drug screen.

PRACTICAL NURSING CURRICULUM:

Program Requirements		Credits
Student Development	SDV 100 or any SDV equivalent[1]	1
English	ENG 111	3
Social Sciences	PSY 230	3
Natural Sciences	NAS 150[2]	3
Major Requirements	PNE 130, 145, 161, 158, 162, and 164	32
Total Minimum Credits		**42**

Applicants are advised to complete the general education courses, especially NAS 150 Human Biology, prior to entering the first nursing major course.

SUGGESTED SCHEDULING:

Summer		Fall		Spring	
PNE 161	6	PNE 162	11	PNE 164	10
SDV 100[1]	1	PNE 130	3	PNE 145	1
NAS 150[2]	3	PSY 230	3	PNE 158	1
				ENG 111	3
Total Credits	**10**	**Total Credits**	**17**	**Total Credits**	**15**

1 NUR 100 (2 cr) may substitute for SDV 100
2 NAS 150 can be substituted with BIO 141, 142 and BIO 149.

Other courses may be required by high school programs to ensure student graduation from high school.

Germanna Community College/Culpeper County Public School Practical Nursing Program Site Option

The Germanna Community College Practical Nursing Program is offered at the Eastern View High School in Culpeper as well as at the Locust Grove Campus. The Practical Nursing Program at Eastern View High School admits students from Eastern View High School, Culpeper County High School, Orange County High School, as well as qualified Germanna Community College Students. Students who complete the program will receive the Practical Nursing Certificate from Germanna and will be eligible to take the National Council Licensure Examination for Practical Nurses (PNs).

Prerequisites:

High school applicant: High school biology with lab; high school chemistry with lab, high school algebra, and ENG 111 DE. Grades of "C" or better on the above courses are required. In addition, applicants must have an overall grade point average of at least 2.5. Applicant must complete the College's placement tests with scores showing readiness for college-level reading, writing, and math courses. Applicant must take a nursing preadmission exam. Preferential consideration in the admission process will be given to students scoring at or above the 45th percentile on these standardized nursing preadmission tests. The applicant is responsible for the cost of the nursing preadmission tests. A criminal Background check is also required prior to admission and associated costs will be incurred by the student.

Adult applicant:

- Official high school transcripts validating completion of high school or official documentation of GED on file in the Office of Admissions and Records. Applicants must have official college transcripts on file in the Office of Admissions and Records.
- One unit of high school biology with lab, one unit of high school chemistry with lab, and one unit of high school algebra or equivalents with a minimum grade of "C" within five years prior to applying to the nursing program. Equivalents include college BIO 101, CHM 125, and MTE 1-4 completed prior to applying to the nursing program. Students may also demonstrate competency by scoring at or above the 45th percentile on the TEAS in the respective subject area.
- Completion of ITE 115 or its equivalent with a C or above within 5 years or demonstration of successful challenge of Germanna's computer competency test prior to applying to the nursing program or college computer literacy skills course completed within five years prior to applying to the nursing program.
- Completion of Compass placement tests with scores showing readiness for college-level reading, writing, and math courses. Applicants with previous college courses may be exempt from the Compass placement tests.
- Documentation of standardized pre-admission nursing tests. Students with scores greater than the 45th percentile will receive priority consideration in the application process. Preadmission nursing test scores are accepted for three years. Applicant is responsible for cost of preadmission nursing tests.
- Documentation of a 2.5 cumulative GPA in academic work.
- Applicants must have signed student/advisor worksheets on file in the Nursing Office prior to applying to the nursing program. Copies of the worksheet may be downloaded from www.germanna.edu/nursing.
- A criminal Background check is required prior to admission and associated costs will be incurred by the student.

High school students' steps to applying to the GCC/EVHS Practical Nursing Program:

Step 1.   Apply online to GCC: http://www.germanna.edu, the Germanna Community College homepage. The applicant will receive a student ID number once one's application is complete. Parents must sign the Certification Section if the student is under 18 years of age. Note: Students who have already taken a GCC course do not need to apply again.

Step 2.   Print the full application and turn it in with the Nursing Application Packet available from the guidance department. Submit the application and packet to the guidance department by stated deadline.

Step 3.   Take the college placement test administered at CCHS or EVHS by the stated deadline. One must sign up with one's school's testing coordinator. Testing will occur during the school day and there is no cost. The applicant must have one's Germanna Student ID number (7 digits) to take the placement test.

Step 4.   Qualified applicants will be contacted to take the nursing pre-admission tests. The PSB test will be administered at the High School. There is a cost associated with this test as well.

Step 5.   Applicants must subscribe to an on-line criminal history report. Summary outcomes of the report will be communicated to the Nursing Office by the report vendor. Applicants who have committed a felony/misdemeanor may not be offered admission. A Board of Nursing may deny any applicant for licensure if the applicant has committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.

Step 6.   Interviews with qualified applicants will occur following the pre-admission testing. The interview panel will have representatives from the GCC Nursing Faculty and High School personnel. The panel will select the students for the practical nursing program.

Step 7.   Applicants who accept the offers of admission will register for the Germanna Community College classes with assistance of High School personnel by the deadline for each semester of courses. The high school guidance department will notify the admitted students of the deadline. Tuition payments are due at the time of enrollment and are made payable to the respective high school.

Step 8.   Refer to program information listed under Practical Nursing Certificate.

Adult applicants' steps to applying to the GCC/CCPS Practical Nursing Program:

Step 1. Turn in an application for admission to GCC. The following forms must be attached:
  - Transcripts of all secondary and postsecondary courses attempted or completed
  - A completed request for transcript analyses form by the Office of Admissions and Records.
  - TEAS or PSB results
  - Applicants must subscribe to an on-line criminal history report. Summary outcomes of the report will be communicated to the Nursing Office by the report vendor. Applicants who have willfully committed a felony/misdemeanor may not be offered admission. A Board of Nursing may deny any applicant for licensure if the applicant has willfully committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.

Step 2. Make arrangements for one's official high school and previous college transcripts to be mailed to the Office of Admissions and Records at GCC. Submit completed Request for Transcript Analysis Form on previous college work to the Office of Admissions and Records at GCC.

Step 3. Take the college's Placement Tests in Reading, Writing, and Math if one has not attended college previously.

Step 4. Take the New Student Registration Workshop offered by the Counseling Center.

Step 5. See a college counselor if one has never attended a college or has not completed at least ten credits of college courses.

Step 6. Once one has completed at least ten credits of college courses, meet with a GCC nursing faculty member for advising on pre-nursing courses. Visit www.germanna.edu/nursing for advising times.

Step 7. Refer to admission requirements, priority point chart, and program information listed above.

Step 8. Apply by submitting an application to the GCC Nursing Office by November 1.

The number of qualified applicants offered admission to the nursing program is contingent upon the space available in the classrooms, nursing laboratories, and clinical spaces in the region's healthcare settings; as well as, the number of qualified nursing faculty.

High School Students' Schedule:

12th year	Credits
Human Anatomy (NAS 150)	3
Developmental Psychology (PSY 230)	3
Student Development (SDV 100)	1
Practical Nursing (PNE 161)	6
English 111/112 (Dual Enrollment)[1]	3/3
US Government	
Total	**16/19**

After Graduation students will take the following courses at Germanna Community College:

Summer	Fall		Spring	
ITE 115 or challenge exam	Maternity Nursing (PNE 130)	3	Trends in Practical Nursing (PNE 145)	1
	Nursing and Health Changes II (PNE 162)	11	Mental Health &Psychiatric Nursing (PNE 158)	1
	Total	**14**	Nursing and Health Changes IV (PNE 164)	10
			Total	**12**
			Total Credits	**42**

  1   CCPS requires high school students who completed ENG 111 to enroll in ENG 112

Adult Students' Schedule:

(At GCC Fall and/or Spring prior to admission to nursing program)

Courses	Credits
SDV 100 or SDV equivalent[1]	1
ENG 111	3
NAS 150	3
PSY 230	3
Total	**10**

Taken at Eastern View High School during the Spring semester.
This class schedule is based on the Culpeper County School's calendar.

Courses	Credits
PNE 161	6

Taken at Germanna Community College:

2nd year fall and spring: PNE 130 , 162, 145, 158, 164	26
Total	**32**
Total credits:	**42**

Note: In order to graduate with the practical nursing certificate, the student must meet the college's computer competency requirement. High school students must contact the guidance department to determine how to satisfy this requirement. Adult students must pass the college's computer literacy skills challenge exam or an equivalent college computer literacy course within five years of applying to the nursing program.

Career Studies Certificate Programs

Accounting

Purpose: This program is designed to prepare students to perform basic level accounting functions for a business or government agency. The certificate is also appropriate for students seeking credits required to retain or improve their job status.

Occupational Objectives: Accounting Technician, Full-Charge Bookkeeper, Junior Accountant, Accounting Assistant.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Career Studies Certificate in Accounting requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Objectives:
- Provide students with an understanding of the mechanics and theory of accounting.
- Provide students with an understanding of the mechanics and theory of computerized techniques in accounting.
- Provide students with a basic understanding of business concepts and principles.

ACCOUNTING CURRICULUM:

Program Requirements		Credits
ACC 211-212	Principles of Accounting I and II	7
ACC 215	Computerized Accounting	3
ENG 111	College Composition I	3
BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3
Total Minimum Credits		**19**

All courses in this program can be used towards an AAS degree in Business Management.

Allied Health Preparation

Purpose: This curriculum is designed to provide educational preparation for individuals who plan to apply to a health career program.

Occupational Objectives: Completion of this certificate will prepare individuals to further their education in a health career program.

Admission Requirements: Admission requirements include a high school diploma or GED and satisfactory completion of the College placement tests in algebra, writing, and reading. Students who do not meet required placement levels must enroll in developmental studies courses. A student may complete developmental courses while being in the certificate program. Students intending to apply to the Nursing Programs should be taking the required nursing program prerequisites of algebra, biology, chemistry, and computer literacy in addition to the minimum requirements of the career study certificate.

Graduation from the Allied Health program does not guarantee admission into the GCC Associate in Applied Science Nursing program or the Certificate Program in Practical Nursing or other Health Career Programs.

Objectives:
- Provide part-time students with certification for their educational efforts.
- Provide a feeder path for the Associate of Applied Science Degree in Nursing or the Practical Nursing Certificate Program, the NVCC/GCC Dental Hygiene Program, or other health career programs.

ALLIED HEALTH PREPARATION CURRICULUM:

Program Requirements		Credits
SDV 100	College Success Skills	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	3
BIO 141	Human Anatomy and Physiology I	4
BIO 142	Human Anatomy and Physiology II	4
BIO 149	Microbiology for Allied Health	1
PSY 230	Developmental Psychology	3
SOC 200	Principles of Sociology	3
Total Minimum Credits		**25**

SUGGESTED SCHEDULING:

Fall		Spring	
SDV 100	1	ENG 112	3
ENG 111	3	BIO 142	4
PSY 230	3	BIO 149	1
BIO 141	4	SOC 200	3
Humanities Elective	3		
Total Credits	**14**	**Total Credits**	**11**

American Sign Language

Purpose: This program prepares individuals to communicate proficiently in American Sign Language. The focus is on American Sign Language vocabulary, syntax, non-manual signals, and receptive skills.

Occupational Objectives: Provides prerequisites for ASL interpreting programs offered at J. Sargeant Reynolds Community College or Northern Virginia Community College. The ASL interpreting programs would then prepare students for state and national certifying examinations for positions as interpreters with schools, colleges, and universities; local, state and federal agencies as well as medical, legal, mental health, employment and religious service providers.

Admission Requirements: In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. An understanding of the English language is important in developing ASL skills.

AMERICAN SIGN LANGUAGE CURRICULUM:

Program Requirements		Credits
SDV 100	College Success Skills	1
ASL 101	American Sign Language I	3
ASL 102	American Sign Language II	3
ASL 201	American Sign Language III	3
ASL 202	American Sign Language IV	3
ASL 125	History and Culture of the Deaf Community	3
Total Minimum Credits		**16**

Suggested Sequence of Courses: American Sign Language is taught in a four-semester sequence with each semester serving as a pre-requisite for the next: ASL 101, ASL 102, ASL 201, and ASL 202. ASL 125 may be taken any time after completing ASL 101.

Automotive Technology Automotive Diagnostician

Purpose: The curriculum is designed to meet the need for trained automotive diagnosticians. The student will learn skills in the areas of automotive transmission, manual drive train, climate control, and engine performance. This certificate program provides knowledge and skills in four Automotive Service Excellence (ASE) areas of certification recognized by the automotive industry. The student must complete satisfactory work experience and pass the ASE certification examinations to receive the official ASE certification.

Occupational Objectives: Automotive technician, state safety inspector, parts clerk, service writer, and service advisor.

Admission Requirements: In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading. Students with deficiencies must successfully complete appropriate developmental course work before they receive the career studies certificate.

Prerequisites: Students must either complete MTE 1-3 or a satisfactory score on the appropriate proficiency examination.

NOTE: All new students must take AUT 100 in the first semester.

AUTOMOTIVE DIAGNOSTICIAN CURRICULUM:

Program Requirements		Credits
AUT 100	Introduction to Automotive Technology	2
AUT 121	Automotive Fuel Systems I	4
AUT 122	Automotive Fuel Systems II	4
AUT 141	Auto Power Trains I	4
AUT 142	Auto Power Trains II	4
AUT 236	Automotive Climate Control	4
AUT 245	Automotive Electronics	4
Total Minimum Credits		**26**

Automotive Technology Automotive Technician

Purpose: The curriculum is designed to meet the need for trained automotive technicians. The student will learn skills in the areas of engine repair, suspension and steering, brakes, and electrical systems. This certificate program provides knowledge and skills in four Automotive Service Excellence (ASE) areas of certification, recognized by the automotive industry. The student must complete satisfactory work experience and pass the ASE certification examinations to receive the official ASE certification.

Occupational Objectives: Automotive technician, state safety inspector, parts clerk, service writer, and service advisor.

Admission Requirements: In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading. Students with deficiencies must successfully complete appropriate developmental course work before they receive the career studies certificate.

Prerequisites: Students must either complete MTE 1-3 or a satisfactory score on the appropriate proficiency examination.

NOTE: All new students must take AUT 100 in the first semester.

AUTOMOTIVE TECHNICIAN CURRICULUM:

Program Requirements		Credits
AUT 100	Introduction to Automotive Technology	2
AUT 111	Automotive Engines I	4
AUT 112	Automotive Engines II	4
AUT 136	Automotive Vehicle Inspection	2
AUT 266	Automotive Steering & Suspensions Systems	4
AUT 267	Automotive Braking Systems	4
AUT 241	Automotive Electrical I	4
Total Minimum Credits		**24**

Banking

No longer enrolling in this program

Purpose: The Career Studies Certificate in Banking is designed to prepare students to work in an entry-level credit analyst position in banking.

Occupational Objectives: Bank Teller, Loan Officer Assistant, Customer Service Representative, Retail Lender, Junior Commercial Loan Officer and Branch Manager, and Credit Analyst.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Banking program requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

BANKING CAREER STUDIES CERTIFICATE CURRICULUM

Program Requirements		Credits
BUS 100	Introduction to Business	3
BUS 121	Business Math I	3
BUS 122	Business Math II	3
BUS 236	Business Communication	3
BUS 241	Business Law I	3
ECO 120	Survey of Economics	4
ACC 211	Principles of Accounting I	3
FIN 166	Credit Analysis	3
Total Minimum Credits		**25**

All courses in this program may be used to meet the requirements for an AAS degree in Business Management.

Business Core

Purpose: To satisfy the community needs for individuals seeking a basic knowledge of business skills and to enhance advancement opportunities for the area's work force at large.

Occupational Objectives: First line supervisors, Entry level managers, Owners/managers of small businesses, Accountant/Bookkeeper

Admission Requirements: In addition to general requirements for admission to the college, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students with deficiencies must successfully complete appropriate developmental course work prior to taking the courses listed below.

BUSINESS CORE CAREER STUDIES CERTIFICATE CURRICULUM

Program Requirements		Credits
ACC 211	Principles of Accounting I	4
ACC 212	Principles of Accounting II	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
FIN 215	Financial Management	3
MKT 100	Principles of Marketing	3
MTH 157	Elementary Statistics	3
Total Minimum Credits		**22**

Career Studies Certificate Programs

E-Commerce

Purpose: The emphasis of the Career Study Certificate is centered on web page design, development and implementation of Internet based web sites for commercial and small business use.

Occupational Objectives: Course work centers on employment options in electronic marketing and sales, electronic commerce site design and implementation, and commercial web site creation and maintenance. Jobs descriptions would include areas in Web site management, Web master, and Web site support.

Admission Requirements: In addition to the admission requirements for the college, all students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

E-COMMERCE CURRICULUM

Program Requirements		Credits
ITD 110	Web Page Design	3
ITD 210	Web Page Design II	3
ITD 220	E-Commerce Administration	3
ITE 160 or MKT 100	Introduction to E-Commerce or Principles of Marketing	3
ITP 100	Software Design	3
ITP-140	Client Scripting	3
Total Minimum Credits		**18**

NOTE: It is recommended that students seeking the E-Commerce certificate have ITE-115 (Introduction to Computer Concepts and Applications) or equivalent knowledge.

Early Childhood Development

Purpose: The career studies certificate program in Early Childhood Development is designed to provide students with practical skills and theoretical knowledge related to the care, development and guidance of young children. The curriculum addresses the intellectual, social, physical, emotional, and creative growth of young children. Graduates will be prepared to seek entry-level employment in settings such as day care centers, nursery schools, playground programs, foster homes, hospital playrooms, family day care facilities, in-home care, and other facilities offering services for preschool children. This Career Studies Certificate is designed to be an introduction to the field of early childhood education.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

EARLY CHILDHOOD DEVELOPMENT CURRICULUM:

Program Requirements		Credits
SDV 100	Or any approved SDV Course	1
CHD 120	Introduction to Early Childhood Education	3
CHD 145	Teaching Art, Movement, and Music to Children	3
CHD 205	Guiding the Behavior of Children	3
HLT 135	Child Health and Nutrition	3
PSY 235	Child Psychology	3
Total Minimum Credits		**16**

Suggested Sequence of Courses: The SDV 100 course and any required developmental reading coursework should be taken during the first semester of study. Students taking ENF 2 may also take CHD 125.

Availability of Courses: The courses required for completion of the Career Studies Certificate in Early Childhood Development are offered at various times throughout the academic year. Not all required courses are offered every semester. Not all courses are offered at all campus locations.

The Early Childhood Development Certificate: All courses in the Early Childhood Development Career Studies Certificate are required courses for the certificate and associate degree programs.

Scholarship Opportunities: The Virginia Child Care Provider Scholarship Program, the TEACH VA program and federal financial aid programs can provide most of the funds necessary to complete the Career Studies Certificate in Early Childhood Development. Contact the Early Childhood Development program coordinator for more information.

Emergency Medical Technician-Intermediate *(Pending Approval)*

Purpose: The purpose of this curriculum is to produce competent entry-level Emergency Medical Technician-Intermediates (EMT-I/99) who can service the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia. Employment opportunities for EMT- Intermediates are available with ambulance; fire and rescue services; hospitals; local, state and federal government agencies; and humanitarian relief organizations.

Program Goals: At the completion of the program the graduate will be able to demonstrate:
- the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry- level EMT - Intermediate;
- technical proficiency in all skills necessary to fulfill the role of an entry-level EMT - Intermediate; and
- personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

EMT-INTERMEDIATE CURRICULUM:

Program Requirements		Credits
EMS 111	Emergency Medical Technician - Basic	7
EMS 120	EMT-Basic Clinical	1
EMS 151	Intro to Advanced Life Support	4
EMS 170	ALS Internship I	1
EMS 153	Basic ECG Recognition	2
EMS 157	ALS - Trauma Care	3
EMS 155	ALS - Medical Care	4
EMS 159	ALS - Special Populations	2
EMS 172	ALS Clinical Internship II	2
EMS 173	ALS Field Internship I	1
Total Minimum Credits		**27**

Engineering Technology

Purpose: This program is designed for students who wish to study basic engineering principles; it prepares students for entry-level positions as engineering technicians and technical assistants to the professional engineer in many of the construction fields.

Occupational Objectives: Draftsman, CADD Operator, Technical Assistants, Construction Field Assistants.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

ENGINEERING CURRICULUM:

Program Requirements		Credits
ENG 111	College Composition I	3
MTH 115 or MTH 164[1]	Technical Math I or Precalculus II	3
CAD 151	Engineering Drawing Fundamentals I	3
CAD 201	Computer Aided Drafting and Design I	3
CAD 202	Computer Aided Drafting and Design II	3
EGR 120	Introduction to Engineering	2
Total Minimum Credits		**17**

1 *MTH 164 has a prerequisite of MTH 163*

Horticulture

No longer enrolling in this program

Purpose: This program is designed to prepare individuals for employment in the field of horticulture, as well as provide further knowledge and advancement opportunities for those who are presently working in this field. The program also provides scientifically-based knowledge to persons with a personal interest in horticulture.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Articulation: Individuals successfully completing this Career Studies Certificate program may continue their studies to earn an Associate of Applied Science Degree in Horticulture Technology at either Northern Virginia Community College or J. Sargeant Reynolds Community College.

HORTICULTURE CURRICULUM:

Program Requirements		Credits
HRT 110	Principles of Horticulture	3
HRT 127	Horticultural Botany	3
HRT 207	Plant Pest Management	3
Electives	Three courses from HRT 137, HRT 245, HRT 246 and HRT 299	7-9
Total Minimum Credits		**16-18**

Electives:

HRT 137	Environmental Factors in Plant Growth	3
HRT 245	Woody Plants	3
HRT 246	Herbaceous Plants	3
HRT 299	Supervised Study	1

Suggested Scheduling: It is recommended that students start the program with HRT110.

Career Studies Certificate Programs

Industrial Maintenance Technology

Purpose: The purpose is designed to meet the need for trained industrial maintenance technicians. This program is intended for those who wish to work as maintenance employees or those who have just been hired as maintenance employees. It may also assist current employees with upgrading the skills necessary to support and maintain high-technology equipment.

Occupational Objective: Industrial Maintenance Technician, Industrial Process Technician, Engineering Technician

Admission Requirements: In addition to the admission requirements established by the College, all entering students will be required to take placements tests in math, writing, and reading. Students who do not meet required placement levels must enroll in developmental studies courses.

INDUSTRIAL MAINTENANCE TECHNOLOGY CURRICULUM:

Program Requirements		Credits
SAF 126	Principles of Industrial Safety	3
ELE 133	Practical Electricity I	3
ELE 156	Electrical Control Systems	3
ELE 233	Programmable Logic Controller Systems I	3
MAC 131	Machine Lab I	3
MAC 132	Machine Lab II	3
MEC 161	Basic Fluid Mechanics-Hydraulics/Pneumatics	3
MEC 165	Applied Hydraulics, Pneumatics and Hydrostatics	3
Total Minimum Credits		**24**

SUGGESTED SCHEDULING:

Fall		Spring	
SAF 126	3	ELE 156	3
ELE 133	3	MAC 132	3
MAC 131	3	MEC 165	3
MEC 161	3	ELE 233	3
Total Credits	**12**	**Total Credits**	**12**

Legal Assistant

Purpose: This program is designed to prepare individuals for an entry-level position as a Legal Assistant. In addition, it is designed to enhance the professional qualifications of those persons already employed as Legal Secretaries.

Occupational Objectives: Legal Assistant, Legal Secretary

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Articulation: Individuals successfully completing this Career Studies Certificate program may continue their studies and earn an Associate of Applied Science Degree in Legal Assisting at either Northern Virginia Community College or J. Sargeant Reynolds Community College.

LEGAL ASSISTANT CURRICULUM:

Program Requirements		Credits
LGL 110	Introduction to Law and the Legal Assistant	3
LGL 125	Legal Research	3
LGL 126	Legal Writing	3
LGL 200	Ethics	1
Writing Requirement	ENG 111 or BUS 236	3
Elective	Any LGL course or ADJ 211	3
Total Minimum Credits		**16**

Suggested Sequence of Courses: Students should begin with LGL 110. LGL 125 should be completed before LGL 126. The elective can be taken at any point after completion of LGL 110.

Microcomputer Applications for Business

Purpose: The Career Studies Certificate in Microcomputer Applications for Business is designed for those individuals who are seeking entry-level jobs in the area of information systems.

Occupational Objectives: Information Systems Manager Trainee, Technician, Automation Specialist

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students are urged to consult with counselors or faculty advisors in planning their programs. Students who do not meet required placement levels must enroll in developmental studies courses.

MICROCOMPUTER APPLICATIONS FOR BUSINESS CURRICULUM:

Program Requirements		Credits
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITE 100	Introduction to Information Systems	3
ITE 115[1]	Introduction to Computer Applications and Concepts	3
ITE 160 or MKT 100	Introduction to E-Commerce or Principles of Marketing	3
ITP 100	Software Design	3
Total Minimum Credits		**18**

1   Students who pass an approved computer competency exam may elect any ITD, ITE, ITN, or ITP course in place of ITE 115.

Networking

Purpose: The Career Studies Certificate in Networking is designed for those individuals who are recent high school graduates or for individuals in the labor force who are seeking entry-level jobs in the area of networking.

Occupational Objectives: Network Specialist, Network Technician, and Network Administrator.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs. Students seeking a network certificate should discuss their needs with an IST advisor before registering.

NETWORKING CURRICULUM:

Program Requirements		Credits
ITE 100	Introduction to Information Systems	3
ITN 101 or ITN 154	Intro to Local Area Networks or Fundamentals of Networking	3-4
ITN 208 or ITN 155	Protocols and Communications 2 or Introduction to Routing – Cisco	4
ITN 260	Network Security Basics	3
ITP 120	JAVA I	3
Total Minimum Credits		**16-17**

Advanced Networking

Purpose: The Career Studies Certificate in Advanced Networking is designed for those individuals who are recent high school graduates or for individuals in the labor force who are seeking jobs in networking that require professional certification (Network +/CCNA).

Occupational Objectives: Network Specialist, Network Technician, and Network Administrator.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs. Students seeking a network certificate should discuss their needs with an IST advisor before registering.

ADVANCED NETWORKING CURRICULUM:

Program Requirements		Credits
ITN 260	Network Security Basics	3
ITN 154	Fundamentals of Networking, Router Basics, and Configuration -- Cisco	4
ITN 155	Switching, Wireless, and WAN Technologies — Cisco	4
ITN 156	Basic Switching and Routing -- Cisco	4
ITN 157	WAN Technologies -- Cisco	3
Total Minimum Credits		**18**

Nurse Aide

Purpose: This curriculum is designed to provide skills and knowledge to prepare the student to take the certification test for becoming a certified Nurse Aide in Virginia.

Occupational Objective: Upon completion of this curriculum and certification by the Virginia Board of Nursing, individuals will be eligible for employment in a variety of health care settings.

Admission Requirements: Admission requirements include high school graduation or GED, an English 111 eligible score on the college placement test, and completion of MTE 1-2 . *Students who desire progression into any other advancing levels of nursing must take MTE 1-4. Students who do not meet required placement levels must enroll in developmental studies courses and must have successfully completed the following courses prior to registering for HCT courses:

   • SDV 100 and ITE 115 may be taken while developmental studies are being completed.

A prospective student with a felony/misdemeanor conviction needs to see the HCT course instructor/program advisor. Certain convictions will prevent an individual from being certified as a nurse aide in Virginia and other states.

The program requires additional expenditures for the student's health assessment, immunizations, urine drug screen, criminal background check, student liability, uniforms, supplies, and equipment, which are required for clinical assignments in HCT 101 and HCT 102.

NURSE AIDE CURRICULUM:

Program Requirements		Credits
SDV 100	College Success Skills	1
ITE 115	Introduction to Computer Applications and Concepts	3
HCT 101	Health Care Technician I[1]	4
HCT 102	Health Care Technician II[1]	3
HCT 110	Therapeutic Communication in the Health Care Setting	3
HCT 119	Advanced Health Care Technician	4
Total Minimum Credits		**18**

SUGGESTED SCHEDULING:

Fall		Spring		Summer	
SDV 100	1	HCT 101	4	HCT 110	3
ITE 115	3	HCT 102	3	HCT 119	4
Total Credits	**4**	**Total Credits**	**7**	**Total Credits**	**7**

   1   *HCT 101 and HCT 102 must be taken during the same semester. A student may choose to take only HCT 101 and HCT 102 and upon completion of these two courses, be a candidate to take the Nurse Aide in Virginia certification test. Students who choose this route will not receive the career studies certificate. However, students who are planning to explore career ladder opportunities to become a LPN or RN are advised to complete the Nurse Aide Career Study Certificate courses.*

HCT 101 and HCT 102 must be taken during the same semester, per availability. An admitted student may choose to take only HCT 101 and HCT 102 and upon completion of these two courses, be a candidate to take the Nurse Aide in Virginia certification test. Students who choose this route will not receive the career studies certificate. However, students who are planning to explore career ladder opportunities to become a LPN or RN are advised to complete the Nurse Aide Career Study Certificate courses.

Paraprofessional Counseling

Purpose: The Career Studies Certificate in Paraprofessional Counseling is designed to prepare students to work as mental health paraprofessionals. Students will receive a basic background in psychology and theories of counseling. Upon completion of the program, students will be prepared to pursue entry-level positions within the human services field or to continue their education. Graduate work and State licensing is required for the private practice of counseling, which is not within the scope of this program.

Occupational Objectives: Counselor Aides, Gerontology Assistants, Mental Health Technicians, Nursing Home Assistants, Social Services Assistants, Substance Abuse Counselor Aides.

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

PARAPROFESSIONAL COUNSELING CURRICULUM:

Program Requirements		Credits
PSY 120	Human Relations	3
PSY 200	Principles of Psychology	3
PSY 215	Abnormal Psychology	3
PSY 230	Developmental Psychology	3
PSY 226	Introduction to Counseling	3
PSY 290	Internship	3
PSY Elective	Any PSY course	3
Total Minimum Credits		**21**

Suggested Sequence of Courses: Students should begin with PSY 200. PSY 200 is a prerequisite for PSY 215. Students must complete 9 credits in psychology before taking PSY 226. PSY 290 should be taken last.

Students pursuing the Career Studies Certificate in Paraprofessional Counseling must complete the Social Sciences requirement using PSY courses required by that curriculum. Students not pursuing that curriculum should complete the Social Sciences requirement by taking any other Social Science course (ECO, GEO, HIS, PLS, or SOC) that transfer destinations might require for completion of the Bachelor's degree.

Students pursuing the Career Studies Certificate in Paraprofessional Counseling must take PSY 230. Students cannot earn credit for both PSY 235 and PSY 230. Students should contact the four-year institution(s) to which they may transfer to determine how credit might be awarded for PSY 235 and PSY 230.

Students pursuing the Career Studies Certificate in Paraprofessional Counseling must fulfill this requirement using PSY courses required by that curriculum, including PSY 226 and PSY 290. Students must complete PSY 226, 12 credit hours and gain the approval of the Paraprofessional Counseling Program Head prior to registering for PSY 290. Students should contact the four-year institution(s) to which they may transfer to determine how credit might be awarded for any PSY elective.

Pharmacy Technician

Purpose: The Pharmacy Technician program is designed to prepare students to assist and support licensed pharmacists in providing health care and medications to patients. Students will obtain a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, prepare, and dispense medications under the supervision of a licensed pharmacist. Program graduates will be eligible to take the Virginia Pharmacy Technician Exam and the National Pharmacy Technician Certification Examination.

Occupational Objectives: Pharmacy technicians work in hospital, retail, home health care, nursing home, clinic, nuclear medicine, and mail order prescription pharmacies. Pharmacy technicians have been employed with medical insurance, medical computer software, drug manufacturing, drug wholesale, and food processing companies, and as instructors in pharmacy technician programs. Currently, hospital, home health care, and retail pharmacies hire the majority of technicians. Examples of job duties include: computer information entry, preparation of prescription labels, assisting the pharmacists in filling prescriptions, ordering pharmaceutical supplies, customer assistance, reading and interpreting written prescriptions and physicians' orders, cash register operation, answering telephones and use of other routine equipment such as computer-assisted medication dispensing machines, computer-assisted intravenous preparations and electronic tablet/capsule counting machines in the retail, institutional, or hospital pharmacy. An understanding of state and federal pharmacy and drug laws is required. The curriculum includes learning experiences in class and in the laboratory, as well as clinical, retail, institutional, and hospital pharmacies.

Admission Requirements: Students need to place out of developmental English and MTE 1-4 on the college placement tests. They must have successfully completed any required developmental courses before registering for any of the required HLT courses. Students must meet the general admission requirements established by the college. Students must have a negative drug screen and criminal background check in order to be in pharmacy technician clinical experiences. Any charges or costs for drug screening and criminal check will be the responsibility of the students. Estimated cost of drug screening and criminal background check is $80.00.

The program's courses are scheduled so that students will complete the program in one semester. Prospective students are advised to complete HLT 143 Medical Terminology prior to starting HLT 261, Basic Pharmacy I.

PHARMACY TECHNICIAN CURRICULUM:

Program Requirements		Credits
HLT 143	Medical Terminology I	3
HLT 250*	General Pharmacology	3
HLT 261*	Basic Pharmacy I	3
HLT 262*	Basic Pharmacy I Lab	1
HLT 263*	Basic Pharmacy II	3
HLT 290*	Internship for Clinical Practice	4
Total Minimum Credits		**17**

*These are specific classes and sections for the pharmacy technician students.

Career Studies Certificate Programs

Police Science

Purpose: This career study certificate program is designed for students who are seeking entry-level jobs in law enforcement occupations.

Occupational Objectives: Police Officer, Deputy Sheriff, Private Security Officer, Park Police Officer, Transit Police Officer, and other law enforcement related occupations

Admission Requirements: In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

POLICE SCIENCE CURRICULUM:

Program Requirements		Credits
ADJ 100	Survey of Criminal Justice	3
ADJ 110	Introduction to Law Enforcement	3
ADJ 111	Law Enforcement Organization and Administration	3
ADJ 133	Ethics and the Criminal Justice Professional	3
ADJ 211	Criminal Law, Evidence, and Procedures I	3
ADJ 236	Principles of Criminal Investigation	3
Total Minimum Credits		**18**

All courses in this program are also program requirements in the Police Science Certificate and Police Science AAS Degree.

Small Business Management

Purpose: This program is designed to acquaint present and potential small business owners and employers with the fundamentals essential in starting and operating a small business.

Occupational Objectives: Small Business Entrepreneur, Small Business Owner/Manager, Small Business Employee

Admission Requirements: In addition to the admission requirements established for the College, entry into the Small Business Management Career Studies Certificate program requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: Although the major emphasis in this curriculum is on business courses, a course in basic math competencies is also included.

Articulation: Individuals successfully completing this Career Studies Certificate program may continue their studies and earn an Associate in Applied Science Degree in Business Management.

BUSINESS MANAGEMENT CURRICULUM:

Program Requirements		Credits
ACC 211	Principles of Accounting I	3
BUS 121	Business Mathematics I[1]	3
BUS 116	Entrepreneurship	3
BUS 200	Principles of Management	3
BUS 241	Business Law I	3
ITE 115[2]	Introduction to Computer Applications and Concepts	3
Total Minimum Credits		**19**

All courses in this program can be used towards an AAS degree in Business Management.

1   It is recommended that students take BUS 121 before ACC 211.
2   Students who pass an approved Computer Competency exam may select another course from ACC, BUS, ECO, FIN, or MKT to replace ITE 115.

Supervision

Purpose: This program is designed to enhance the professional qualifications and leadership skills of supervisory personnel through continuing career studies. This program of study is also appropriate for those persons who seek to become supervisors within business or industry.

Occupational Objectives: First Line Supervisor, Mid-level Manager.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Supervision Career Studies Certificate program requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

Articulation: Individuals successfully completing this Career Studies Certificate program may continue their studies and earn an Associate of Applied Science Degree in Business Management.

SUPERVISION CURRICULUM:

Program Requirements		Credits
BUS 100	Introduction to Business	3
BUS 200	Principles of Management	3
BUS 111	Principles of Supervision	3
BUS 236	Communication in Management	3
ITE 115[1]	Introduction to Computer Applications and Concepts	3
Business-Related Elective	Any course from ACC, BUS, ECO, FIN, or MKT	3
Total Minimum Credits		**18**

All courses in this program can be used towards an AAS degree in Business Management.

1   Students who pass an approved Computer Competency exam may select another course from ACC, BUS, ECO, FIN, or MKT to replace ITE 115.

Surgical Scrub Nursing

Purpose: This curriculum is designed to prepare Licensed Practical Nurses to work as surgical scrub nurses, assisting surgeons in performing surgical procedures. Duties of the surgical scrub nurse may be performed in operating rooms, ambulatory centers, central supply, labor and delivery area, catheterization laboratories, private physicians' offices, and other areas where invasive procedures are performed.

Occupational Objective: To obtain employment as a surgical scrub nurse in a variety of area health care agencies.

Admission Requirements: Licensed Practical Nurse in Virginia. The program requires additional expenditures for the student's health assessment, immunizations, urine drug screen, criminal background report, student liability insurance, lab coat and program ID badges.

SURGICAL SCRUB NURSING CURRICULUM:

Program Requirements		Credits
NUR 142	Fundamentals of Surgical Care II	3
NUR 280	Introduction to Perioperative Nursing	4
NUR 281	Advanced Perioperative Nursing	5
Total Minimum Credits		**12**

Vocational Health Care

No longer enrolling in this program

Purpose: This curriculum is designed to provide opportunities for individuals presently enrolled in the Spotsylvania Career and Technical Center's regional Fredericksburg Area School of Practical Nursing (FASPN) to fulfill the FASPN program requirements in practical nursing.

Occupational Objectives: Completion of the Spotsylvania Career and Technical Center's regional Fredericksburg Area School of Practical Nursing (FASPN) program requirements in practical nursing education by its enrolled students so that, upon graduation from the FASPN program, the students are eligible to take the national licensure examination for practical nursing.

Admission Requirements: Students must be currently enrolled and in good standing in the Spotsylvania Career and Technical Center's Fredericksburg Area School of Practical Nursing (FASPN) and have completed Phase I of the FASPN program.

VOCATIONAL HEALTH CARE CURRICULUM:

Program Requirements		Credits
PNE 130	Maternity Nursing	3
PNE 141	Nursing Skills	3
PNE 158	Mental Health Nursing	1
PNE 162	Nursing in Health Changes II	11
PNE 164	Nursing in Health Changes IV	10
PNE 145	Trends in Practical Nursing	1
Total Minimum Credits		**29**

SUGGESTED SCHEDULING:

Summer		Fall		Spring	
PHE 141	3	PNE 162	11	PNE 164	10
		PNE 130	3	PNE 158	1
				PNE 145	1
Total	**3**	**Total**	**14**	**Total**	**12**

Continuing Education

Center for Workforce and Community Education

The Center for Workforce & Community Education serves as the community's resource for career advancement, professional development, personal enrichment, and community enrichment activities. The Center promotes workforce and community education through a comprehensive program of training and educational services and participation in economic development initiatives. The Center is a catalyst for economic growth and enhanced competitiveness within the Germanna service region.

The Center's workforce services are designed to meet the needs of local business, government and industry, public schools, community partners, and individuals. Workforce development services include skills-related assessments including the Career Readiness Certificate, pre-employment training, customized training, open enrollment professional development classes, consulting services, on-line and hybrid course offerings, adult career coaching, and facility rental and events management.

Training programs and business services are scheduled to allow flexibility for the working adult. Classes that are offered as open enrollment and can also be customized to the individual needs of business and industry and offered on-site or on campus. New class offerings are added on a regular basis. Recognizing that the economic vitality of the region depends upon the ability of its workforce to respond to the ever-changing demands of global markets, Germanna Center for Workforce & Community Education offers training programs in the areas of Information Technology, Allied Healthcare, National Security, Small Business Technology, Business and Professional, Government Contracting, Industrial, Manufacturing, Apprenticeship, and Green-related Technology, among many others. Workforce programs are designed in partnership with the business community, and these constituents continue to assist in directing the programs to assure that skills and knowledge are upgraded continuously as new work patterns emerge. The Center for Workforce & Community Education also offers courses to prepare participants for a variety of career credentials. A sampling of certification preparation courses available include Certified Nurse Aide; Phlebotomy Technician; CompTIA A+®, Network+®, and Security+®, Server+, Storage+, Linux+ Cloud+; CISCO (CCNA)®, CISSP®, and Certified Internet Web Professional; Journeyman Electrician, and Journeyman Industrial Maintenance; CDL Truck Driver; and Microsoft® and Adobe® Certifications, among others.

Registering for Noncredit Community Education Courses

Students who desire to take noncredit courses offered through the Center for Workforce & Community Education do not need to apply for admission to the College. Registration by mail, fax, phone, and in-person is also available. Contact the Center for Workforce & Community Education at (540) 891-3012 for more information.   Visit us on the web at www.germanna.edu/workforce. Registration is recommended at least one week prior to class start dates.

Continuing Education Units (CEUs)

Continuing Education Units are awarded upon successful completion of professional course requirements. The CEU is a nationally recognized standard for recording participation in noncredit continuing education. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Policy on Students under Age 18 Taking Noncredit Classes

The Center for Workforce & Community Education occasionally receives requests to enroll in noncredit classes from potential students who are less than 18 years of age or from their parents. These individuals may enroll in noncredit classes at Germanna Community College provided both the parent or guardian and the student sign a letter indicating they both understand and acknowledge:

- The student will be in a class intended for adults.
- Any behavior that is not that of a responsible adult may result in the student being asked to leave the class and the campus.
- Full payment of tuition and any fees must be made at the time of registration.

The Center for Workforce & Community Education retains the option of denying enrollment to students younger than 18 in courses the College deems potentially hazardous, unsafe, or otherwise inappropriate for minors. Minors are not eligible to enroll in noncredit classes that are also offered as credit classes. Motorcycle safety classes are open to students who hold either a valid learner's driving permit or a valid driver's license. Workforce health care classes may have specific sets of application and admission processes.

Event Management

Space is available at the Fredericksburg Area Campus and at Germanna's Joseph R. Daniel Technology Center in Culpeper. Whether the event is a meeting or a conference, accommodations are available at one of the Workforce centers. We manage corporate and private events, both large and small, provide technical support, and suggest catering and accommodations. We can accommodate groups of up to 600. Call (540) 937-2916 for information about facilities rentals.

Senior Citizens

Students at least 60 years of age who have been domiciled in Virginia for at least one year may be eligible to take up to three noncredit courses free of charge each term on a space available basis. Some exclusions apply.
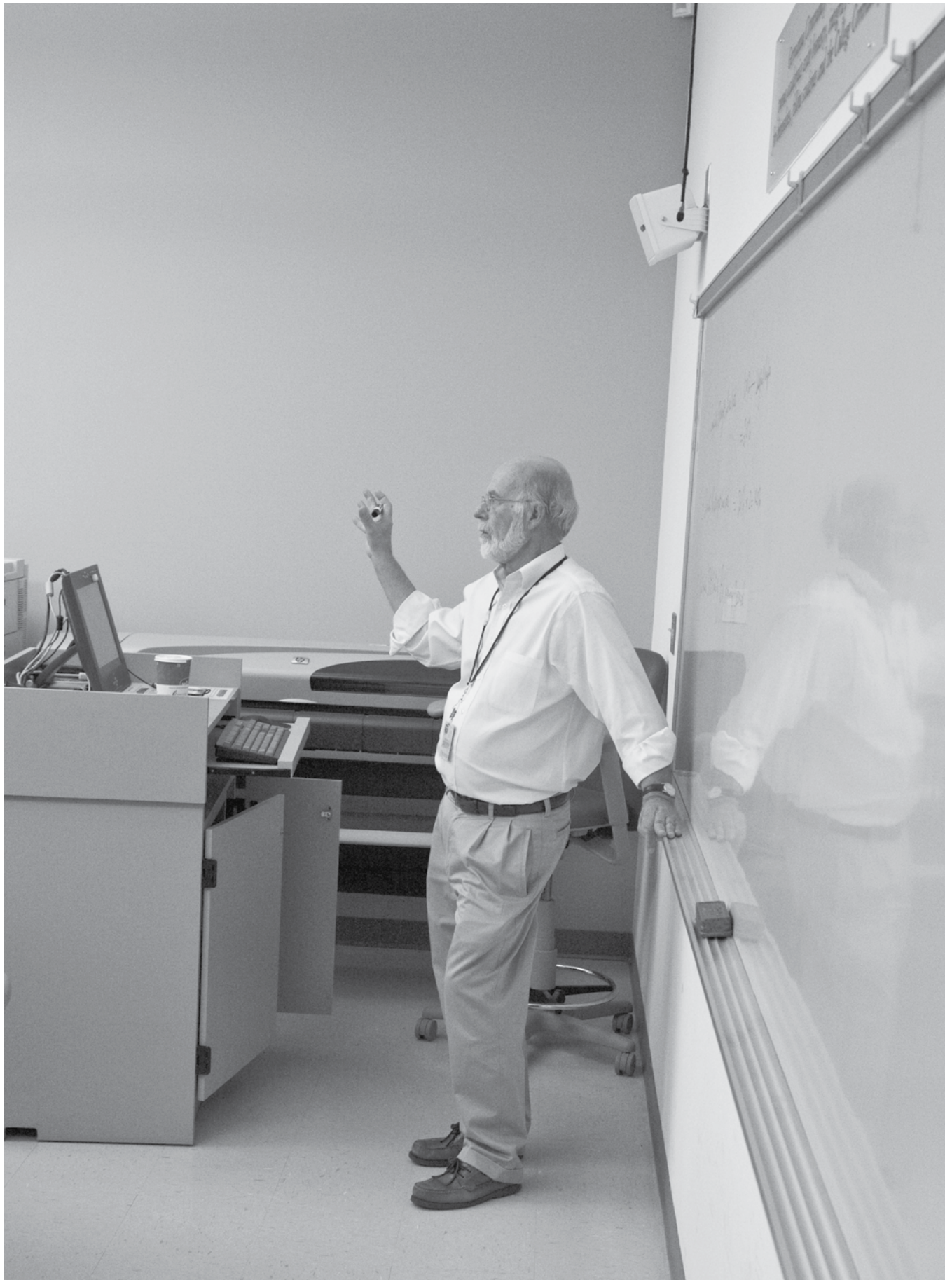
Course Descriptions

Note: Not all courses are offered every semester. Consult the Class Schedule for courses being offered during a particular semester.

Course Numbers

Courses numbered 01 through 09 are courses for developmental studies. The credits earned in these courses are not applicable toward associate degree programs; however, upon approval by the Vice- President for Academic Affairs and Student Services, some developmental courses may provide credit applicable to basic occupational diplomas or certificate programs. Courses numbered 10 through 99 are freshman courses for certificate programs.

The credits earned in these courses are applicable toward certificate programs but are not applicable toward an associate degree. Courses numbered 100 through 199 are freshman courses applicable toward associate degrees and certificate programs. Courses numbered 200 through 299 are sophomore courses applicable toward associate degrees and certificate programs. Not all courses are applicable to all programs. If a course is not listed under a particular curriculum, students should consult their advisor or counselor to determine if it will count for degree credit. In general, a course may be taken for credit only two times.

Course Hours

The number of lecture hours in class each week (including lecture, seminar, discussion and online hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experiences) is indicated for each course in the course description. Lecture and laboratory hours in class each week are also called "contact" hours because they represent time spent under the supervision of a faculty member. In addition to the contact hours as listed in the course description, students also must spend time on out-of-class assignments under their own direction. Usually each credit per course requires an average of three hours of out-of-class study each week.

Course Prerequisites/Co-requisites

A prerequisite course serves to promote student success in the related course. When prerequisites are required before enrolling in a course, the prerequisites are identified in the course description. Courses in sequence (identified by numerals I, II, III, and/or IV) usually require the prior course or equivalent be completed before enrolling in the advanced course in the sequence. Exceptions can be made only upon the recommendation of the faculty member and approval by the appropriate Dean of Instruction. When co-requisites are required for a course, usually the co-requisites 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 Vice-President of Academic Affairs and Student Services.

Repeating a Course

A student is limited to two enrollments in the same credit course. Should a student need to enroll in the same credit course more than twice, the need must be properly documented on the current semester Registration Form or on the Registration Change Form and include the Dean of Instruction's signature.

Course Descriptions

Accounting

ACC 211: Principles of Accounting I (4 cr.) — Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information. Prerequisite: MTE 1-4 or satisfactory score on an appropriate proficiency examination. Lecture 4 hours per week.

ACC 212: Principles of Accounting II (3 cr.) — Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance. Prerequisite: ACC 211. Lecture 3 hours per week.

ACC 215: Computerized Accounting (3 cr.) — Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite: Completed ACC 211 or equivalent. 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 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 qualification requirements and career opportunities in the law enforcement profession. Lecture 3 hours per week.

ADJ 111: Law Enforcement Organization and Administration I (3 cr.) — Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative, and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.

ADJ 116: Special Enforcement Topics (3 cr.) — Considers contemporary issues, problems, and controversies in modern law enforcement. Lecture 3 hours per week.

ADJ 133: Ethics and the Criminal Justice Professional (3 cr.) — Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional. Lecture 3 hours per week.

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

ADJ 201-202: Criminology (3 cr.) — Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Lecture 3 hours per week.

ADJ 211-212: Criminal Law, Evidence and Procedures I-II (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. Prerequisite for ADJ 212: Completion of ADJ 211. Lecture 3 hours per week.

ADJ 225: Courts and the Administration of Justice (3 cr.) — Studies court systems with emphasis on the technical procedures required, from incident occurrence to final disposition of the case, noting the applicable principles of civil and criminal law; focuses on Virginia courts, laws, and procedures. 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 234: Terrorism and Counter-Terrorism (3 cr.) — Surveys the historical and current practices of terrorism that are national, transnational, or domestic in origin. Includes biological, chemical, nuclear, and cyber-terrorism. Teaches the identification and classification of terrorist organizations, violent political groups and issue-oriented militant movements. Examines investigative methods and procedures utilized in counter terrorist efforts domestically and internationally. Prerequisites: ADJ 100. 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 243: Homeland Security and Law (3 cr.) — Covers relationships abroad, the mission of federal, state, and local government at home, and the best way to provide for the common defense. Examines HLS and emergency management, FEMA's place in public policy, law, and management, HLS initiatives, and new partnerships for HLS covering the government, private sector and higher education. Discusses civil rights issues, the USA Patriot Act; future challenges and roles of intelligence agencies; foreign policy aspects and views. Prerequisite: Completed ADJ 111.

Arabic

ARA 101: Beginning Arabic I (5 cr.) -- Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part I of II. Lecture 5 hours per week. Prerequisite: ENG 111 eligible.

ARA 102: Beginning Arabic II (5 cr.) -- Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Prerequisite: Completed ARA 101. Part II of II. Lecture 5 hours per week.

ARA 201: Intermediate Arabic I (3 cr.) -- Continues to develop understanding, speaking, reading and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Classes are conducted in Arabic. Prerequisite: Completed ARA 102. Part I of II. Lecture 3 hours per week.

ARA 202: Intermediate Arabic II (3 cr.) -- Continues to develop understanding, speaking, reading and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Classes are conducted in Arabic. Prerequisite: Completed ARA 102. Part II of II. Lecture 3 hours per week.

Art

ART 101-102: History and Appreciation of Art I-II (3 cr.) — Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Recommended Prerequisite for ART 102: ART 101 recommended. Lecture 3 hours per week. Recommended to be taken in sequence.

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 116: Design for the Web I (3 cr.) — Introduces the basic elements of web page design: typography, imagery, and color, and examines how they are combined to create effective layouts. Teaches organization of materials, sketching and concept development, site planning and various methods of construction. Lecture 3 hours per week.

ART 120: Beginning Drawing (2 cr.) — Introduces principles and practices of the various media used in drawing. Lecture 1 hour. Studio instruction 2 hours. Total 3 hours per week.

ART 121-122: Drawing I-II (4 cr.) — Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week. Prerequisite for ART 122: Completion of ART 121

ART 131-132: Fundamentals of Design I-II (4 cr.)   — Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week. Prerequisite for ART 132: Completion of ART 131.

ART 141: Typography I (4 cr.) — 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. Prerequisite: Completed ART 131 and ART 180 or divisional approval. Lecture 1-2 hours. Studio instruction 4 hours. Total 5-6 hours per week.

ART 180: Introduction to Computer Graphics (3 cr.) — Provides a working introduction to computer-based electronic technology used by visual artists and designers. Presents the basics of operating platforms and standard industry software. Introduces problems in which students can explore creative potential of the new electronic media environment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: ART 131.

ART 241-242: Painting I-II (4 cr.) — Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Lecture 1- 2 hours. Studio instruction 4 hours. Total 5-6 hours per week. Prerequisite for ART 241: Completion of ART 122 or division approval. Prerequisite for ART 242: Completion of ART 241.

ART 265: Graphic Techniques (4 cr.) — Applies the study of printing processes to the preparation of art work. Teaches printing processes, terminology, and related materials. Prerequisite: Completed ART 131 and ART 180. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week. Please see an advisor for more information.

ART 275: Relief Printmaking (4 cr.) — Introduces relief print making techniques including woodcut, linocut, and collograph. Includes field trips when applicable. Prerequisites: ART 131 and ART 140 or ART 180. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

ART 283-284: Computer Graphics I-II (4 cr.) — Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. Lecture 1-2 hours. Studio instruction 3-4 hours. Total 5-6 hours per week. Prerequisites for ART 283: ART 131 and ART 180. Prerequisite for ART 284: Completion of ART 283.

ART 287: Portfolio and Resume Preparation (1 cr.) — Focuses on portfolio preparation, resume writing, and job interviewing for students. Recommended for final semester program students. Requires instructor's approval. Lecture 1-2 hours. Studio instruction 0-4 hours. Total 1-6 hours per week.

American Sign Language

ASL 101-102: American Sign Language I-II (3 cr.) — Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Prerequisite for ASL 102: Completed ASL 101 or satisfactory score on appropriate proficiency examination. Lecture 3 hours per week.

ASL 125: History and Culture of the Deaf Community I (3 cr.) — Presents an overview of various aspects of Deaf Culture, including educational and legal issues. Lecture 3 hours per week. Prerequisite: Completed ASL 101.

ASL 195: Topics in (1-5 cr.) – Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit.

ASL 201-202: American Sign Language III-IV (3 cr.) — Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Contact with the Deaf Community is encouraged to enhance linguistic and cultural knowledge. Prerequisite for ASL 201: Completed ASL 102. Prerequisite for ASL 202: Completed ASL 201. Lecture 3 hours per week.

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 111-112: Automotive Engines I-II (4 cr.) — Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

AUT 121-122: Automotive Fuel Systems I-II (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 0-3 hours. Total 3-6 hours per week.

AUT 141-142: Auto Power Trains I-II (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 2-3 hours. Laboratory 2-6 hours. Total 4-8 hours per week.

AUT 236: Automotive Climate Control (4 cr.) — Introduces principles of refrigeration, air conditioning controls and adjustment and general servicing of automotive air conditioning systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 241: Automotive Electricity I (4 cr.) — Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 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 0-3 hours. Total 3-6 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 1-2 hours. Laboratory 6 hours. Total 7-8 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 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

Biology

BIO 101-102: General Biology I-II (4 cr.) — Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisite for BIO 101: Completed MTE 1-3 and ENG 111 eligible. Prerequisite for BIO 102: Completed BIO 101.

BIO 141-142: Human Anatomy and Physiology I-II (4 cr.) — Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Prerequisite for BIO 141: ENG 111 eligible, OR (Allied Health only) 2 units of college prep high school science with a grade of C or better, OR BIO 101 or equivalent, OR permission of department or instructor. Prerequisite for BIO 142: Completed BIO 141. Lecture 3 hours. Laboratory 2-3 hours. Total 5-6 hours per week.

BIO 149: Microbiology for Allied Health (1 cr.) — Studies the characteristics of microorganisms that are especially important to programs in the Allied Health fields. This course also emphasizes these characteristics in regard to individual and community health. Prerequisites: ENG 111 eligible, MTE 1-3, and NAS 05. Co-requisite: BIO 141/142 for allied health majors. Lecture 1 hour per week.

BIO 205: General Microbiology (4 cr.) — Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites: Completed ENG 111 and BIO 102 and CHM 112 OR permission of the instructor. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 206: Cell Biology (4 cr.) – Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. Prerequisite one year of college biology or one year of college chemistry. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 226: Vertebrate Zoology (4 cr.) – Focuses on structure, embryology, function, ecology, classification, and evolution of vertebrate animals. Prerequisite: Completed BIO 102. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 231-232: Human Anatomy and Physiology I-II (4 cr.) — Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and Interpretation of physiological data. Prerequisites: Completed one year of college biology and one year of college Chemistry or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 256: General Genetics (4 cr.) — Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. Prerequisite: Completed BIO 102 or equivalent. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 275: Marine Ecology (4 cr.) — Applies ecosystem concepts to marine habitats. Includes laboratory and field work. Prerequisite: Completed BIO 102 or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 285: Biological Problems in Contemporary Society (3 cr.) — Discusses major biological problems facing society which may include environmental and health concerns such as pollution, bioengineering, drug abuse, conservation, famine and others. Lecture 3 hours per week.

Basic Skills

BSK 1: Whole Numbers — Covers whole number principles and computations. Develops the mathematical mastery necessary for MTE 1. Credit not applicable toward graduation. Total 4 hours per week. 1 credit. Prerequisite: Tested into BSK 1 with the VPT Math Placement Test.

BSK 41: Language Arts, Level 1 — Introduces basic reading and writing skills in preparation for subsequent courses by focusing on vocabulary development (simple phonics, dictionary skills), conventions of Standard English (basic grammar, punctuation, sentence structure), reading comprehension (reading process, topics), study skills (time management, textbook format), and critical thinking skills (fact and opinion). Lecture 0-2 hours. Laboratory 0-4 hours. Total 2-4 hours per week. Prerequisite: Tested into BSK 41 with the VPT English Placement Test.

Business Management and Administration

BUS 100: Introduction to Business (3 cr.) — Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

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. Prerequisite: ENG 111 eligible.

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. Prerequisite: ENG 111 eligible.

BUS 117: Leadership Development (3 cr.) — Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

BUS 121: Business Mathematics I (3 cr.) — Applies mathematical operations to business processes and problems. Reviews operations, equations, percentages, sales and property taxes, insurance, checkbook and cash records, wage and payroll computations, depreciation, overhead, inventory turnover and valuation, financial statements, ratio analysis, commercial discounts, markup, and markdown. Prerequisite: MTE 1-4 or satisfactory score on an appropriate proficiency examination. Lecture 3 hours per week.

BUS 122: Business Mathematics II (3 cr.) — Applies mathematical operations to business processes and problems. Reviews basic statistics, distribution of profit and loss in partnerships, distribution of corporate dividends, simple interest, present value, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Prerequisite: Completed BUS 121. 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. Prerequisite: ENG 111 eligible.

BUS 200: Principles of Management (3 cr.) — Teaches management and the management functions of planning, organizing, leading and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Prerequisite: Completed BUS 100 or BUS 165 or college approval. Lecture 3 hours per week.

BUS 201: Organizational Behavior (3 cr.) — Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision- making, and the importance of recognizing and managing change. Prerequisite: ENG 111 eligible and Completed BUS 200 or college approval. Lecture 3 hours per week.

BUS 205: Human Resource Management (3 cr.) — Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

BUS 220: Introduction to Business Statistics (3 cr.) — Introduces statistics as a tool in decision making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis. Prerequisite: Completed BUS 122 and ENG 111 eligible or college approval. Lecture 3 hours per week.

BUS 236: Communication in Management (3 cr.) — Introduces the functions of communication in management with emphasis on gathering, organizing and transmitting facts and ideas. Teaches the basic technique of effective oral and written communication. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

BUS 241: Business Law I (3 cr.) — Develops a basic understanding of the US business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

BUS 242: Business Law II (3 cr.) — Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and the emerging fields of Ecommerce and Internet Law. Prerequisite: Completed BUS 241 or approval by the Dean of Instruction. Lecture 3 hours per week. Should be taken in sequence.

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 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. Prerequisite: Completed BUS 100 and ENG 111 eligible. Lecture 3 hours per week.

BUS 290: Coordinated Internship (1-5cr) -- Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. Prerequisite: Any 15 credit hours.

Childhood Development

CHD 118: Language Arts for Young Children (3 cr.) — Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality storytelling and story reading, and stresses the use of audio-visual materials. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 119: Introduction to Reading Methods (3 cr.)— Introduces current practices of teaching reading in the elementary school. Familiarizes students with materials currently in use, emphasizes observation of various reading techniques and trends in the classroom. Prerequisite: ENG 111 eligible. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 120: Introduction to Early Childhood Education (3 cr.) — Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 3 hours per week.

CHD 145: Teaching Art, Music, and Movement to Children (3 cr.) – Provides experiences in developing the content, methods, and materials for directing children in art, music, and movement activities. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 146: Math, Science and Social Studies for Children (3 cr.) – Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 165: Observation and participation in Early Childhood/Primary Settings (3 cr.) – Observes and participates in early childhood settings such as child care centers, pre-schools, Montessori schools or public schools in Kindergarten through 3rd grade levels. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

CHD 166: Infant and Toddler Programs (3 cr.) – Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care. Emphasizes meeting physical, social, emotional, and cognitive needs: scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 3 hours per week.

CHD 167: CDA Theories and Applications (3cr.) – 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 pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Co-requisite: ENF 2 or ENG 111 eligible. 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. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 3 hours per week.

CHD 215: Models of Early Childhood Programs (3 cr.) — Studies and discusses the various models and theories of early childhood education programs including current trends and issues. Presents state licensing and staff requirements. Lecture 3 hours per week.

CHD 216: Early Childhood Programs, School, and Social Change (3 cr.) — Explores methods of developing positive, effective relations between staff and parents to enhance the developmental goals of home and school. Reviews current trends and issues in education, describes symptoms of homes in need of support, investigates non-traditional family and cultural patterns, and lists community resources. Co-requisite: ENF 2 or ENG 111 Eligible. Lecture 3 hours per week.

CHD 265: Advanced Observation and Participation in Early Childhood/ Primary Settings (3 cr.) — Observes and participates in early childhood settings such as child care centers, pre-school, Montessori schools, or public school settings (kindergarten through third grade). Emphasizes planning and implementation of appropriate activities and materials for children. Students will spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Co-requisite: ENF 2 or ENG 111 eligible. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

CHD 270: Administration of Childcare Programs (3 cr.) — Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

CHD 298: Seminar and Project (3 cr.) — Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

Chinese

CHI 101: Beginning Chinese I (5 cr.) — Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Part I of II. Prerequisite: ENG 111 eligible. Lecture 5 hours per week.

CHI 102: Beginning Chinese II (5 cr.) — Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Prerequisite: CHI 101. Part II of II. Lecture 5 hours per week.

CHI 201: Conversational Chinese (Mandarin) I (4 cr.) — Offers intensive practice in comprehending and speaking Chinese, with emphasis on developing structure and fluency. Prerequisite CHI 102. Part I of II. Lecture 4 hours per week.

CHI 202: Conversational Chinese (Mandarin) II (4 cr.) — Offers intensive practice in comprehending and speaking Chinese, with emphasis on developing structure and fluency. Prerequisite: Completed CHI 102 and CHI 201. Part II of II. Lecture 4 hours per week.

Chemistry

CHM 101-102: General Chemistry I-II (4 Cr.) — Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Prerequisite for CHM 101: MTE 1, 2, 3, and 5. Prerequisite for CHM 102: Completed CHM 101 or CHM 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 111-112: College Chemistry I-II (4 cr.) — Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Prerequisite for CHM 111: MTE 1-9 or minimum placement recommendation for MTH 163 and ENG 111 eligible. Prerequisite for CHM 112: Completion of CHM 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 125: Chemistry for Nurses (3 cr.) — Introduces the basic concepts of general, organic, and biological chemistry necessary for practicing nurses. Prerequisite: MTE 1-3, or satisfactory score on an appropriate proficiency examination. Lecture 3 hours per week.

CHM 241-242: Organic Chemistry I-II (3 cr.) — Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite for CHM 241: Completion of CHM 112. Co-requisite: CHM 245-246. Prerequisite for CHM 242: Completion of CHM 241. Co-requisite: Co-requisite: CHM 246. Lecture 3 hours per week.

CHM 245-246: Organic Chemistry Laboratory I-II (2 cr.) — Includes qualitative organic analysis. Shall be taken concurrently with CHM 241 and CHM 242. Prerequisite for CHM 245: Completion of CHM 112. Co-requisite: CHM 241. Prerequisite for CHM 246: Completion of CHM 245. Co-requisite: CHM 242. Laboratory 4 hours. Total 4 hours per week.

CHM 260: Introductory Biochemistry (3 cr.) — Explores fundamentals of biological chemistry. Includes study of macromolecules, metabolic pathways, and biochemical genetics. Prerequisite: Completion of CHM 112 or divisional approval. Lecture 3 hours per week.

Civil Engineering Technology

CIV 171: Surveying I (3 cr.) — Introduces surveying equipment, procedures and computations including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations and introduction to topography. Prerequisite: MTH 104 or divisional approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Communication Studies & Theatre

CST 100: Principles of Public Speaking (3 cr.) — Applies theory and principles of public address with emphasis on preparation and delivery. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

CST 110: Introduction to Speech Communication (2-3 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. Prerequisite: ENG 111 eligible. Lecture 2-3 hours per week.

CST 126: Interpersonal Communication (3 cr.) — Teaches for both daily living and the world of work. Includes perception, self-concept, self-disclosure, listening and feedback non-verbal communication, attitudes, assertiveness and other interpersonal skills. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

CST 130: Introduction to the Theatre (3 cr.) — Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

CST 229: Intercultural Communication (3 cr.) — Emphasizes the influence of culture on the communication process including differences in values, message systems, and communication rules. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

Computer Aided Design

CAD 151: Engineering Drawing Fundamentals I (3 cr.) — Introduces technical drafting from the fundamentals through advanced drafting practices. Includes lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, and fasteners. Teaches theory and application of dimensioning and tolerances, pictorial drawing, and preparation of drawings. Prerequisite: ENG 111 eligible. Lecture 1 hour. Laboratory 4-6 hours. Total 5-7 hours per week.

CAD 175: Schematics and Mechanical Drawings (2 cr.) – Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and piping diagrams. (Credit will not be awarded for both CAD 175 and DRF 175.) Lecture 2 hours per week.

CAD 201: Computer Aided Drafting and Design I (3 cr.) — Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Prerequisite: ENG 111 eligible. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

CAD 202: Computer Aided Drafting and Design II (3 cr.) — Teaches production drawings and advanced operations in computer aided drafting. Prerequisite: Completion of DRF 151 or CAD 151. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

Computer Science

CSC 201: Computer Science I (4 cr.) — Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Co-requisite or Completion: CSC 100 or ITE 115 or equivalent and MTH 173 or equivalent or divisional approval. Lecture 4 hours per week.

CSC 202: Computer Science II (4 cr.) — 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. Prerequisite: CSC 201. Co-requisite or Completion: MTH 174 or equivalent. Lecture 4 hours per week.

Dental Assisting

DNA 103: Introduction to Oral Health (1 cr.) — Teaches anatomy of the head and neck, the oral cavity hard and soft tissues, as well as tooth morphology. Includes dental terminology, deciduous and permanent dentition as well as pathology. Lecture 1 hour per week. Prerequisite: Acceptance into DNA program.

DNA 108: Dental Science (3 cr.) — Studies head and neck anatomy, tooth morphology, pathological conditions of the oral cavity, disease processes, and microbiology. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Acceptance into DNA program.

DNA 110: Dental Materials (3 cr.) — Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasis is placed on the characteristics, manipulation, economical control, storage, and delivery of materials. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Acceptance into DNA program.

DNA 113: Chairside Assisting I (3 cr.) — Provides instruction on the principles of clinical chair side dental assisting, dental equipment use and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. Emphasis on patient management during restorative procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Acceptance into DNA program.

DNA 114: Chairside Assisting II (4 cr.) — Introduces the student to various dental specialties including oral surgery, orthodontics, periodontic, prosthodontics, endodontic, and pediatric dentistry. Integrates and applies previous course content to operative dental procedures. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week. Prerequisite: Acceptance into DNA program.

DNA 119: Dental Therapeutics (1 cr.) — Exposes students to concepts and terminology related to pharmacology, pain control, and dental medicinal agents. Emphasis is placed on the use of materials I patient treatment. Lecture 1 hour per week. Prerequisite: Acceptance into DNA program.

DNA 120: Community Health (1 cr.) — Studies topics related to community health issues including identification of specific diseases, symptoms, causes, and effects. An emphasis is placed on the promotion of oral health in the community through patient education in oral home care techniques, dietary counseling, plaque control procedures and application of medicinal agents. Lecture 1 hour per week. Prerequisite: Acceptance into DNA program.

DNA 130: Dental Office Management (2 cr.) — Exposes students to and provides practical experience in the legal aspects of dental office management with regard to ethics, jurisprudence, appointment control, recall systems, reception techniques, and telephone techniques. Accounts receivable and payable, payroll, insurance claims, inventory control, and professional conduct in a dental office. Lecture 2 hours. Laboratory 0 hours. Total 2 hours per week. Prerequisite: Acceptance into DNA program.

DNA 134: Dental Radiology and Practicum (3 cr.) — Teaches the physics of dental radiation and safety, equipment operation, cone placement for the parallel and bisection techniques, panoramic exposures, mounting and film processing. Prerequisite: Admission to the Dental Assisting Program required. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisite: Acceptance into DNA program.

DNA 140: Externship (5 cr.) — Exposes students to the fast pace of a dental practice while they perform support services with an established team. Lecture 1 hour. Laboratory 12 hours. Total 13 hours per week. Prerequisite: Acceptance into DNA program.

DNA 190: Coordinated Internship (3 cr.) — Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice not to exceed 1:5 hours. May be repeated for credit. Variable hours. Prerequisite: Acceptance into DNA program.

Dental Hygiene

DNH 111: Oral Anatomy (2 cr.) — Studies the morphology and function of the oral structures with emphasis on the primary and permanent dentition, eruption sequence, occlusion, and intra-arch relationships. Lecture 2 Hours. Note: Consult NVCC catalog for prerequisites.

DNH 115: Histology/Head & Neck Anatomy (3 cr.) — Presents a study of the microscopic and macroscopic anatomy and physiology of the head, neck, and oral tissues. Includes embryologic development and histologic components of the head, neck, teeth, and periodontium. Lecture 3 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 120: Management of Emergencies (2 cr.) — Studies the various medical emergencies and techniques for managing emergencies in the dental setting. Additional practical applications and simulations of emergencies may be conducted to enhance basic knowledge from the one hour lecture component. Lecture 1-2 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 130: Oral Radiography for the Dental Hygienist (3 cr.) — Studies radiation physics, biology, safety, and exposure techniques for intra- and extra-oral radiographic surveys. Laboratory provides practice in exposure, processing methods, mounting, and interpretation or normal findings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 141: Dental Hygiene I (5 cr.) — Introduces clinical knowledge and skills for the performance of dental hygiene services that include basic skill components, lab manikins, and patient practice. Lecture 3 hours. Clinic 6 hours. Total 9 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 142: Dental Hygiene II (5 cr.) — Exposes student to instrument sharpening, time management and client education techniques and methods. Provide supervised clinical practice in dental hygiene clinic with emphasis on developing client treatment and instrument skills. Lecture 2 hours. Clinic 9 hours. Total 11 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 143: Dental Hygiene III (4 cr.) — Introduces dental health care for clients with special needs. Includes introduction to computer concepts and applications. Provides supervised clinical practice in the dental hygiene clinic with emphasis on refining client treatment and instrumentation skills, including oral radiographs. Lecture 2 hours. Clinic 6 hours. Total 8 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 145: General and Oral Pathology (2 cr.) — Introduces general pathology with consideration of 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. Note: Consult NVCC catalog for prerequisites.

DNH 146: Periodontics for the Dental Hygienist (2 cr.) — Introduces 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. Note: Consult NVCC catalog for prerequisites.

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. Note: Consult NVCC catalog for prerequisites.

DNH 214: Practical Materials for Dental Hygiene (2 cr.) — Studies the current technologic advances, expanded functions, and clinical/laboratory materials used in dental hygiene practice. Provides laboratory experience for developing skills in the utilization and applications of these technologies and functions. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 216: Pharmacology (2 cr.) — Studies the chemical and therapeutic agents used in dentistry, including their preparations, effectiveness, and specific application. Lecture 2 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 226: Public Health Dental Hygiene I (2 cr.) — Studies and compares concepts of delivery of health care, applying the public health delivery model. Utilizes epidemiologic methods, research and biostatistics as applied to oral health program planning, implementation, and evaluation. Incorporates and applies current health issues and trends. Lecture 2 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 227: Public Health Dental Hygiene II (1 cr.)— Applies concepts of public health program planning through student directed community projects with an emphasis on preventative oral health education. Includes development of table clinics, bulletin boards, and volunteer service in the community. Prerequisite: DNH 226. Laboratory 3 hours per week. Note: Consult NVCC catalog for prerequisites.

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. Note: Consult NVCC catalog for prerequisites.

DNH 235: Management of Dental Pain and Anxiety in the Dental Office (2 cr.) — Provides a study of anxiety and pain management techniques used in dental care. Students will understand the necessary theory to appropriately treat, plan and successfully administer topical anesthesia, local anesthesia, and nitrous oxide/oxygen analgesia. Includes the components of pain, pain control mechanisms, topical anesthesia, local anesthesia and nitrous oxide/oxygen analgesia. Prerequisites: DNH 115, DNH 120 and DNH 216. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Note: Consult NVCC catalog for prerequisites.

DNH 244: Dental Hygiene IV (5 cr.) — 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 clients 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. Note: Consult NVCC catalog for prerequisites.

DNH 245: Dental Hygiene V (5 cr.) — Exposes the 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 which moderate to advanced periodontal involvement, and improving clinical speed while maintaining quality in preparation for practice. Prerequisite: DNH 244. Lecture 1 hour. Clinic 12 hours. Total 13 hours per week. Note: Consult NVCC catalog for prerequisites.

Economics

ECO 120: Survey of Economics (3 cr.) — Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Prerequisite: MTE 1-4 and ENG 111 eligible. Lecture 2-3 hours per week.

ECO 201: Principles of Macroeconomics (3 cr.) — Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Prerequisite: MTE 1-4 and ENG 111 eligible. Lecture 3 hours per week.

ECO 202: Principles of Microeconomics (3 cr.) — Introduces the basic concepts of microeconomics. Explores the free market concept with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Prerequisite: MTE 1-4 and ENG 111 eligible. Lecture 3 hours per week.

Education

EDU 114: Driver Task Analysis (3 cr.) — Introduces the "driver task" as related to the highway transportation system and factors that influences performance ability. Prepares students so they may be eligible to take certification exams for driving school instructors in both public and private schools. Prerequisite: Placement into ENF 2 or ESL 41. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 200: Introduction to Teaching as a Profession (3 cr.) — Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: ENG 111 eligible and successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 214: Instructional Principles of Driver Education (3 cr.) — Analyzes rules and regulations that govern the conduct of Driver Education programs with special emphasis on organization and administration. Includes uses in the classroom, driving range and on the street. Prepares students so they may be eligible to take the state certification exam in driver education. Prerequisite: Completed EDU 114. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Engineering

EGR 110: Engineering Graphics (3 cr.) — Presents theories and principles of orthographic projection. Studies multiview, pictorial drawings and sketches, geometric construction, sectioning, lettering, tolerancing, dimensioning and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements; points, lines, planes and solids. Includes instruction in Computer Aided Drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EGR 120: Introduction to Engineering (2 cr.) — Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem-solving techniques using computer software. Lecture 0-2 hours. Laboratory 0-3 hours. Co-requisite: MTH 164 or Prerequisite: Completed MTH 115 or MTH 166. Total 1-4 hours per week.

EGR 126: Computer Programming for Engineers (3 cr.) — Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN, PASCAL, or C++. Lecture 2-3 hours. Laboratory 0-2 hours. Co-requisite: MTH 174. Total 3-4 hours per week.

EGR 140: Engineering Mechanics - Statics (3 cr.) — Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two- force and multi-force members and friction and internal forces. Prerequisite: Completed PHY 241. Lecture 3 hours per week.

EGR 245: Engineering Mechanics - Dynamics (3 cr.) — Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. Prerequisite: Completed EGR 140. Lecture 3 hours per week.

EGR 246: Mechanics of Materials (3 cr.) — Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation and principle stresses, column analysis and energy principles. Prerequisite: Completed EGR 140. Lecture 3 hours per week.

EGR 248: Thermodynamics for Engineering (3 cr.) — 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. Prerequisite: Completed CHM 111 and PHY 241. Lecture 3 hours per week.

EGR 290: Coordinated Internship (1-5 cr.) – Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. 1-5 credits

Electrical Technology

ELE 133: Practical Electricity I (3 cr.) — Teaches the fundamentals of electricity, terminology, symbols, and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. Pre/Co-requisite MTE 6 or satisfactory score on an appropriate proficiency examination. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 156: Electrical Control Systems (3 cr.) — Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 233: Programmable Logic Controller Systems I (3 cr.) — Teaches operating and programming of programmable logic controllers. Covers analog and digital interfacing and communication schemes as they apply to system. Prerequisite: ETR 156 and ETR 211 or equivalent. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

English Fundamentals

ENF 1: Preparing for College Level English I (8 cr.) — Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Prerequisite: Placed into ENF 1 and completion of SDV 100, 101, or 108 or co-enrollment of SDV 108. Lecture 8 hours per week.

ENF 2: Preparing for College Level English II (4 cr.) — Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Prerequisite: Placed into ENF 2 and completion or co-enrollment of SDV 100, 101 or 108 Lecture 4 hours per week.

ENF 3: Preparing for College Level English III (2 cr.) — Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Prerequisite: Placed into ENF 3 and completion or co-enrollment of SDV 100, 101 or 108. Lecture 2 hours per week.

English

ENG 111: College Composition I (3 cr.) — Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

ENG 112: College Composition II (3 cr.) — Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Lecture 3 hours per week. Prerequisite: Students must successfully complete ENG 111 or its equivalent, and must be able to use word processing software.

ENG 115: Technical Writing (3 cr.) — Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

ENG 210: Advanced Composition (3 cr.) — Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval.

ENG 211-212: Creative Writing I-II (3 cr.) — 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. Prerequisite: Completed ENG 112 or divisional approval.

ENG 215-216: Creative Writing - Fiction I-II (3 cr.) — Introduces the fundamentals and techniques of writing short and long fiction. Lecture 3 hours per week.

ENG 217-218: Creative Writing - Poetry I-II (3 cr.) — Introduces the fundamentals and techniques of writing poetry. Lecture 3 hours per week.

ENG 233: The Bible as Literature (3 cr.) — Provides an introduction to the study of the Bible as literature. Examines the intent and presentation of major literary genres found in the Bible, refining skills of analysis, synthesis, and Evaluation. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval.

ENG 236: Introduction to the Short Story (3 cr.) — Examines selected short stories emphasizing the history of the genre. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval.

ENG 241-242: Survey of American Literature I-II (3 cr.) — Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval. Need not be taken in sequence.

ENG 243-244: Survey of English Literature I-II (3 cr.) — Studies major English works from the Anglo-Saxons to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval. Need not be taken in sequence.

ENG 246: Major American Writers (3 cr.) — Examines major writers of American literary history. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval.

ENG 247: Survey of Popular Culture (3 cr.) — 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. Prerequisite: Completed ENG 112 or divisional approval.

ENG 251: Survey of World Literature (3 cr.) — Examines major works of world literature. Involves critical reading and writing. Prerequisite: Completed ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 253: Survey of African-American Literature (3 cr.) — Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite: Completed ENG 112 or divisional approval. Part I of II. Lecture: 3 hours per week.

ENG 255: Major Writers in World Literature (3 cr.) — Examines major writers selected from a variety of literary traditions. Involves critical reading and writing. Prerequisite: Completed ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 273-274: Women in Literature I-II (3 cr.) — Examines literature by and about women. Involves critical reading and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval. Need not be taken in sequence.

ENG 276: Southern Literature (3 cr.) — 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. Prerequisite: Completed ENG 112 or divisional approval.

ENG 279: Film and Literature (3 cr.) — Examines the transition of literature into film viewing and writing. Lecture 3 hours per week. Prerequisite: Completed ENG 112 or divisional approval.

Environmental Science

ENV 136: Survey of Environmental Concerns (3 cr.) — Studies the relationship of man to his physical environment; ecological principles; public health; topics of current importance including air pollution, potable water, waste disposal, communicable disease, poisoning and toxicity, radiation, with particular emphasis on community action programs. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

English as a Second Language

ESL 31: English as a Second Language I: Composition I (3 cr.) — Provides instruction and practice in the writing process, emphasizing development of fluency in writing and competence in structural and grammatical patterns of written English. Co-requisite: ESL 32 or ESL 05. Lecture 3 hours per week.

ESL 32: English as a Second Language: Reading I (3 cr.) — Helps students improve their reading comprehension and vocabulary development. Improves students' reading proficiency to a level, which would allow the students to function adequately in ESL 42 and other college classes. Co-requisite: ESL 31 or ESL 11. Lecture 3 hours per week.

ESL 33: Oral Communication I (3 cr.) — Helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Assesses students' oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Provides exercises, practices, small and large group activities, and oral presentations to help students overcome problems in oral communication. Lecture 3 hours per week.

ESL 41: English as a Second Language: Composition II (3 cr.) — Provides further instruction and practice in the writing process and introduces advanced language patterns. Includes practice in developing and improving writing strategies. Co-requisite: ESL 42 or ESL 6. Lecture 3 hours per week.

ESL 42: English as a Second Language: Reading II (3 cr.) — Improves students' reading proficiency to a level which would allow students to function adequately in the ESL reading class and other college classes. Co-requisite: ESL 41 or ESL 12. Lecture 3 hours per week.

ESL 72: English as a Second Language: Spelling and Vocabulary (3 cr.) — Provides individualized instruction and practice in sound-letter correspondences. Introduces students to basic spelling rules, word division, prefixes, roots and suffixes. Helps students master vocabulary through an understanding of homonyms, confusing words, and Greek and Latin roots. Stresses using words in context. Lecture 3 hours per week.

ESL 73: Accent Reduction (3 cr.) — Provides contextualized practice at the high intermediate/advanced level to improve the speech and intelligibility of non-native speakers of English. Focuses on problems of American English pronunciation, unclear individual sounds and positional variants, stress, rhythm and intonation common to speakers of different language backgrounds. May include individualized practice in consonant and vowel production. Lecture 3 hours per week.

Electronics Technology

ETR 141: Electronics I (3 cr.) — Introduces electronic devices as applied to basic electronic circuits and systems. Part I of II. Lecture 3 hours per week.

Financial Services

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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

FIN 166: Credit Analysis (3 cr.) — Uses ratios and other measures to interpret and analyze financial statements. Emphasizes comparative statement analysis and examines organizational structure necessary for effective collection results. Focuses on policies and procedures necessary to handle collection correspondence. Covers such other topics as legal aids, use of adjustment bureaus, bankruptcy, and insurance. Examines credit practices and policies of banks and finance companies. Introduces foreign credit and collection procedures. Prerequisite: FIN 116 or divisional approval. Lecture 2-3 hours per week.

FIN 215: Financial Management (3 cr.) — Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and cost of capital computations. Uses problems and cases to enhance skills in financial planning and decision making. Prerequisite: BUS 122 and ENG 111 eligible or approval by the Dean of Instruction. Lecture 3 hours per week.

Fire Services

FST 100: Principles of Emergency Services (3 cr.) — Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function to public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Lecture 3 hours per week.

FST 110: Fire Behavior and Combustion (3 cr.) — Explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. Lecture 3 hours per week.

FST 112: Hazardous Materials Chemistry (3 cr.) — Provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters. Lecture 3 hours per week.

FST 115: Fire Prevention (3 cr.) — Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. Lecture 3 hours per week.

FST 121: Principles of Fire and Emergency Services Safety and Survival (3 cr.) — Introduces basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Lecture 3 hours per week.

FST 205: Fire Protection Hydraulics and Water Supply (3 cr.) — Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FST 210: Legal Aspects of Fire Service (3 cr.) — Introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services,, standard of care, tort, liability, and a review of relevant court cases.

FST 215: Fire Protection Systems (3 cr.) — Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Lecture 3 hours per week.

FST 220: Building Construction for Fire Protection (3 cr.) — Provides the components of building construction that relate to fire and life safety. Focuses on firefighter safety. Covers the elements of construction and design of structures and how they are key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Lecture 3 hours per week.

FST 235: Strategy and Tactics (3 cr.) — Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Lecture 3 hours per week.

FST 240: Fire Administration (3 cr.) — Introduces the student to the organization and management of a fire department and the relationship of government agencies to the first service. Emphasis on fir service leadership from the perspective of the company officer. Lecture 3 hours per week.

FST 245: Fire and Risk Analysis (3 cr.) —Presents a study of current urban fire problems with emphasis on solutions based upon current available technology. Includes master planning, as well as methods of identifying, analyzing and measuring accompanying risk and loss possibilities. Prerequisite: FST 240. Lecture 3 hours per week.

French

FRE 101: Beginning French I (4 cr.) — Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week. Prerequisite: ENG 111 eligible.

FRE 102: Beginning French II (4 cr.) — Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice per week. Prerequisite: Completed FRE 101 or minimum placement recommendation for FRE 102.

FRE 201: Intermediate French I (3 cr.) — Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite: Completed FRE 102 or equivalent or minimum placement recommendation for FRE 201. Part I of II. Lecture 3 hours per week. May include one additional hour of oral practice per week.

FRE 202: Intermediate French II (3 cr.) — Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite: Completed FRE 201 or equivalent or minimum placement recommendation for FRE 202. Part II of II. Lecture 3 hours per week. May include one additional hour of oral practice per week.

Geography

GEO 200: Introduction to Physical Geography (3 cr.) — Studies major elements of the natural environment including earth sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to types and uses of maps. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

GEO 210: People and the Land: Introduction to Cultural Geography (3 cr.) — Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and nonmaterial culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

GEO 220: World Regional Geography (3 cr.) — Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

German

GER 101: Beginning German I (5 cr.) — Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part I of II. Prerequisite: ENG 111 eligible. Lecture 5 hours per week. May include one additional hour oral practice per week.

GER 102: Beginning German II (5 cr.) — Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. Prerequisite: Completed GER 101. Lecture 5 hours per week. May include one additional hour oral practice per week.

GER 201: Intermediate German I (3 cr.) — Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. Prerequisite: Completed GER 102 or equivalent. Part I of II. Lecture 3 hours per week. May include one additional hour oral practice per week.

GER 202: Intermediate German II (3 cr.) — Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. Prerequisite: Completed GER 201 or equivalent. Part II of II. Lecture 3 hours per week. May include one additional hour oral practice per week.

Geographical Information Systems

GIS 200: Geographical Information Systems I (3-4 cr.) — Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. 2-3 lecture hours and 2 laboratory hours (3-4 credits). Prerequisite: ITE 115 or equivalent or permission of the instructor.

GIS 201: Geographical Information Systems II (3-4 cr.) — Provides a continuation of GIS 200, with emphasis on advanced topics in problem solving, decision-making, modeling, programming, and data management. Covers map projections and data formats, and methods for solving the problems they create. 2-3 lecture hours and 2 laboratory hours (3-4 credits). Prerequisite: GIS 200.

Geology

GOL 105: Physical Geology (4 cr.) — Introduces the composition and structure of the earth and modifying agents and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes, and crustal deformation. Prerequisite: ENG 111 eligible. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

GOL 106: Historical Geology (4 cr.) — Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil records. Prerequisite: ENG 111 eligible. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Health

HLT 100: First Aid and Cardiopulmonary Resuscitation (3 cr.) — Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2-3 hours per week. 2-3 credits ENF 2 eligible.

HLT 105: Cardiopulmonary Resuscitation (1 cr.) — Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Equivalent to EMS 100. Prerequisite: ENG 111 eligible. Lecture 1 hour per week.

HLT 106: First Aid and Safety (2 cr.) — Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 110: Concepts of Personal and Community Health (3 cr.) — Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Prerequisite: ENG 111 eligible. Lecture 2-3 hours per week.

HLT 116: Introduction to Personal Wellness Concepts (3 cr.) — Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HLT 135: Child Health and Nutrition (3 cr.) — Focuses on the physical needs of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health growth and development. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HLT 143: Medical Terminology I (3 cr.) — Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HLT 200: Human Sexuality (3 cr.) – Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

HLT 204: Women's Health (3 cr.)— Explores current issues related to women's health and wellness with an emphasis upon prevention of disease and optimum well-being. Takes a multi-ethnic approach to exploring the most up-to-date findings, diagnostic tools, and treatments for breast cancer, reproductive tract illness, heart, and other common diseases faced by women from puberty through menopause. Lecture 3 hours per week.

HLT 230: Principles of Nutrition and Human Development (3 cr.) — Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HLT 250: General Pharmacology (3 cr.) — Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Prerequisite: Completion of NUR 118 or NUR 112 or an LPN certification. Lecture 3 hours per week.

HLT 261: Basic Pharmacy I (3 cr.) — Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Prerequisite: Admission to the Pharmacy Technician Program. Co-requisite: HLT 250 and HLT 262 and HLT 263. Lecture 3 hours per week.

HLT 262: Basic Pharmacy II (3 cr.) — Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Prerequisite: Admission into the Pharmacy Technician Program. Co-requisite: HLT 250 and HLT 261 and HLT 263. Lecture 3 hours per week.

HLT 263: Basic Pharmacy I Lab (1 cr.) — Provides practical experience to supplement instruction in HLT 261. Should be taken concurrently with HLT 261, in appropriate curricula, as identified by the college. Prerequisite: Admission into the Pharmacy Technician Program. Co-requisite: HLT 250 and HLT 261 and HLT 262. Laboratory 3 hours per week.

HLT 270: Health and Well-Being of the Older Adult (3 cr.) — Focuses on the health of the older adult; teaches health promotion; preventative health techniques; and accident prevention. Prerequisite: Admission to the Program. Lecture 3 hours per week.

HLT 290: Coordinated Internship (4 cr.) — Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

Health Care Technician (Nurse Aide)

HCT 101: Health Care Technician I (4 cr.) — Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short-term care facilities. Lecture 8 hours per week for eight weeks. Prerequisite: ENG 111 eligible and completion of MTE 1-2 or satisfactory completion on an appropriate proficiency examination. *MTE 1-4 is preferred if student desires progression in nursing programs. High school graduation or GED required. Co-requisite: HCT 102.

HCT 102: Health Care Technician II (3 cr.) — Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Prerequisite: ENG 111 eligible and completion of MTE 1-2. High school graduation or GED required. Co-requisite: HCT 101. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

HCT 110: Therapeutic Communication in the Health Care Setting (3 cr.) — Develops therapeutic relationship, communication and culture, problem solving electronic communication, techniques in therapeutic communication and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict. Lecture 3 hours per week. Prerequisite: HCT 101 and HCT 102 or equivalent.

HCT 119: Advanced Health Care Technician (4 cr.) — Applies advanced theory through practical experience for health care technicians in home health, long and short term health care facilities. Teaches care of clients with emphasis on charting infection control, activities, nutrition, speech and physical therapy. Prerequisite: HCT 102 or equivalent. Lecture 3 hours laboratory 2 hours. Total 5 hours per week.

History

HIS 101-102: History of Western Civilization I-II (3 cr.) — Examines the development of western civilization from ancient times to the present. Lecture 3 hours per week. Need not be taken in sequence. Prerequisite: ENG 111 eligible.

HIS 111-112: History of World Civilization I-II (3 cr.) — Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Lecture 3 hours per week. Need not be taken in sequence. Prerequisite: ENG 111 eligible.

HIS 121-122: United States History I-II (3 cr.) — Surveys United States history from its beginning to the present. Lecture 3 hours per week. Need not be taken in sequence. Prerequisite: ENG 111 eligible.

HIS 155: Life in Colonial Virginia (3 cr.) — Studies life in Virginia before the American Revolution, including politics, economics, customs, culture, and the slave plantation system. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

HIS 211: History of England (3 cr.) — Surveys the history of the British Isles from pre-Celtic times to the present. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

HIS 225: Topics in European History (3 cr.) — Examines selected topics in the history of Europe from ancient times to the present. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

HIS 262: United States History in Film (3 cr.) — Examines selected topics in the United States history which shaped the American experience, presented in film. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

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. Prerequisite: ENG 111 eligible.

HIS 268: The American Constitution (3 cr.) — Analyzes the origin and development of the United States Constitution. Includes the evolution of civil liberties, property rights, contracts, due process, judicial review, federal-state relationships, and corporate government relations. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

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. Prerequisite: ENG 111 eligible.

HIS 276: United States History since World War II (3 cr.) — Investigates United States history from 1945 to the present, studying both domestic developments and American involvement in international affairs. Lecture 3 hours per week. Prerequisite: ENG 111 eligible.

Horticulture

HRT 110: Principles of Horticulture (3 cr.) — Introduces concepts of plant growth and development. Covers horticultural practices, crops and environmental factors affecting plant growth. Lecture 3 hours per week.

HRT 127: Horticultural Botany (3 cr.) — Studies taxonomy, anatomy, morphology, physiology, and genetics of plants as applied to identification, propagation and culture. Prerequisite: HRT 110. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 137: Environmental Factors in Plant Growth (3 cr.) — Explores environmental factors that affect plant growth, including rainfall, humidity, wind, temperature, sunlight, irrigation, heating, and shading. Examines methods of inducing and breaking dormancy, lighting, and shading systems, and the relationship between day length and flowering. Lecture 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 245: Woody Plants (3 cr.) — Studies identification, culture, and uses of woody plants in landscaping. Includes deciduous and evergreen, native and cultivated shrubs, trees and vines. Teaches scientific and common names of plants. Lecture 2 hour. Laboratory 2 hours. Total 4 hours per week.

HRT 246: Herbaceous Plants (3 cr.) — Studies identification, culture and uses of herbaceous plants in landscaping. Includes perennials, biennials, common bulbs and annuals. Teaches scientific and common names of plants. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 299: Supervised Study (1 cr.) — Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit.

Humanities

HUM 100: Survey of the Humanities (3 cr.) — Introduces the humanities through the art, literature, music, & philosophy of various cultures & historical periods. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HUM 111-112: Great Books I-II (3 cr.) — Introduces selected great works of philosophy and literature, with emphasis on close analysis of the text. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HUM 165: Controversial Issues in Contemporary American Culture (3 cr.) — Introduces students to selected issues in contemporary American culture. Includes topic areas ranging from welfare reform, economic development, privacy, environmental protection and conservation, evolution vs. creation, to family values, and special interest lobbying in our state and national governments. Focuses on the development of the student's critical thinking skills by analyzing, evaluating, and reflecting on opposing sides of the same issue as expressed by public leaders, special interest groups and academicians. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HUM 210: Introduction to Women in Humanities (3 cr.) — Introduces interdisciplinary, cross-cultural and historical perspectives on the influence of women as evidenced in art, literature, religion, philosophy and music. Prerequisite: ENG 112. Lecture 3 hours per week.

HUM 211-212: Survey of American Culture I-II (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. Need not be taken in sequence.

HUM 220: Introduction to African-American Studies (3 cr.) — Presents an interdisciplinary approach to the study of African-American life, history, and culture. Examines specific events, ideologies, and individuals that have shaped the contours of African-American life. Studies the history, sociology, economics, religion, politics, psychology, creative productions, and culture of African-Americans. Lecture 3 hours per week.

HUM 241-242: Interdisciplinary Principles of the Humanities I-II (3 cr.) — Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of the student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. Prerequisite: ENG 111 eligible. 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 divergences: Egyptian, Near-Eastern, Greek, Roman, Celtic, Norse, Asian, and African. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

HUM 259: Greek Mythology (3 cr.) — Surveys and analyzes major stories from Greek Mythology. Explores psychological, anthropological, and historical interpretations of the myths. Acquaints students with recurring mythological themes in language, art, music, and literature. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

Italian

ITA 101: Beginning Italian I (4 cr.) — Develops the understanding, speaking, reading, and writing of Italian, and emphasizes the structure of the language. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

ITA 102: Beginning Italian II (4 cr.) — Develops the understanding, speaking, reading, and writing of Italian, and emphasizes the structure of the language. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

ITA 201: Intermediate Italian I (3 cr.) — Continues development of skills of understanding, speaking, reading and writing of Italian. Classes conducted in Italian. Prerequisite: ITA 102 or equivalent. Part I of II. Lecture 3 hours per week.

ITA 202: Intermediate Italian I (3 cr.) — Continues development of skills of understanding, speaking, reading and writing of Italian. Classes conducted in Italian. Part II of II. Lecture 3 hours per week.

Industrial Engineering Technology

IND 101: Quality Assurance Technology I (3 cr.) — Studies principles and techniques of quality engineering for the management, design engineering economics, production, and assurance of quality. Emphasizes fundamentals of total quality assurance for product and process control. May include design review, fundamentals of statistics procurement control, sampling and control chart systems, quality reporting, process capability analysis, tool and gauge control, document control, or troubleshooting quality control. Lecture 3 hours per week.

IND 137: Team Concepts and Problem Solving (3 cr.) — Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week

Information Systems Technology
Information Technology and Databases

ITD 110: Web Page Design I (3 cr.) — Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. Prerequisite: ITE 115 recommended. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITD 130: Database Fundamentals (3 cr.) — Introduces the student to Relational Database and Relational Database theory. Includes planning, defining and using a database; table design, linking, and normalization; types of databases, database description and definition. Prerequisite: ENG 111 eligible and ITE 115 recommended. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITD 136: Database Management Software (3 cr.) — Covers an introduction to relational database theory and how to administer and query databases using multiple commercial database systems. Prerequisite: ITE 115 recommended. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITD 210: Web Page Design II (3 cr.) — Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Prerequisite: Completed ITD 110 or IST 129. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITD 220: e-commerce Administration (3 cr.) — Emphasizes techniques to plan and design a platform-independent commerce Web site. Focuses on web business strategies, and the hardware and software tools necessary for Internet commerce, including comparison and selection of commerce architecture, installation and configuration, security considerations, and planning of a complete business-to-consumer and business-to-business site. Prerequisite: ITD 110 recommended. Lecture 3 hours per week.

Information Technology Essentials

ITE 100: Introduction to Information Systems (3 cr.) — Covers the fundamentals of computers and computing and topics which include impact of computers on society, ethical issues, and terminology. Provides discussion about available hardware and software as well as their application. Lecture 3 hours per week.

ITE 115: Introduction to Computer Applications and Concepts (3 cr.) — Covers computer concepts and internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Prerequisite: Keyboarding skills recommended. Lecture 3 hours per week.

ITE 160: Introduction to e-Commerce (3 cr.) — Studies the culture and demographics of the Internet, on-line business strategies and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels over the Internet, and the execution of marketing strategy in computer- mediated environments. Presents case histories of successful Web applications. Lecture 3 hours per week.

ITE 180: Help Desk Support Skills (3 cr.) — Emphasizes instruction in customer support techniques required for analyzing and coordinating software and hardware solutions for end-user needs. Includes evaluation and communication techniques required to provide help desk support necessary to transfer knowledge and enable implementation of a solution. Lecture 3 hours per week.

Information Technology Networking

ITN 101: Introduction to Network Concepts (3 cr.) — Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 3 hours per week.

ITN 124: Wireless Network Administration (WNA) (3 cr.) — Incorporates instruction in the fundamentals of radio frequency and spread spectrum technology and wireless networking systems implementation and design. Includes radio frequency and spread spectrum concepts, 802.11 standards and regulations, wireless network architecture, topology, software, equipment, OSI Model, site surveys, security features, and the design and implementation of wireless network solutions. Lecture 3 hours per week

ITN 154: Networking Fundamentals – Router Basics - Cisco (4 cr.) — Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configurations. Lecture 2-3 hours per week. Laboratory 2 hours. Total 4-5 hours per week.

ITN 155: Introductory Routing - Cisco (4 cr.) — Features an introduction to basic router configuration using Cisco IOS software. Includes system components, interface configuration, IP network design, troubleshooting techniques, configuration and verification of IP addresses, and router protocols. Prerequisite: Completed ITN 154. Lecture 4 hours per week.

ITN 156: Basic Switching and Routing - Cisco (4 cr.) — Centers instruction in LAN segmentation using bridges, routers, and switches. Includes fast Ethernet, access lists, routing protocols, spanning tree protocol, virtual LANS and network management. Prerequisite: Completed ITN 155. Lecture 4 hours per week.

ITN 157: WAN Technologies - Cisco (4 cr.) — Concentrates on an intro-duction to Wide Area Networking (WANs). Includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP. Prerequisite: Completed ITN 156. Lecture 4 hours per week.

ITN 170: Linux System Administration (3 cr.) — Focuses instruction on the installation, configuration and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation. Lecture 3 hours per week.

ITN 171: Unix 1 (3 cr.) — Provides an introduction to UNIX operating systems. Teaches login procedures, file creation, UNIX file structure, input/output control, and the UNIX shell. Lecture 3 hours per week.

ITN 200: Administration of Network Resources (3 cr.) — Focuses on the management of local area network servers. Teaches proper structuring of security systems. Explains print queues, disk management, and other local area network (LAN) issues. Presents concerns and issues for the purchase and installation of hardware and software upgrades. Can be taught using any network operating system or a range of operating systems as a delivery tool. Lecture 4 hours per week.

ITN 208: Protocols and Communications-TCP/IP (4 cr.) — Provides an un-derstanding of the TCP/IP suite and the details of its implementation. Discusses details of implementation such as IP addressing, the structure of frames and protocol headers that enable communication between two computers. Discuss-es IP routing, tunneling, SNMP, and security. Lecture 4 hours per week.

ITN 260: Network Security Basics (3 cr.) — Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the five security keys: confidentiality, integrity, availability, accountability, and auditability. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 261: Network Attacks, Computer Crimes and Hacking (4 cr.) — Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint of hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS), malicious code, computer crime and industrial espionage. Prerequisite: Completed ITN 260. Lecture 4 hours per week.

ITN 263: Internet/Intranet Firewalls and Ecommerce Security (4 cr.) — Gives an in-depth exploration of firewalls, Web security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML, and HTTP in relation to Web security, and digital certification D.509, and public key infrastructure (PKI). Prerequisite: Completed ITN 260. Lecture 4 hours per week.

ITN 266: Network Security Layers (3 cr.) — Provides an in-depth exploration of various security layers needed to protect the network. Explores Network Security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security and database security. Lecture 3 hours per week.

ITN 267: Legal Topics in Network Security (3 cr.) — Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age. Lecture 3 hours per week.

ITN 276: Computer Forensics I (4 cr.) — Teaches computer forensic investigation techniques for collecting computer-related evidence at the physical layer from a variety of digital media (hard drives, compact flash and PDAs) and performing analysis at the file system layer. Prerequisite: ITN 106, ITN 107. Co-requisite: ITN 260. Credit will be given to ITN 275 or ITN 276 and ITN 277, but not all three courses. Lecture 4 hours per week.

ITN 277: Computer Forensics II (4 cr.) — Develops skills in the forensic extraction of computer evidence at a logical level using a variety of operating systems and applications (i.e., e-mail) and learn techniques for recovering data from virtual memory, temporary Internet files, and intentionally hidden files. Prerequisite: ITN 276. Credit will be given to ITN 275 or ITN 276 and ITN 277, but not all three courses. Lecture 4 hours per week.

ITN 290: Coordinated Internship — Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Information Technology Programming

ITP 100: Software Design (3 cr.) — Introduces principles and practices of software development. Includes instruction in critical thinking, problem solving skills, and essential programming logic in structured and object-oriented design using contemporary tools. Lecture 3 hours per week.

ITP 120: Java Programming I (3 cr.) — Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Prerequisite: ITP 100 or ITP 102 recommended. Lecture 3 hours per week.

ITP 140: Client Side Scripting (3 cr.) — Provides instruction in fundamentals of Internet application design, development, and deployment using client side scripting language(s). Prerequisites: ENG 111 eligible and recommended ITP 100, ITD 110 and a programming language or equivalent experience. Lecture 3 hours per week.

ITP 251: Systems Analysis and Design (3 cr.) — Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design, and system implementation practices. Covers methodologies related to identification of information requirements, feasibility in the areas of economic, technical and social requirements, and related issues are included in course content. Software applications may be used to enhance student skills. Lecture 3 hours per week.

ITP 258: Systems Development Project (3 cr.) — Provides instruction in application of life cycle system development methodology using a case study which incorporates feasibility study system analysis, system design, program specification, and implementation planning. Course project assignment(s) will have students perform as members of system development teams. Prerequisite: Completed ITN 101, ITP 120 and ITP 251. Note: ITP 258 replaces IST 258 System Development Project. ITP 258 may be used in any catalog in place of IST 258. Lecture 3-4 hours per week.

ITP 290: Coordinated Internship (3 cr.) — Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Japanese

JPN 101: Beginning Japanese I (5 cr.) — Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part I of II. Prerequisite: ENG 111 eligible. Lecture 5 hours per week. May include one additional hour of oral practice per week.

JPN 102: Beginning Japanese II (5 cr.) — Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part II of II. . Lecture 5 hours per week. May include one additional hour of oral practice per week.

JPN 201: Intermediate Japanese I (4 cr.) — Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. Prerequisite: JPN 102 or equivalent. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

JPN 202: Intermediate Japanese II (4 cr.) — Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. Prerequisite: JPN 102 or equivalent. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice 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 may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture 3 hours per week.

LGL 117: Family Law (3 cr.) — Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre-nuptial and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Prerequisite: ENG 111 eligible. 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, Sheppard's Citations, ALR and other research tools. May include overview of computer applications and writing projects. Lecture 3 hours per week.

LGL 126: Legal Writing (3 cr.) — Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Prerequisite: Completed ENG 111 or BUS 236 or permission of instructor. Lecture 3 hours per week.

LGL 200: Ethics for the Legal Assistant (1 cr.) — Examines general principles of ethical conduct applicable to legal assistants. Includes the application of rules of ethics to the practicing legal assistant. Lecture 1 hour per week.

LGL 210: Virginia and Federal Procedure (3 cr.) — Examines the rules of procedure in Virginia and federal court systems, including the Federal Rules of Civil Procedure and the Rules of Practice and Procedure in the District Court, Circuit Court, Court of Appeals, and Supreme Court of Virginia. Lecture 3 hours per week.

LGL 216: Trial Preparation and Discovery Practice (3 cr.) — Examines the trial process, including the preparation of a trial notebook, pretrial motions, and orders. May include preparation of interrogatories, depositions, and other discovery tools used in assembling evidence in preparation for the trial or an administrative hearing. Lecture 3 hours per week.

LGL 217: Trial Practice and the Law of Evidence (3 cr.) — Introduces civil and criminal evidence, including kinds, degrees and admissibility of evidence. Studies methods and techniques of evidence acquisition. Emphasizes Virginia and federal rules of evidence. Focuses on the elements and various problems associated with the trial of a civil or criminal case. Lecture 3 hours per week.

LGL 230: Legal Transactions (3 cr.) — Presents an in-depth study of general contract law, including formation, breach, enforcement, and remedies. May include an overview of UCC sales, commercial paper, and collections. Lecture 3 hours per week.

LGL 235: Legal Aspects of Business Organizations (3 cr.) — Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorships, partnerships, corporation, limited liability companies, and other business entities. Reviews preparation of the documents necessary for the organization and operation of businesses. Lecture 3 hours per week.

Machine Technology

MAC 131-132: Machine Lab I-II (3 cr.) — Teaches fundamental machine shop operations, bench work, layout, measuring tools, and safety. Lecture 0-2 hours. Laboratory 0-3 hours. Total 1-5 hours per week.

MAC 161: Machine Shop Practices I (3 cr.) — Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Part I of II. Lecture 2 hours. Laboratory 2-3 hours. Total 4-5 hours per week.

MAC 209: Standards, Measurements and Calculations (2-3 cr.) — Presents typical mathematical and mechanical problems requiring the use of reference standards such as the Machinery's Handbook for solution. Presents use of the Coordinate Measuring Machine for solution. Lecture 2-3 hours per week. 2-3 credits.

Marketing

MKT 100: Principles of Marketing (3 cr.) — Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical e-commerce, and international considerations in marketing. Prerequisite: MTE 1-4 and ENG 111 eligible. Lecture 3 hours per week.

NOTE: There is a 2-year shelf life for Developmental Math Courses; therefore, students must complete a credit level math course within two years of completing Developmental Math Courses.

Math Essentials

MTE 1: Operations with Positive Fractions (1 cr.) — The student will solve application problems using proper fractions, improper fractions, and mixed numbers. All student learning outcomes for this unit must be completed without the use of a calculator. Emphasis should be placed on applications throughout the unit. Applications will use U.S. customary units of measurement. All fractions in this unit should be expressed in simplest form, unless otherwise indicated. Prerequisite: BSK 1 or placement into MTE 1 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 2: Operations with Positive Decimals and Percentages (1 cr.) — The student will solve problems using decimals and percentages. Emphasis should be placed on applications throughout the unit. Applications will use U.S. customary and metric units of measurement. Prerequisite: BSK 1 and MTE 1 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 3: Algebra Basics (1 cr.) — The student will perform basic operations with algebraic expressions and solve simple algebraic equations using signed numbers. Emphasis should be placed on applications throughout the unit. Prerequisite: BSK 1 and MTE 1 – 2 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 4: First Degree Equations and Inequalities in One-Variable (1 cr.) — The student will solve first degree equations and inequalities containing one variable, and use them to solve application problems. Emphasis should be on learning the steps to solving the equations and inequalities, applications and problem solving. Prerequisite: BSK 1 and MTE 1 – 3 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 5: Linear Equations, Inequalities and Systems of Linear Equations in Two Variables (1 cr.) — The student will learn how to find the equation of a line, graph linear equations and inequalities in two variables, and solve a system of two linear equations. Emphasis should be on writing and graphing equations using the slope of the line and points on the line, and applications. Prerequisite: BSK 1 and MTE 1 – 4 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 6: Exponents, Factoring and Polynomial Equations (1 cr.) — The student will learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Prerequisite: BSK 1 and MTE 1-5 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 7: Rational Expressions and Equations (1 cr.) — The student will simplify rational algebraic expressions, solve rational algebraic equations and use them to solve application problems. Prerequisite: BSK 1 and MTE 1-6 and completion or co-enrolled in ENF 1. Lecture 4 hours per week.

MTE 8: Rational Exponents and Radicals (1 cr.) — The student will simplify rational algebraic expressions, solve rational algebraic equations and use them to solve application problems. Prerequisite: BSK 1 and MTE 1-7 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

MTE 9: Functions, Quadratic Equations and Parabolas (1 cr.) — In this unit, the student will have an introduction to functions in ordered pair, graph, and equation form. The student will engage in a thorough introduction to quadratic functions and their properties as they complete preparation for entering STEM or business-administration college-level mathematics courses. Prerequisite: BSK 1 and MTE 1-8 and completion or co-enrolled with ENF 1. Lecture 4 hours per week.

Mathematics

MTH 120: Introduction to Mathematics (3 cr.) — Introduces number systems, logic, basic algebra, and descriptive statistics. Prerequisites: Completion of MTE 1-3 and ENG 111 eligible. (Intended for occupational/technical programs.) Lecture 3 hours per week.

MTH 146: Introduction to Elementary Statistics (3 cr.) — Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point, and interval estimation methods. Prerequisite: Completion of MTE 1-5 and ENG 111 eligible. (Intended for occupational/technical programs.) Lecture 3 hours per week.

MTH 151: Mathematics for the Liberal Arts I (3 cr.) — Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Prerequisite: Completion of MTE 1-5 and ENG 111 eligible. Lecture 3 hours per week. Note: MTH 151, 152, and 170 may transfer to your four-year institution as the same course - please check transferability requirements of your receiving institution.

MTH 152: Mathematics for the Liberal Arts II (3 cr.) — Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Prerequisite: MTE 1-5 and ENG 111 eligible. Lecture 3 hours per week. Note: MTH 151, 152, and 170 may transfer to your four-year institution as the same course - please check transferability requirements of your receiving institution.

MTH 157: Elementary Statistics (3-4 cr.) — Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 240 or MTH 241.)Lecture 3-4 hours per week. Prerequisites: MTE 1-5 and ENG 111 eligible. Note: Credit may not be earned for both MTH 157 and MTH 240. MTH 157 is intended for liberal arts students needing a basic introduction to statistical literacy. For any major that will regularly apply statistics, MTH 240 is recommended. Consult your four-year institution for additional information.

MTH 163: Pre-Calculus I (3 cr.) — Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Prerequisite: Placement recommendation for MTH 163 or satisfactory completion of MTE 1-9 and ENG 111 eligible. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week. Note: On-campus MTH 163 is intended for students preparing for MTH 240 or 271. Dual-enrollment high schools may offer the MTH 163-164 series instead of MTH 166. Students preparing for MTH 173 should register for MTH 166.

MTH 164: Pre-Calculus II (3 cr.) — Presents trigonometry, analytic geometry, and sequences and series. Prerequisite: Completed MTH 163 with a grade of C or higher and ENG 111 eligible. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week.

MTH 166: Pre-Calculus with Trigonometry (4-5 cr.) — Presents college algebra, analytic geometry, trigonometry, and algebraic exponential, and logarithmic functions. Lecture 4-5 hours per week. 4-5 credits. Prerequisite: MTE 1-9 or minimum placement recommendation for MTH 163 and ENG 111 eligible. (Credit will not be awarded for both MTH 163 and MTH 166). Note: MTH 166 is intended for students preparing for MTH 173. Dual-enrollment high schools may offer the MTH 163-164 series instead of MTH 166.

MTH 170: Foundations in Contemporary Mathematics (3 cr.) — Covers topics in the mathematics of social choice, management sciences, statistics, and growth. Uses physical demonstrations and modeling techniques to teach the power and utility of mathematics. Prerequisite: Placement recommendation for MTH 170 or satisfactory completion of MTE 1-5 and ENG 111 eligible. Lecture 3 hours per week. Note: MTH 151, 152, and 170 may transfer to your four-year institution as the same course - please check transferability requirements of your receiving institution.

MTH 173: Calculus with Analytic Geometry I (5 cr.) — Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: Placement recommendation for MTH 173 or a grade of C or higher in MTH 164 or MTH 166 and ENG 111 eligible. (Credit will not be awarded for more than one of MTH 173, MTH 175 or MTH 273.) Lecture 5 hours per week.

MTH 174: Calculus with Analytic Geometry II (5 cr.) — Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: a grade of C or higher in MTH 173 or equivalent and ENG 111 eligible. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.) Lecture 5 hours per week.

MTH 240: Statistics (3 cr.) — Presents an overview of statistics, including descriptive statistics, elementary probability, probability distribution, estimation, hypothesis testing, and correlation and regression. (Credit will not be awarded for both MTH 240 and MTH 241.) Prerequisite: Placement recommendation for MTH 240 or completion of MTH 151 and 152 or MTH 163 or MTH 170 all with a grade of C or higher and ENG 111 eligible. Lecture 3 hours per week. Note: Credit may not be earned for MTH 157 and MTH 240. MTH 240 is recommended for students who will regularly apply statistics within their major/career. MTH 157 provides a basic introduction to statistical literacy. Consult your four-year institution for additional information.

MTH 271: Applied Calculus I (3 cr.) — Presents limits, continuity, differentiation of algebraic and transcendental functions with applications, and an introduction to integration. Prerequisite: a grade of C or higher in MTH 163 and ENG 111 eligible. (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture 3 hours per week.

MTH 277: Vector Calculus (4 cr.) — Presents vector valued functions, partial derivatives, multiple integrals, and topics from the calculus of vectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: a grade of C or higher in MTH 174 or equivalent and ENG 111 eligible. Lecture 4 hours per week.

MTH 279: Ordinary Differential Equations (4 cr.) — Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with application. Designed for mathematical, physical, and engineering science programs. Prerequisite: a grade of C or higher in MTH 174 or equivalent and ENG 111 eligible. Lecture 4 hours per week.

MTH 285: Linear Algebra (3 cr.) — Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, Eigen values, and Eigen vectors. Designed for mathematical, physical and engineering science programs. Prerequisite: A grade of C or higher in MTH 174 or equivalent. Lecture 3 hours per week.

Mechanical Engineering Technology

MEC 154: Mechanical Maintenance I (3 cr.) — Provides an overview of basic maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-4 hours per week.

MEC 161: Basic Fluid Mechanics – Hydraulics/Pneumatics (3 cr.) — Introduces theory, operation and maintenance of hydraulic/ pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernouli's equation. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

MEC 162: Applied Hydraulics and Pneumatics (2-3 cr.) — Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles, and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems. Lecture 1-3 hours. Laboratory 0-3 hours. Total 2-5 hours per week.

MEC 165: Applied Hydraulics, Pneumatics, and Hydrostatics (3 cr.) — Teaches fluid power system design, operation, testing, maintenance and repair. Includes reservoirs, pump connecting valves, cylinders, pressure regulating valves, flow control valves, hydraulic motors, and introduction to basic hydrostatic hydraulic systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MEC 265: Fluid Mechanics (3 cr.) — Studies properties of fluids and fluid flow, Bernouli's theorem, measuring devices, viscosity and dimensional analysis. Emphasizes fluid statics, flow in pipes and channels, and pumps. Lecture 3 hours per week.

Music

MUS 101-102: Basic Musicianship I-II (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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

MUS 121-122: Music Appreciation I-II (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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week. Need not be taken in sequence.

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.

Natural Science

NAS 150: Human Biology (3 cr.) — Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

NAS 161-162: Health Science I-II (4 cr.) — Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Prerequisite for NAS 161: ENG 111 eligible. Prerequisite for NAS 162: Completion of NAS 161. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

Nursing

NUR 100: Introduction to Nursing and Health (1 cr.) — Introduces concepts of nursing and health. Includes historical and cultural aspects, legal, and ethical responsibilities and an overview of health and the health care delivery system. Prerequisite: Admission into the Associates in Applied Science Nursing program. Licensed LPN's wishing to take the class need to contact a nursing advisor for assistance. Lecture 1 hour per week.

NUR 111: Nursing I (8 cr.) — Introduces nursing principles including concepts of health and wellness and the nursing process. Develops nursing skills to meet the bio-psych-osocial needs of individuals across the lifespan. Includes math computational skills, basic computer instruction related to the delivery of nursing care, communication skills, introduction to nursing, health, the health care system, legal aspects of nursing care, diagnostic testing, assessment, teaching and learning, asepsis, body mechanics and safety, personal care, activity/rest, wound care, nutrition, elimination, oxygenation, fluid and electrolytes, pain control, medication administration, aging populations and pre/post-operative care. Provides supervised learning experiences. Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week. Prerequisite: Admission into the Associates in Applied Nursing Program required.   8 credits

NUR 112: Nursing II (8 cr.) — Focuses on the nursing care of adults experiencing changes along the health/illness continuum that are common, well-defined, and have predictable outcomes. Includes math computational skills, basic computer instruction related to the delivery of nursing care; acid-base balance, gastrointestinal, genitourinary, musculoskeletal, immunology, oncology, sensori-neural, infectious diseases, endocrine, respiratory and blood disorders and care of the dying client. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week. 8 credits. Prerequisite: Completed NUR 111.

NUR 115: LPN Transition (3 cr.) — Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Prerequisites: Completed BIO 141 and ITE 115. Licensed LPNs wishing to take the course need to contact a nursing advisor for assistance.

NUR 135: Drug Dosage Calculations (1 cr.) — Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. Prerequisite: Admission to the Associates of Applied Sciences Nursing Program and Satisfied MTE 1-3. Licensed LPNs wishing to take the course need to contact a nursing advisor for assistance. Lecture 1 hour per week.

NUR 142: Fundamentals of Surgical Care II (3 cr.) — Introduces principles of wound healing including types, stages, and complications; types, preparation and care of surgical supplies, packing, dressings, catheters, drains, tubes, supplies, and equipment; classifications of instruments, sutures and needles. Describes responsibilities related to the scrub and circulating roles. Provides students practical experience in the operating room. Prerequisite: Licensed Practical Nurse in Virginia. Co-requisite: NUR 280 and documentation of current immunizations and other credentials. Note: SURGICAL SCRUB CERTIFICATE COURSE FOR LPNs. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

NUR 216: Integrated Concepts II (8 cr.) — Focuses on nursing care of individuals/families requiring the integration of complex concepts of nursing related to psychiatric and medical/surgical disorders throughout the lifespan. Includes math computational skills, basic computer instruction related to the delivery of nursing care; psychiatric, respiratory, regulatory, endocrine and hematological disorders. Uses all concepts of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites determined by local college. Lecture 4 hours per week. Laboratory 12 hours per week. Total 16 hours per week. Prerequisites: NUR 112 and NUR 115 and Admission into the Associates in Applied Science Nursing Program.

NUR 217: Integrated Concepts III (8 cr.) — Focuses on nursing care of individuals/families requiring the integration concepts related to nursing care of complex medical/surgical disorders. Includes math computational skills, basic computer instruction related to the delivery of nursing care; sensory, neurological, integumentary, renal and cardiovascular disorders; and, nursing care of clients experiencing major trauma. Uses all concepts of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites determined by local college. Lecture 1-8 hours. Lecture 4 hours per week. Laboratory 12 hours per week. Total 16 hours per week. Prerequisite: Completed NUR 216.

NUR 226: Health Assessment (2 cr.) — Introduces the systematic approach to obtaining a health history and performing a physical assessment. Prerequisite: Admission into the Associates in Applied Sciences Nursing Program. Licensed LPNs wishing to take the class need to contact a nursing advisor for assistance. Lecture 0-2 hours. Laboratory 2-9 hours. Total 3-9 hours per week.

NUR 245: Maternal/Newborn Nursing (3cr.) — Develops nursing skills in caring for families in the antepartum, intrapartum, and post-partum periods. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits. Prerequisite: Completion of NUR 112 and Admission into the Associates in Applied Science Nursing Program.

NUR 254: Dimensions of Professional Nursing (2 cr.) — Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles. Lecture 2 hours per week. Prerequisite: Completed NUR 112.

NUR 280: Introduction to Perioperative Nursing (4 cr.) — Introduces the surgical environment, ethical and legal patient and employee rights, preparation of the patient for surgery, surgical conscience, and the operative nurse's role and responsibilities. Includes laboratory and clinical experience. Lecture 2. Laboratory 6 hours. Total 8 hours per week. Prerequisite: Practical Nurse Licensed in Virginia. Co-requisite: NUR 142 and documentation of immunizations and other credentials. Note: SURGICAL SCRUB CERTIFICATE COURSE FOR LPNs.

NUR 281: Advanced Perioperative Nursing (5 cr.) — Focuses on the technical and clinical aspects of perioperative nursing, including perioperative pharmacology, risk management and quality improvement, monitoring and documentation, and standard precautions. Includes laboratory and clinical experience. Lecture 2 hours. Laboratory 9 hours. Total 11 hours per week. Prerequisite: NUR 142 and NUR 280 and Licensed Practical Nurse in Virginia and documentation of current immunizations and other credentials. See www.germanna.edu Nursing and Allied Health/Surgical Scrub Nursing.

Philosophy

PHI 100: Introduction to Philosophy (3 cr.) — Presents an introduction to philosophical problems and perspectives with emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values.. Lecture 3 hours per week.

PHI 101-102: Introduction to Philosophy I-II (3 cr.) — Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Prerequisite: ENG 111 eligible. Lecture 3 hours per week. Must be taken in sequence.

PHI 111: Logic I (3 cr.) — Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

PHI 200: The History of Western Philosophy (3 cr.) — Offers a brief historical survey of major philosophers from the pre-Socratics to the present. Lecture 3 hours per week.

PHI 220: Ethics (3 cr.) — Provides a systematic study of representative ethical systems. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

Photography

PHT 264: Digital Photography (3 cr.) — Teaches theory and practice of digital photography. Emphasizes use of digital cameras in studio and on location. Teaches advanced techniques of image editing. Provides training in digital image transmission from remote locations. Prerequisites: PHT 101 and ART 283 or PHT 135. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Physical Education

PED 100: Pilates (2 cr.) — Provides a method of mind-body exercise and physical movement designed to stretch, strengthen, balance the body, and improve posture and core stabilization while increasing body awareness. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 101: Fundamentals of Physical Activity I (2 cr.) — Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 103: Aerobic Fitness I (2 cr.) — Develops cardiovascular fitness though activities designed to elevate and sustain heart rates appropriate to age and physical condition. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 109: Yoga (2 cr.) — Focuses on the forms of yoga training emphasizing flexibility. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 111-112: Weight Training I-II (1 cr.) — Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Prerequisite for PED 112: Completed PED 111. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

PED 116: Lifetime Fitness and Wellness (2 cr.) — Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 120: Yoga II (1-2 cr.) — Focuses on the forms of yoga training emphasizing flexibility. Prerequisite: PED 109. Lecture 0-1 hours. Laboratory 2 hours. Total 2-3 hours per week.

PED 128: Horseback Riding (2 cr.) — Presents riding seats and preparation for riding, care and grooming of a horse, selection, use and care of equipment, and safety. Prerequisite appropriate riding skills or instructor's permission for advanced course. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 129: Self-Defense (2 cr.) — Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self- defense emphasizing mental and physical discipline. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 133: Golf I (1 cr.) — Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Lecture 0-1 hours. Laboratory 2 hours. Total 2-4 hours per week.

PED 135-136: Bowling I-II (1 cr.) — Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

PED 137: Martial Arts I (2 cr.) — Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 150: Soccer (1 cr.) — Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

PED 154: Volleyball (1 cr.) — Introduces skills, techniques, strategies, rules, and scoring. Lecture 0 hours. Laboratory 2 hours. Total 3 hours per week.

PED 156: Softball (1-2 cr.) — Emphasizes skills, techniques, strategies, rules. Lecture 0-1 hour. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 157: Soccer II (1 cr.) — Emphasizes advanced soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Prerequisite: PED 150. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week.

PED 160: Modern Dance (1-2 cr.) — Teaches the basic techniques of creative dance. Skills include self-expression, contemporary routines, dance forms, and basic choreography. Lecture 0-1 hour. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 170: Tai Chi I (2 cr.) — Develops an understanding of the Theories and practices of Tai Chi. Explores the energy of exercise that will tone muscles, improve circulation and increase flexibility and balance. Discusses history and philosophy of exercise and relaxation techniques for stress reduction. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 187: Backpacking (2 cr.) — Focuses on the preparation for backpacking trip, equipment and clothing selection, personal and group safety, ecology, and physical conditioning. Includes field experience. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 254: Advanced Volleyball (1-2 cr.) — Emphasizes advanced volleyball skills, techniques, strategies, rules, and scoring. Lecture 0-1 hours. Lab hours 2-4. Total 2-4 hours per week.

PED 270: Tai Chi II (1 cr.) — Develops an understanding of the Theories and practices of Tai Chi. Explores the energy of exercise that will tone muscles, improve circulation and increase flexibility and balance. Discusses history and philosophy of exercise and relaxation techniques for stress reduction. Prerequisite: Completion of PED 170 or permission of the instructor. Lecture 0-1 hour. Laboratory 2-4 hours. Total 2-4 hours per week.

Physics

PHY 201-202: General College Physics I-II (4 cr.) — Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite for PHY 201: MTH 163 or equivalent and ENG 111 eligible. Prerequisite for PHY 202: Completed PHY 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 241-242: University Physics I-II (4 cr.) — Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite for PHY 241: MTH 173 or MTH 273 or divisional approval and ENG 111 eligible. Prerequisite for PHY 242: MTH 174 or MTH 274 or divisional approval and PHY 241. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Political Science

PLS 135: American National Politics (3 cr.) — Teaches political institutions and processes of the national government of the United States. Focuses on the Congress, presidency, and the courts, and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

PLS 211: U.S. Government I (3 cr.) — Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part I of II. Lecture 3 hours per week.

PLS 212: U.S. Government II (3 cr.) — Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part II of II. Lecture 3 hours per week.

PLS 241: International Relations (3 cr.) — Teaches geographic, demographic, economic, ideological, and other factors conditioning the policies of countries and discusses conflicts and their adjustment. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

Practical Nursing

PNE 145: Trends in Practical Nursing (1 cr.) — Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1 hour per week. Prerequisite: Completion of PNE 162. Co-requisite: PNE 164 and PNE 158.

PNE 158: Mental Health and Psychiatric Nursing (1 cr.) — Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 1 hour per week. Prerequisite: Completed PNE 162. Co-requisite: PNE 145 and PNE 164.

PNE 161: Nursing in Health Changes I (6 cr.) — Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week. Prerequisite: Admission into the Germanna Practical Nursing Certificate Program at LOCUST GROVE CAMPUS.

PNE 162: Nursing in Health Changes II (11 cr.) — Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 5 hours per week. Laboratory 18 hours per week. Total 23 hours per week. Prerequisite: PNE 161 or PNE 141. Co-requisite: PNE 130.

PNE 164: Nursing in Health Changes IV (11 cr.) — Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 5 hours per week. Laboratory 15 hours per week. Total 20 hours per week. Prerequisite: Completion of PNE 162. Co-requisite: PNE 145 and PNE 158.

PNE 174: Applied Pharmacology for Practical Nurses (1-2 cr.) Applies problem solving skills in preparing and administering medications. Lecture 0-1 hour. Laboratory 3-6 hours. Total 3-6 hours per week.

Psychology

PSY 105: Psychology of Personal Adjustment (3 cr.) — Introduces psychological principles that contribute to well- adjusted personality. Considers the effects of stress and coping with the problems of everyday life. Prerequisite: ENG 111 eligible. 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. Prerequisite: Completion or co-enrolled with ENF 2. Lecture 3 hours per week.

PSY 126: Psychology for Business and industry (3 cr.) – Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, and interpersonal communications. May include techniques for selection and supervision of personnel. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

PSY 200: Principles of Psychology (3 cr.) — Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Prerequisite: ENG 111 eligible. Lecture 3 hours per week. NOTE: Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200.

PSY 215: Abnormal Psychology (3 cr.) — Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisite: Completed PSY 200 or PSY 201. Lecture 3 hours per week.

PSY 216: Social Psychology (3 cr.) — Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Prerequisite: Completed PSY 200 or PSY 201. Lecture 3 hours per week.

PSY 225: Theories of Personality (3 cr.) — Studies the major personality theories and their applications. Includes psychodynamic, behavioral, cognitive, and humanistic perspectives. Prerequisite: Completed PSY 200 or PSY 201. Lecture 3 hours per week.

PSY 226: Introduction to Counseling Relationships (3 cr.) — Introduces counseling theories and provides opportunity for their application through role-playing and supervised paraprofessional counseling experiences. Prerequisite: Completed a minimum of 9 credit hours in Psychology or instructor approval. Lecture 3 hours per week.

PSY 230: Developmental Psychology (3 cr.) — Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental of the person's physical, cognitive, and psychosocial growth. Prerequisite: ENG 111 eligible. Lecture 3 hours per week. NOTE: Students cannot receive credit for both PSY 235 and PSY 230.

PSY 235: Child Psychology (3 cr.) — Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Prerequisite: ENG 111 eligible. Lecture 3 hours per week. NOTE: Students cannot receive credit for both PSY 235 and PSY 230.

PSY 240: Health Psychology (3 cr.) — Studies the psychology of healthy behavior. Applies psychological principles to preventive health care. Covers topics such as exercise, nutrition, stress, lifestyles, and habits. Prerequisite: Completed PSY 200. 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. Prerequisites: Completed PSY 200 or 201. Lecture 3 hours per week.

PSY 290: Coordinated Internship (3 cr.) — Supervises on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Prerequisite: Completed PSY 226. Open only to students in Paraprofessional Counseling Career Studies Certificate program. Variable hours.

PSY 293: Studies In (1-5 cr.) — Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Prerequisite: ENG 111 eligible. Variable hours per week.

PSY 298: Seminar and Project (3 cr.) — Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Prerequisite: ENG 111 eligible. Variable hours.

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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

REL 200: Survey of the Old Testament (3 cr.) — Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

REL 210: Survey of the New Testament (3 cr.) — Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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 230: Religions of the World (3 cr.) — Introduces the religions of the world with attention to origin, history, and doctrine. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

REL 231: Religions of the World I (3 cr.) — Studies religions of the world with attention to origin, history, and doctrine. Part I of II. Lecture 3 hours per week.

REL 233: Introduction to Islam (3 cr.) — Studies Islam in its historical, religious, and political dimensions and assists in the understanding of its contemporary vitality and attraction as a faith, a culture and a way of life. Lecture 3 hours per week.

REL 235: Major Religious Thinkers (3 cr.) — Examines the works of one or more important people in religious thought. Lecture 3 hours per week.

REL 237: Eastern Religions (3 cr.) — Studies major religious traditions of the East including Hinduism, Buddhism, Confucianism, Taoism, and Zen Buddhism. Includes an analysis of Eastern philosophy and approach to life. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

REL 238: Western Religions (3 cr.) — Studies major traditions of the west that may include, but not limited to Judaism, Zoroastrianism, Christianity, Near East, Greek and Roman, African, Native American, European Pagan, and New Age spirituality. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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 247: History of Christianity (3 cr.) — Surveys the development of Christianity from its origins to the present. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

Russian

RUS 101: Beginning Russian I (5 cr.) — Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part I of II. Lecture 5 hours per week. May include one additional hour of oral practice per week. Prerequisite: ENG 111 eligible.

RUS 102: Beginning Russian II (5 cr.) — Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part II of II. Lecture 5 hours per week. May include one additional hour of oral practice per week. Prerequisite: Completed RUS 101 or equivalent.

RUS 201: Intermediate Russian I (3 cr.) — Continues the development of the skills of understanding, speaking, reading, and writing of Russian. Class conducted in Russian. Prerequisite: Completed RUS 102 or equivalent. May include oral drill and practice. Part I of II. Lecture 3 hours per week.

RUS 202: Intermediate Russian II (3 cr.) — Continues the development of the skills of understanding, speaking, reading, and writing of Russian. Class conducted in Russian. Prerequisite: Completed RUS 102 or equivalent. May include oral drill and practice. Part II of II. Lecture 3 hours per week.

Safety

SAF 126: Principles of Industrial Safety (3 cr.) — Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 3 hours per week.

Sociology

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. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

SOC 210: Survey of Physical and Cultural Anthropology (3 cr.) — Examines physical characteristics and lifestyles of human ancestors and present populations. Explores cultures from around the world to study diverse adaptations made by humans. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

SOC 211-212: Principles of Anthropology (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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

SOC 215: Sociology of the Family (3 cr.) — Studies topics such as marriage and the family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single-parent families, alternative life-styles. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

SOC 225: Gender and Sex Roles (3 cr.) — Analyzes influence of major social institutions and socialization in shaping and changing sex roles in contemporary society. Examines differential access to positions of public power and authority for men and women. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. 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. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

SOC 268: Social Problems (3 cr.) — Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

Spanish

SPA 101-102: Beginning Spanish I-II (4 cr.) — Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Prerequisite for SPA 101: ENG 111 eligible. Prerequisite for SPA 102: Completed SPA 101 or minimum placement recommendation for SPA 102. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

SPA 150: Spanish for Law Enforcement (3 cr.) — Introduces Spanish to those in the criminal justice field. Emphasizes oral communication and practical first-hand police and justice vocabulary. May include oral drill and practice. Prerequisite: ENG 111 eligible. Lecture 3 hours per week.

SPA 163: Spanish for Health Professionals I (3 cr.) — Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Lecture 3 hours per week.

SPA 201-202: Intermediate Spanish I-II (3 cr.) — Continues to develop understanding, speaking, reading, and writing skills. Prerequisite: SPA 102 or equivalent. May include oral drill and practice. Prerequisite for SPA 201: Completed SPA 102 or minimum placement recommendation for SPA 201. Prerequisite for SPA 202: Completed SPA 201 or minimum placement recommendation for SPA 202. Lecture 3 hours per week. May include one additional hour of oral practice per week.

Student Development

SDV 100: College Success Skills (1 cr.) — Assists students in transition to college. Provides overviews of College policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other College resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Should be taken within first 16 credits at GCC. Lecture 1 hour per week.

SDV 101: Orientation to (Specific Discipline) (1 cr.) — Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to the student's particular discipline At GCC, the following topics are offered: Allied Health, Online Learning, Early Childhood Education, and for Military Veterans. Course may substitute for SDV 100 requirement.   Lecture 1-3 hour per week.

SDV 104: Study Skills (1 cr.) — Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 1 hour per week.

SDV 106: Preparation for Employment (1 cr.) — Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 1 hour per week.

SDV 107: Career Education (1 cr.) — Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision-making to career choice. Lecture 1 hour per week.

SDV 108: College Survival Skills (1-3 cr.) — Provides an orientation to the college. Introduces study skills, career and life planning. Offers an opportunity to engage in activities aimed at self-discovery. Emphasizes development of "coping skills" such as listening, interpersonal relations, competence, and improved self-concept. Recommended for students enrolled in developmental courses. Lecture 1-3 hours per week.

SDV 110: Orientation to Teaching as a Profession (3 cr.) — Introduces students to a career in teaching and education by allowing students to experience the components of the learner, the school environment and the classroom-teaching environment. Utilizes the Virginia Teachers for Tomorrow/ Teacher Cadet curriculum. Students participate in a 15-hour student teaching internship in a classroom at one of the levels between Kindergarten and grade 9. Lecture 3 hours per week.

Student Handbook Disclaimer and Signature Form

This Germanna Community College 2014-2015 Student Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature on this page is simply your acknowledgement that you have received and agreed to read this handbook.

_____   _____
Student's name (printed)   Date

_____   _____
Student's Signature   Student ID Number

Student Handbook

This Student Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Student Handbook - The Student Services Division compiles the Student Handbook annually and serves several purposes:
- To acquaint students with additional policies and procedures that governs student life at Germanna.
- To identify student clubs and organizations and the policies and procedures associated with planning and participating in student government and student activities.
- To identify services and resources available in the community.

We are committed to the total development of our students. We welcome student suggestions and input. Students are invited to visit both campus locations:

Academic Honesty

The faculty of Germanna Community College recognizes that academic honesty is an integral factor in developing and sharing knowledge. We support the concept of academic honesty, practice academic honesty in our classes, and require academic honesty from our students. GCC students are expected to maintain complete honesty and integrity in the completion and presentation of all academic assignments and examinations. Students found guilty of cheating, plagiarism, or other dishonorable acts in academic work are subject to College disciplinary action. Academic penalty in the course is determined by the instructor.

Academic Dishonesty: Academic dishonesty is cheating and stealing. Academic dishonesty includes, but is not limited to:
- Intentionally using material verbatim from a source without giving credit. Copying verbatim from an Internet source is plagiarism.
- Rewriting material from a source without giving credit.
- Using information from an Internet source without giving credit.
- Submitting the work of another person as your own work.
- Using/copying work from another student's electronic storage device and submitting it for a grade.
- Copying from another person's paper/test/homework.
- Allowing someone else to copy/use your work (paper, homework, quiz, test) and submitting it or a grade.
- Violating VCCS Computer Ethics Guidelines in the pursuit of academic studies.

Disciplinary Action: All course outlines will include statements regarding academic honesty. When a student is found to have been academically dishonest, the following disciplinary actions may be taken:

First Reported Offense
- The instructor reports the Academic Honesty violation by documenting the offense in a memorandum to the appropriate Academic Dean. The instructor must provide a copy of this memorandum to the student. The Dean of Instruction or designee will determine the appropriate sanction. The sanction may include suspension or dismissal from the College for egregious offenses or referral to the Tutoring Services to complete a plagiarism workshop for minor offenses.
- The instructor's memorandum, documentation of disciplinary action, and supporting documentation must be forwarded to the Dean of Student Services for inclusion in the student's official disciplinary file.

Second Reported Offense
- The instructor reports the Academic Honesty violation by documenting the offense in a memorandum to the appropriate Academic Dean. The instructor must provide a copy of the memorandum to the student.
- The appropriate Academic Dean will impose a minimum sanction of suspension. Suspension may be from the class where the infraction occurred, for the current semester or for the next upcoming semester. Disciplinary sanction may also include dismissal from the College. The instructor's memorandum, documentation of disciplinary action, and supporting documentation must be forwarded to the Dean of Student Development for inclusion in the student's official disciplinary file.
- The Dean of Student Services must retain the memorandum and documentation of disciplinary action in the student's disciplinary file for five years or until the student graduates, whichever comes first. The Dean of Student Services will then remove and destroy the memorandum.

Third Reported Offense
- The instructor reports the Academic Honesty violation by documenting the offense in a memorandum to the appropriate Academic Dean. The instructor must provide a copy of the memorandum to the student.
- Upon verifying that a third reported offense has been committed, the appropriate Academic Dean will impose dismissal from the College. The instructor's memorandum, documentation of disciplinary action, and supporting documentation must be forwarded to the Dean of Student Development for inclusion in the student's official disciplinary file.
- The Dean of Student Services must retain the memorandum and documentation of disciplinary action in the third reported offense in the student's permanent disciplinary file.

Contesting Allegations of Academic Dishonesty: A student who wishes to contest an allegation of academic dishonesty has access to the Student Academic Grievance Procedure for this purpose. Students suspended or dismissed for academic dishonesty have the right to ask for a hearing from a Review Committee. Students seeking a hearing must contact the Dean of Student Development within 10 working days of notification of disciplinary sanction.

Bookstores

There is a College bookstores, operated by Follett's Bookstores, located on the Fredericksburg Area Campus and the Locust Grove campuses.

New, used and rental eligible textbooks, and supplies may be purchased there, as well as gift items, clothing, electronics, etc. Follett offers a textbook buy back service throughout the school year. As an added service, the bookstore will special order any textbooks, paperbacks, etc., from publishers.

If payment is made by credit card, the individual named on the card must be present with a photo ID to sign the sales receipt. If using a check for payment, it must be in-state and not a starter check.

Purchases can be made in person at either campus location, or online at www.efollett.com

Follett's Bookstore - Refund Policy:
- Full refund for Fall and Spring are given within 15 days after the first day of class.
- Full refund for Summer are given within 7 days after the first day of class.
- New books must not be written in and the access codes must not be revealed.
- If the book was purchased wrapped in plastic, money will be refunded only if the book is returned unopened in the plastic wrap.
- Computers, tablets, nursing kits, software, and gift cards are non-returnable items.
- The original receipt must be presented for a full refund regardless of payment method
- There is a 10-business day waiting period on refunds/returns if payment was made with a check

Bulletin Boards

Bulletin boards are located at designated areas at the Locust Grove Campus, the Fredericksburg Area Campus, and the Daniel Technology Center. There are several designated locations for the express use of designated organizations and contain information about upcoming activities and events. Locations for general notices are located in the student lounge area at both campuses. Please visit the Welcome Center at any of the above mentioned locations for the designation of bulletin boards for specific use. All notices, posters, and other promotional material must be stamped by the Welcome Center, and when applicable, the Student Activities Office before it can be posted. Anything not stamped will be removed. Also, any flyer in a non-designated area will be removed. Guidelines for posting notices are available in the Welcome Center and Student Activities Office at all locations mentioned above.   Organizations seeking designated bulletin boards must seek approval from the Welcome Center.

Campus Demonstrations

The right of peaceful demonstration for protest is granted within the institutional community. The institution retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process. Students who want to organize a campus demonstration should contact the Dean of Student Development for guidelines.

Common Emergencies/Handling Guidelines

Medical Needs: The College does not provide health services on campus. Medical care is the responsibility of each student. However, in the case of serious injury or medical emergency, the rescue squad will be called. To report a medical emergency contact campus police directly at 2911 using a college classroom or office phone, or if using a cell phone call 540-727-2911. The phone number for Campus Police is located on every class room phone instrument. College Police and Security officers are trained and certified in First Aid/CPR and with the use of an AED (Automatic External Defibrillator). Officers are equipped with emergency medical response bags in which they use to assist them with calls involving medical emergencies here at the college.

AED units are located throughout the campus and are available to assist a person having a heart attack. Look for the AED sign on the corridor walls to locate a unit. The units can be removed and taken to the location of the heart attack victim. Instruction for using the AED equipment is found with the equipment and instructions are audibly transmitted while using the equipment.

Auto Accidents: Common property damage automobile accidents can occur in the parking lots. Campus police should be immediately notified in the event of an on-campus accident. If a driver strikes an unoccupied vehicle they should report their actions to the campus police so the damage can be assessed and a report can be taken. Personal injuries caused during an automobile accident may require medical assistance and should be immediately reported to campus police. Failing to report an automobile accident is violation of Virginia Law.

Fire Emergencies: If you see a fire or the smoke from a fire the first thing to do is PULL THE FIRE ALARM pull station. They are located on the wall in the corridors near the fire exit doors. This action gives everyone in the building an opportunity to be notified of the threat and starts the evacuation of the building. A fire can also be reported by dialing 2911 from any of the college phones in the classrooms and offices or 540-727-2911 from a cellular phone to get the campus police. Do not attempt to fight the fire until the alarm system has been activated. Fire extinguishers are located on the walls near the fire exit doors. Students are encouraged to learn the location of the extinguishers and learn how to use them properly. Students evacuating the buildings should gather in the parking lots where a light pole is identified with two large yellow reflective stripes. This is the designated assembly area for students and staff.

Sexual Assault and Sexual Misconduct: Germanna Community College will not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the behavioral expectations for a college community. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act and speak without fear of physical harm. Sexual misconduct shatters that bond of trust. All reported violations shall be regarded as serious and will be fully investigated. Acts of sexual misconduct may be punishable through civil and criminal proceedings, as well as through the College's disciplinary processes. This shall apply to all students and employees of Germanna Community College.

Germanna Community College informs students about the prevention of sexual misconduct and assault. In order to do this, a variety of programs and resources are made available annually to students, faculty and staff. This may include, but is not limited to, presentations by college police & security services, local experts, and other law enforcement representatives, literature and brochures, Red Flag campaign, and publication of policy and procedure information in the college catalog. In addition new students who enroll in student development courses receive information on topics relating to personal awareness and prevention of sexual assault, misconduct and harassment.

Reporting Suspicious Activity: If you see an activity or a person, which could harm others or be potentially threatening to those in the immediate area, contact the campus police by dialing 2911 from a campus phone or 540-727-2911 from your cellular phone. The phone number for campus police is located on every class room phone instrument. Your interest in everyone's safety does make a difference. Prompt reporting of information could save lives.

Domicile Appeals Process

A student who disagrees with an initial tuition classification may make an oral or written appeal to the Registrar within ten business days of the initial notification. The student may be asked to provide additional domicile information to supplement the Application for Virginia Domicile. The Registrar will respond to the appeal within fifteen business days. If the student still disagrees with the tuition classification, the student may file a final written appeal with the Dean of Student Services, for consideration by the Domicile Appeals Committee. The Domicile Appeals Committee shall consist of two members of the Student Success Committee and the Dean of Student Services. No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review. This written appeal must be made within five business days of the student's notification of the first appeal. The Domicile Appeals Committee will review the domicile determination to ensure the decision is in compliance with relevant state legislation and state guidelines. A student who is not satisfied with the outcome of the review by the Domicile Appeals Committee may appeal to the appropriate circuit court. The student must file a petition for review with the court within thirty business days of receipt of the decision by the Domicile Appeals Committee.

Note: The Guidelines for Determining Domicile and Eligibility for In-State Tuition Rates set forth in Section 23-7.4 of the Code of Virginia will be followed by Germanna Community College throughout the domicile appeals process.

Facsimile Documents

It is not the policy of the College to facsimile transcripts or other academic documents. Germanna Community College reserves the right to decline to send and/or receive records via facsimile transmission if the College considers the use of facsimile documents inconsistent with policies or the best interest of the institution or its students.

The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate records custodian written requests that identify the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

FERPA permits institutions to identify certain items of student information as "directory information." Germanna identifies directory information as the: Student's name, address, telephone listing, electronic mail address, major field of study, number of credit hours enrolled, dates of attendance, grade level, degrees, honors, and awards received, the most recent educational agency or institution attended, and participation in officially recognized activities and sports. Students must submit written notification to the office of the College Registrar to prevent he disclosure of directory information. Germanna may disclose any of these items without prior consent, unless the student notifies the Admissions and Records Office, in writing during the first ten days of the semester that this information remains confidential.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
  Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

According to FERPA, Germanna Community College may release information without the student's written consent to the following:

- school officials, as identified by Germanna Community College, determined by Germanna Community College to have a legitimate educational interest, (individuals appointed to ad hoc review committees may be identified as having a legitimate educational interest)
- officials of other institutions in which the student seeks to enroll,
- persons or organizations providing to the student financial aid, or determining financial aid decisions,
- accrediting organizations, carrying out their accrediting functions,
- parents of a student who have established that student's status as a dependent according to IRS Code of 1986, Section 152,
- persons in compliance with a judicial order or a lawfully issued subpoena,
- persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Questions on this policy can be directed to the Registrar.

Refusal to Provide Copies: Germanna Community College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student lives within commuting distance of Germanna Community College; if student is within commuting distance, the student may be asked to come and view the file at the office rather than making a full set of copies of all file contents.
- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

Fees for Copies of Records: Germanna Community College does not charge a fee for the copying of a transcript at this time. However, a reasonable charge may be assessed to provide copies of other records and to cover the expenses of copying time and postage.

Types, Locations, and Custodians of Educational Records:

Admissions & Records
Location: Registrar's Office / Custodian: Registrar

Cumulative Academic Records
Location: Registrar's Office / Custodian: Registrar

Financial Aid Records
Location: Financial Aid Office / Custodian: Coordinator of Financial Aid

Financial Records
Location: Business Office / Custodian: Business Manager

Placement Testing
Location: Testing Centers / Custodians: Testing Center Manager

Disciplinary Records
Location: Student Services / Custodian: Dean of Student Development

Fund-Raising by Students or Student Organizations

All fund raising done in the name of Germanna Community College or an approved College student organization must be used to support and advance the mission of the College. Fund raising activities conducted by recognized College student clubs and organizations require the approval of the Dean of Student Services. An individual student or a student group which is not affiliated with a formally recognized College club or organization must obtain approval from the Dean of Student Development for any fund-raising effort which uses the name of Germanna Community College in its promotion. Approval may be requested by contacting the Student Activities Office.

The proceeds of all fund-raising activities must be deposited with the College Business Office within 2 business days of receipt. All expenditures must be supported with original invoices or sales receipts. Requests for payment and / or reimbursement of expenses will follow College procurement guidelines that are available in the Business Office. Fund-raising activities that support the Germanna Community College Educational Foundation are governed by bylaws of the College's Germanna Community College Board and the Foundation Board.

Lockers

Lockers are available to students on a first-come, first served basis, per semester. To reserve a locker, please contact the Welcome Center at FAC and the Counseling Center at LGC.

Lost and Found

Report all lost and found articles to Security. "Found" articles may be claimed at the same office. Unclaimed items will be donated or discarded on a monthly basis.

Motorist Assistance Program

The Department of Police & Security Services are here to help you when you are on campus and have trouble with your car, such as retrieving keys from locked vehicles and jump starting dead batteries. Our staff is ready to lend a helping hand, free of charge. To summon our services, contact the campus police dispatch center at 640-891-3079.

Officers will respond and have tools to assist. This does not guarantee they will be able to get your car started or get your car unlocked, however it is free and worth a try. For the safety of college Police & Security Services officers, and to prevent damage to your vehicle, the Motorist Assistance Program may not be available for all makes and models, college locations, and certain services may be limited during inclement weather when lightning is present. During the summer and winter sessions, this service is available on a limited basis. During busy times of the day or under certain circumstances, we may have an extended response time or be unavailable to assist you.

Non-Academic Complaint

A non-academic complaint is any difference of opinion or dispute between a student and an instructor, administrator, staff member or another GCC student pertaining to the interpretation and/or application of the policies and procedures of the College and the Virginia Community College System excluding issues of instruction and classroom management. Non-academic grievances shall also include those pertaining to student governance issues, student activities, arbitrary and capricious management decisions, advising, and other concerns that the students might present for redress.

A student who is experiencing dissatisfaction in a nonacademic matter at the College must first discuss the matter with the College official involved before filing a formal complaint. Every reasonable effort must be made by both parties to resolve the matter through informal discussion. After this informal discussion, students who continue to feel they have a valid non-academic complaint must report this complaint to the Dean of Student Development.

The Dean will work with all parties involved to mediate the complaint in a timely manner. In order to mediate the complaint, the Dean may engage faculty or staff members relevant to the complaint in an informal discussion. The decision of the Dean regarding non-academic complaints is final.

Off-Campus Activities

Student clubs may sponsor activities that take place off campus such as field trips, participation in conferences, etc. Student Clubs must work with the Student Activities Coordinator to submit a travel request for overnight travel. All participants in off campus activities must complete the Liability Waiver Form prior to the trip. Club participants are reminded that all college policies and guidelines are in effect for the duration of the activity.

Statement of Student Rights and Responsibilities

The Germanna Community College Board approved the following Statement of Student Rights and Responsibilities on May 12, 1978, revised December 2008. Representatives of the students and faculty prior to College Board approval reviewed these policy statements.

Questions or recommendations regarding the policy contained herein should be addressed to the Dean of Student Development.

Nursing students must also adhere to standards of conduct outlined in the Nursing Program Student Handbook.

Introduction: This statement is designed to clarify the rights that the student may expect to enjoy as a member of the Germanna student body. In addition, those responsibilities which admission to the College places upon the student must be understood. Awareness of and adherence to this statement should create a safe and comfortable environment that fosters learning.

Students are guaranteed the privilege of exercising certain rights without fear of prejudice to include:
- The pursuit of educational goals and learning opportunities within the curricula of the College and within the resources of the College;
- Disciplinary sanctions only with due process as provided herein;
- Free inquiry, expression, and assembly provided such actions do not interfere with the rights of others or the effective operation of the institution;
- Fair and justifiable academic evaluation of student performance.

Administration of College Policy: Responsible for the administration of the College is the President who is subject to the Chancellor of the Virginia Community College System and the State Board of Community Colleges.

It is the President's duty to administer the laws of the Commonwealth of Virginia as they are applicable to the College and to fairly implement the policies, rules, and regulations of the State Board for Community Colleges, the Chancellor of the Virginia Community College System, and the Germanna College Board.

Any authority or responsibility or duty granted to or imposed upon the College President may be delegated to another person or persons on the faculty or staff of the College. The President or an appropriate delegate may take whatever legal or institutional action is necessary to activate this authority.

Standards of Conduct: Students who associate themselves with Germanna Community College are expected to act as responsible adults and maintain standards appropriate to membership in the College community. It is the students' responsibility to attend class and participate in class activities. The following misconduct is subject to disciplinary action:
- All forms of dishonesty including, but not limited to, cheating, plagiarism, knowingly furnishing false information to the College, and the forgery, alteration, or use of College documents or instruments of identification with the intent to defraud. (The college's Academic Honesty Policy also applies in cases of cheating and plagiarism.)
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities. (Including, but not limited to disruptions caused by cell phones and other electronic devices.)
- Physical and/or psychological abuse or the threat of such abuse of any person on College premises or at College activities. This includes hazing of any sort. Hazing is defined as initiating or disciplining someone by means of horseplay, practical jokes, or tricks, often in the nature of humiliating or painful ordeals.
- Discriminatory harassment (oral, written, graphic, or physical) directed against any person or group of persons because of their race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.
- Participating in or inciting a riot or an unauthorized or disorderly assembly.

- Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction by College officials or other persons authorized by the College.
- Violation of College Computer Ethics standards.
- Use of alcoholic beverages including the purchase, consumption, possession, or sale of such items on College property or at College functions except where specifically authorized by the College.
- Gambling or holding an unauthorized raffle or lottery on the campus or at any College function.
- Smoking in areas not designated by the College as a smoking area.
- Possessing, using, manufacturing, or distributing any controlled substances or any type of drugs for illegal purposes.
- Possessing on College property or at any College activity any weapon, including dangerous chemical or explosive elements or component parts thereof, rifle, shotgun, pistol, revolver, or other firearm without written authorization of the Chief of Police or the President of the College except when carried by bona fide law enforcement officials in their official capacities. Any violation of the College Weapons policy is also considered an act of student misconduct.
- Physically detaining or restraining any other persons or removing such persons from any place where he/she is authorized to remain, or in any way obstructing the free movement of persons or vehicles on College premises or at College activities.
- Littering, defacing, destroying, or damaging property of the College or property in its control or possessing, removing, or using such property without proper authorization.
- Willfully encouraging others to commit any of the acts which have been herein prohibited.
- Violation of any local, state, or federal laws.
- Violation of campus or College parking regulations.
- Violation of campus and College fire regulations (for example, failure to comply with emergency evacuation procedures, tampering with fire safety apparatus, etc.).
- Theft or attempted theft of College or personal property on College premises.
- Vulgar or obscene language or an angrily raised voice which is perceived to have an intimidating effect.
- Unauthorized entry into or presence in any College building or facility.
- Violation of College policy and procedure on demonstrations. This policy and procedure is in Section 6.5.1 in the VCCS Policy Manual. A copy of the policy may be obtained from the Dean of Student Development.
- Solicitation and sales without prior approval of the Dean of Student Services.
- Violation of any rule or regulation contained within the official publications of the College or announced as administrative edict by a College official or other person authorized by the President.

Sanctions: Violation of one of the standards of conduct stated above may result in one or more of the following actions. (The listing of the sanctions is not intended to imply a sequential order in which they may be applied. The severity of the alleged offense will determine which of the sanctions may be applied).

Informal Resolution: An oral request to a student from an instructor or an administrator to refrain from the perceived violation of the standard of conduct. Should the perceived violation occur in a classroom or laboratory setting and should the student refuse to refrain from the conduct, the instructor may require the student to leave the classroom or laboratory and may also issue an admonition as defined below.

Admonition: A written statement to a student that he/she has been perceived as having violated a standard of conduct and may be subject to more severe disciplinary action. Instructors or administrators may issue admonitions. A copy of the admonition must immediately be provided to the Dean of Student Development.

Should the instructor or administrator be unable because of the circumstances of the alleged violation to present the written statement to the student directly in person, it should be delivered to the student by certified mail or by College email with receipt. The Dean will retain the admonition in the student's disciplinary file.

Disciplinary Probation: Prohibition of the student from participating in the extracurricular activities of the College, including the holding of any student office for a specified period of time, not to exceed one academic year.

Disciplinary probation may be imposed by the Dean of Student Development, who will document the probation in the student's disciplinary file and present a statement of the probation to the student, either directly in person, by College email with receipt, or by certified mail. The student may respond to the disciplinary probation, and this response must be documented and placed in the student's disciplinary file.

Restitution: Required reimbursement for damage to or misappropriation of property. Restitution may be imposed by the Dean of Development, and may take the form of appropriate services or other compensation.

The Dean will document the violation of the standard of conduct and the nature of the restitution and will include this documentation in the student's disciplinary file. The Dean will inform the student of this action either directly in person, by College email with receipt, or through certified mail. The student may respond to the ordered restitution, and this response must be documented and placed in the student's disciplinary file.

Temporary Suspension: Prohibition of a student from attending class as a result of a perceived violation of a standard of conduct. Temporary suspension is to be for no longer than one-fifteenth of the scheduled class time for the semester.

Temporary suspension may be imposed by instructors or administrators, who should immediately provide written notice of the suspension to the student, either directly in person, by College email with receipt, or by certified mail, with a copy to the Dean of Student Services. The Dean will retain the written notice in the student's disciplinary file. A student who wishes to appeal the temporary suspension must meet with the Dean of Student Development within twenty-four hours of receiving notice of the suspension. The decision of the Dean will be final.

Interim Suspension: Immediate suspension of a student pending a hearing or further appeals.

Interim suspension may be imposed by the President, the Vice President for Academic Affairs and Student Services or the Dean of Student Development, if that authority judges that the presence of the student may substantially interfere with the educational process, or may interfere with the rights of others on campus, or may pose a threat of harassment or danger to the Germanna faculty, staff, administrators, the student accused of violating a standard of conduct, or others on campus.

The issuing authority must inform the student in writing of the justification of the interim suspension. This written justification shall be delivered to the student directly in person, by College email with receipt, or by certified mail. The issuing authority must also provide a copy of the notice to the Dean of Student Development for inclusion in the student's disciplinary file.

The issuing authority must provide the student with an opportunity to respond to the justification of the interim suspension. This response and the issuing authority's decision must be provided to the Dean of Student Services in a document, whose content both parties agree represents a fair summary of the case to that point. The interim suspension will remain in effect pending the results of a hearing by a Review Committee.

Suspension: Prohibition of a student from attending the College as a student for a definite period of time, not to exceed one calendar year. The President, the Vice President for Academic Affairs and Student Services, or the Dean of Student Development may impose suspension.

The imposing authority will document the justification and conditions of the suspension and will provide a written copy of the documentation to the student either directly in person or by certified mail. The imposing authority will also provide this documentation to the Dean of Student Services, who will retain it in the student's disciplinary file.

If the student appeals the suspension, a Review Committee must review the case before the suspension will take effect.

Dismissal: Prohibition of a student from attending the College as a student for an indefinite period of time. Conditions under which the student may be readmitted to the College will be stated in the order of dismissal.

The President, the Vice President for Academic Affairs and Student Services, or the Dean of Student Development may impose dismissal. The imposing authority will document the justification and conditions of the dismissal and will provide a written copy of the documentation to the student, either directly in person, by College email with receipt, or by certified mail. The imposing authority will also provide this documentation to the Dean of Student Services, who will retain the document in the student's disciplinary file. If the student appeals the dismissal, a Review Committee must review the case before the dismissal will take effect.

Make-up Work: Instructors are not required to provide make-up work for students who cannot attend class due to temporary suspension, interim suspension, suspension, or dismissal. However, if a student successfully appeals one of these sanctions, instructors must provide make-up options that do not penalize the student for missed work.

Review Committee and Hearing: The student has the right of appeal to a Review Committee in cases where the sanction of interim suspension, suspension, or dismissal has been applied. If the student waives his or her right of an appeal and a hearing, the Dean of Student Development will impose the sanction. The Dean will document the waiver of appeal and hearing and retain the document in the student's disciplinary file.

Review Committee Selection: If the student exercises the right of appeal, as provided above, the President shall appoint an impartial Review Committee.

The Committee shall include: one College administrator, two college faculty members, two students selected by the Dean of Enrollment Services. (Neither the College administrator nor either College faculty member may be the person having brought the charge of the violation of the standard of conduct).

Review Committee Procedure: To provide an orderly procedure for handling of disciplinary cases with due process, the following steps will be used in cases referred to the Review Committee.

The Dean of Student Development shall immediately notify the student of the composition of the Committee after its formation. This notification shall be either directly in person or by certified mail. The student may object to the inclusion of any member of the Committee for cause within twenty-four hours of having received notice of its composition. The President shall consider the merits of any objection and shall change the Committee if the President judges the objections to be valid.

The President shall appoint a chairperson for the Review Committee.

Within five college business days of the final establishment of the Review Committee, the Dean of Student Development will provide to the student and to the Review Committee a written statement outlining the alleged violation of the standard of conduct with which the student is charged. The Dean will provide this statement to the student either directly in person, by College email with receipt, or by certified mail.

Within ten college business days following its receipt of the written statement from the Dean, the Review Committee shall conduct a hearing to determine what sanction, if any, should be imposed on the student.

The student has the right to consult any attorney at his or her own expense. An attorney may be present during the Review Committee hearing, but may not interrogate or address the committee or witnesses.

The student and his or her attorney may consult during the hearing, but any consultations must take place outside the hearing room and should be kept within reasonable limits, as determined by the Committee, with regard to their frequency and duration.

Witnesses may be called by either the Review Committee Chair or the student to testify, and the Committee and the student may cross-examine witnesses. The Review Committee Chair may exclude witnesses from the hearing unless those witnesses are to provide testimony or undergo cross-examination.

All parties at the hearing may examine documentary evidence. Evidence that is relevant, and not unduly repetitive, shall be admissible. Hearsay evidence that is relevant is admissible, but the Committee shall not base its decision exclusively on hearsay evidence.

A recording of the hearing will be maintained and will be made available to the student. The Dean of Student Services will retain a copy of this record in the student's disciplinary file.

Within five business days following the conclusion of the hearing, the Review Committee shall communicate its decision in writing to the student and to the Dean of Student Devlopment. The Review Committee Chair will communicate the decision to the student either in person or by certified mail.

Appeal of the Review Committee's Decision: The Review Committee's decision may be appealed to the President in writing by the Dean of Student Services or by the student within ten business days after receipt of the written decision.

The President will review the appeal based on the Review Committee's record and on any additional relevant and valid information that has been provided but which was not available at the time of the Review Committee's hearing. The President will render a final decision within ten business days of receipt of the appeal. There is no further appeal beyond the President.

Student Academic Grievance Procedure

The purpose of the student grievance procedure is to provide an equitable and orderly process to resolve grievances at Germanna Community College.

A student who is experiencing dis-satisfaction in an academic matter at the College must first discuss the complaint with the instructor involved. Every reasonable effort should be made by both parties to resolve the matter through informal discussion.

After this informal discussion, students who continue to feel they have a valid complaint of unfair treatment may resolve their complaints through the formal Student Academic Grievance procedure outlined herein. The procedure provides for an expeditious and fair resolution of the complaint while protecting the student and College from a prolonged and complicated process.

Germanna Community College endorses and complies with all federal and State laws and policies which maintain and promote equal employment and educational opportunities without regard to race, color, gender, age, religion, national origin, political affiliation, veteran status, or disability.

Definitions:
Student: Any person enrolled full- or part-time in credit or noncredit courses at Germanna Community College.

Student Academic Grievance: An academic grievance is any difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he or she is being treated arbitrarily.

It is a formal, written complaint of unlawful or unfair treatment charged by a student against the College with respect to the application of the laws, rules, policies, procedures, and regulations under which the College operates. A complaint may exist and be resolved without initiating the formal grievance process.

Note: Separate grievance policies and procedures address issues of sexual misconduct and issues of access and accommodations for individuals with disabilities. In cases of sexual harassment allegations, it is not required that the initial complaint be filed with the individual against whom the complaint is being lodged. Students experiencing sexual harassment should report this directly to the Dean of Student Services. See the Germanna Community College College-Wide Policies section of the Student Handbook.

Time Limits: The formal Academic Grievance process must be initiated within thirty calendar days following the event giving rise to the grievance, or within thirty calendar days of the time when the student reasonably should have gained knowledge of its occurrence, whichever comes first. The appropriate Dean of Instruction shall determine the date upon which the grievance occurred.

Once a grievance is initiated, the time limitations for either party may be extended by written mutual agreement. If there is no mutual agreement to extend the time limits set herein, and if a decision at one level is not appealed to the next level within the time limit specified, the decision rendered at the previous level shall be final.

Note: It should be understood that the student who chooses to file a grievance must assume the burden of proof for such a grievance by providing factual evidence to substantiate his/her claims.

Steps for Filing an Academic Grievance:

Informal Resolution: Prior to filing an academic grievance, students are required to meet with their instructor. The meeting will be documented with documentation maintained in the instructor's office. If the instructor involved in the dispute is no longer employed by the College, the student may submit a level one grievance.

Level 1: If resolution cannot be reached through informal discussion with the instructor involved, the student may file an academic grievance by completing a Student Academic Grievance form and submitting it to the Office of Instruction, within the thirty-day time limit.

The Student Academic Grievance form may be obtained from the Office of Instruction and on the college's website. Both parties to the grievance are responsible for keeping copies of all paperwork associated with the grievance procedure in the event that the procedure should progress to higher levels.

The Dean or designee will then discuss the matter with both the student and the faculty member individually. The Dean or designee may choose at this point to issue a written decision delivered by certified mail to both the student and the faculty member, and said decision must be rendered within ten college business days of receipt of the grievance. Alternatively, the Dean may choose at this point to arrange a meeting with the principals. The date for this meeting must be chosen within ten college business days following the receipt of the grievance. The meeting itself may occur as much as seventeen college business days after the receipt of the grievance. A written decision delivered by certified mail will be rendered to the principals within twenty college business days following the meeting.

Level 2: If the student is not satisfied with the disposition of the grievance at Level 1, copy of the written grievance submitted at Level 1 along with the Dean of Instruction's written response may be submitted within seven college business days of receipt of the Level 1 response to the office of the Dean of Instruction to request an Academic Grievance Review panel.

The panel will be convened by a Dean not involved with the Level 1 grievance procedure. The panel will consist of a Dean, two faculty members and two students nominated by the Dean of Student Services. The Dean will chair the panel and vote only if needed to break a tie. The Chair of the Panel is responsible for distributing the documentation provided by the grieving parties, determining the issues of the case to be heard, and conducting the hearing in an orderly, efficient, and equitable manner.

At the beginning of the hearing, the Chair will review issues of the case with the group and establish the procedure by which the testimony will be presented. The Chair may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts.

The student and faculty member may each bring one non-participatory observer to the hearing. If the nonparticipating observer is an attorney, the party retaining the attorney must notify the other party and the Chair of the Academic Grievance Review Panel at least five business days prior to the hearing. The attorney's role is as an observer; he/she may not speak to the Chair or the Panel or the opposing party. The attorney may consult with the party who engaged him/her while the meeting is in session, but any consultations must take place outside the hearing room and should be kept within reasonable limits, as determined by the Committee, with regard to their frequency and duration.

The Chair of the Academic Grievance Review Panel will provide a written decision of the panel to the student, instructor, and dean involved in the grievance within five business days after the completion of the hearing.

Level 3: If either party to the grievance is not satisfied with the disposition of the grievance at Level 2, the written grievance submitted at Level 1 along with the Dean's written response and response from the Academic Grievance Review Panel may be submitted to the Vice-President for Academic Affairs and Student Services within seven college business days of receipt of the Level 2 response.

The Vice-President at this point may schedule a meeting with the principals within ten college business days following the receipt of the grievance. The meeting itself may occur within seventeen days of the receipt of the grievance. Within twenty college business days following the receipt of the Level 3 grievance, the decision of the Vice-President for Academic Affairs and Student Services shall be provided in writing, delivered by certified mail, to the principals, and the decision shall be final.

General Provisions: In no case may an individual involved at an earlier level of the grievance serve on the Grievance Panel. The Grievance Panel, Dean, or Vice-President has the responsibility to interpret the grievance in light of established laws, rules, policies, procedures, and regulations. The Dean or Grievance Panel does not have the prerogative to formulate or change College policies or procedures nor to commit State resources. The Vice-President may not change policy or procedure to resolve a grievance, but may, as a result of the grievance, formulate new policy to cover future cases. Copies of the final resolution of the grievance shall be forwarded to the principals concerned and to all administrative officials involved in the grievance. Files of resolved grievances shall be forwarded to and maintained in the office of the Vice-President for Academic Affairs and Student Services. All principals to a grievance shall have the right to copies of all written information presented in the grievance procedure.

Student Activities

Student Clubs and Organizations:

Students are encouraged to participate in one or more of the active clubs and organizations. Students are also encouraged to initiate new clubs. Clubs and activity programming allow students to participate in educational, social, and leadership activities. Participation in clubs and activities contributes to and enhances the total learning experience. Some of the activities have included cultural festivals/fairs, musical presentations, performers, plays, movies, lecturers, trips to events/museums, etc. College faculty and staff serve as advisors to student clubs. However, clubs continue and thrive based on student participation and interest. For example, in recent years the following clubs and organizations have been active at Germanna:

Anime Club: The Anime Club explores different forms of anime and shares their enthusiasm for the genre.

Art Club: The focus of this club is in learning and participating in many forms of art and sharing their interest in art with others.

Basketball Club: The Basketball Club at Germanna Community College is an organized athletic club, which engages in friendly competition with other community college clubs.

Cheerleading Team: The Cheerleading Club promotes Germanna school spirit, cheers at basketball games, and participates in organized competitions.

Encounter Club: The purpose of this organization will be to share the truths of Jesus Christ, teaching persons how to experience the fullness of the Christian life as taught in the Bible

Gaming Club: Play your game of choice with your fellow Germanna students. Participate in school, local and statewide tournaments.

American Society of Mechanical Engineers: This club applies classroom learning to real world experiments involving mechanical engineering.

Photography Club: The Film Club participates in amateur club film competitions.

Phi Theta Kappa (Alpha Lambda Psi Chapter): Phi Theta Kappa annually provides support to many College activities, such as registration and commencement exercises. Its Adopt-A-Highway cleanup program is an on-going community service project for the chapter. PTK has been represented at all regional meetings, conferences, and workshops for the last seven years.

R.I.O.T. (Poetry) Club: The purpose of this club is to explore written and spoken poetry between students and GCC employees. It promotes serving cultural differences, spirituality and helps students to interact socially.

Student Government Association: The purpose of the SGA is to encourage communication between students, faculty, and administration. It promotes and coordinates student organizations and activities that include a wide range of interest. The SGA encourages and develops students as effective members of the College and community and encourages better school spirit. The SGA acts as the official voice of the student body to the administration of the College.

Student Nursing Association: This club participates in many activities revolving around the health field (ex. Health and Fitness Fair, American Red Cross Blood Drive, Flu Shots, and free Blood Pressure Screenings).

Student Veteran's Association: This organization assists veterans attending Germanna Community College with finding resources, advocating for Veteran related issues, and encouraging communication among veterans and with faculty, staff and students.

Taekwondo: This club promotes health and wellness through sport, exercise and self-defense through learning martial arts.

Student Activities Fund

A Student Activities Fund is established to support the program of student activities. This fund evolves from a $1.50 per credit hour activity fee collected from students as well as funding from the local jurisdictions of the College. The activity fee may be increased with approval of the Student Government Association, GCC Students, the GCC Local Board and the Virginia State Board for Community Colleges. The funds in this account are to be spent only for student activities that have been authorized by the College. The Germanna Community College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Department of Community Colleges and approved by the State Auditor. The Dean of Student Development authorizes all expenditures from the Student Activities Fund.

Student Activity Planning Procedures

Student activity planning procedures and forms are available from the Student Activities Office. Groups wishing to host activities on-campus must submit a Room Request Form at least two weeks prior to the activity. Budget requests, if needed, must accompany this form. The Student Activities Office can help with the planning and publicizing of the activity. The use of College facilities is granted to recognized organizations with the understanding that reasonable conditions may be imposed to regulate time, the appropriateness of the space, and to insure proper maintenance and security. Germanna Community College maintains alcohol-free, smoke-free campuses.

Steps in Planning a Successful Event:
Before the Event:
- Brainstorm with the group about ideas for an event.
- Check with the Student Activities Staff about approval of the event, times and dates for the activity. Please try not to schedule your event at the same time as another event.
- Plan a budget (if necessary).
- Submit a Room Request Form and Budget Request (if necessary).
- Talk with Student Activities staff to decide how to purchase items that will be needed for the event.

During the Event:
- Make sure to have people schedule for setting up for the event.
- Take pictures for the scrapbook if possible.
- Have fun!

After the Event:
- Have people scheduled to help with clean-up.
- Evaluate your activity and make recommendations for future events.

Student Athletic Clubs Participation

Student Athletic Clubs include all student organizations that compete against other teams from local colleges in an athletic activity. Sports Clubs may vary depending on the interest of students and availability of facilities. Students must meet the eligibility requirements set by Student Activities in order to participate. Typically students must have a minimum overall GPA of 2.0, be in good standing in all of their current classes and be enrolled in at least 6 credit hours to participate. Other organization specific eligibility criteria may apply. Please contact the Student Activities Office for each club for more specific information.

Student Clubs/Approval of New or Reestablished

Students are encouraged to establish or reestablish new clubs to in accordance with student interest.   Campus organizations and student activities are encouraged and may be established for any lawful purpose. A Germanna faculty or staff member must serve as the group's advisor. He or she will have responsibility for supporting the efforts of the club's officers which may include attending meetings, assisting clubs in their development of budgets and accompanying groups as they travel to conferences. All student clubs and organizations operate under the Student Government Association (SGA).

To receive formal recognition, a prospective club or organization must submit an application for recognition to the Student Activities Office. The application must include a completed club registration form and a copy of the group's constitution. The Student Activities Office will forward the application to the SGA. The Student Activities Coordinator will inform the group of its status.

 Where there is affiliation with an external organization such as a national honor society, that organization's constitution and bylaws shall be filed with the SGA. Amendments shall be submitted to the SGA within a reasonable time. All organizational funds shall be handled in accordance with established Virginia Community College System policy. College recognition of an organization implies neither approval nor disapproval of the aims, objectives, and policies of the organization. However, membership in any recognized organization shall be open to any member of the College community without regard to race, color, gender, age, religion, national origin, political affiliation, veteran status, sexual orientation, socioeconomic class, or against otherwise qualified persons with disabilities.

Student E-Mail Accounts
Student e-mail accounts are available to all students. All students must use their official Germanna e-mail account for correspondence with the college including interactions between students and faculty. To access your student e-mail account as well as Germanna's other online systems, login to your myGCC account. The link to myGCC is available at the top of any Germanna webpage. These accounts remain active for as long as you are an enrolled student at Germanna Community College.

Student/Faculty Project Funding
Projects which are the result of students collaborating with staff or faculty are also eligible to be supported through Student Activities funds. These types of co-curricular programs provide wonderful opportunities for students to hone their leadership skills while also learning more about a particular topic. Faculty and staff serve in a supportive role to students who must serve in a leadership role on the project. Examples of programs that have been funded in part are: Nursing Idol competition, Cultural Diversity speaker, Applied Engineering Conference trip, Shakespeare Theater trip. All programs in this category MUST be open to the entire campus community and benefit a large majority of the student population. Contact Student Activities for additional information.

Student Health Insurance
A list of student accident and health insurance providers is available in the Counseling Office at either campus. Germanna Community College does not endorse these providers. Information on FAMIS: Family Access to Medical Insurance Security is also available in the Counseling Office. This program assists working families secure insurance for their children.

Student Lounges
Student Lounges serve as places for faculty, staff and students to relax, interact with other Germanna community members, surf the internet and find out what activities are happening on campus. There is a small restaurant located in the student lounges at LGC and FAC.   All campuses and sites have vending machines located either in or near the lounge.   The Student Lounges have designated spaces for individuals and groups to post information. The Student Lounges are furnished and maintained using student fees so we ask that you be respectful in using the facilities. If you have any questions, contact Student Activities.

Student Participation in College Governance
Student participation in College decision-making and policy development is strongly encouraged. The SGA President and College Council representative serve on College Council, a campus-wide group comprised of faculty, staff and students which has input into major college decisions. Student representatives are invited to serve on special and ad-hoc committees such as the Bookstore Advisory Committee and the Commencement Committee. The Student Government Association is considered the representative organization for the student body and is consulted by faculty and staff for student reactions and feedback on relevant issues. Elections are held for Student Government Association Officers in the spring and for Senators in the fall. Attend the Club Carnival held each semester to learn more about elections. You may also contact Student Activities Office if you would like additional information.

Student Publications
A student, student group, or student organization shall not distribute or communicate material on campus without prior approval of the Dean of Student Services. Approval shall be granted within 5 college business days unless, in the opinion of the Dean of Student Services, the material violates the Code of Ethics of the Society of Professional Journalists. Libelous or obscene material does not conform to the Code of Ethics of the Society of Professional Journalists.

All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the institution or its student body. Editors and managers shall not be arbitrarily suspended because of student, faculty, administration, or community disapproval of editorial policy or publication content.

This editorial freedom entails a corollary obligation under the Code of Ethics of the Society of Professional Journalists. The Code of Ethics of the Society of Professional Journalists will be made available by the faculty advisor of the student publications. Copies of the Code of Ethics of the Society of Professional Journalists are also available in the office of the Dean of Student Services. Any breach in the Code of Ethics of the Society of Professional Journalists perpetrated by a student publication will be referred to the Advisory Council to the Dean of Student Services which will judge publication content solely by the Code of Ethics of the Society of Professional Journalists. If a breach in the Code of Ethics of the Society of Professional Journalists is judged significant, Dean of Student Services has the authority to sanction or dismiss the editor of the publication. The Dean of Student Services will approve the appointment of publication editors. When a vacancy exists, the publication faculty advisor will recommend a student(s) to fill the position. This student will be assessed for academic good standing, experience, and commitment to the publication.

Student Records/Transcripts
Access to Student Records/Transcripts
A student may request that a copy of their student permanent record be forwarded to other educational institutions, employers, or any person(s) designated by the student. A student must authorize the release of their transcript by submitting a signed written request, accessing the Transcript Request Form through GCC Online at www.gcc.vccs.edu or by completing a Transcript Request Form, available in the Admissions and Records Office at either campus and on the Admissions and Records website. There is currently no fee for transcripts. Allow up to ten working days for processing.

Due to the limitations on access to student information under the Family Educational Rights and Privacy Act of 1974, telephone, email and third party requests for transcripts cannot be honored. This includes transcript requests from parents of students. Germanna will not release a transcript for any student who has unresolved financial obligations with the College.

Note: The College does not provide copies of transcripts from other institutions. Such copies must be obtained from the originating source.

Student Records Retention
The College permanently retains an electronic record of a student's academic transcript (student permanent record). Other records will be maintained in paper form for periods ranging from one year after the date of origination to three years from the date of a student's separation from the College. The College retains student records according to the regulations set forth by the Virginia Public Records Act of the Code of Virginia.

Changes to Official Student Record

Students wishing to make any changes or corrections to identifying information on file at the College must complete a Change Form. This includes changes of name, address, telephone number, and curriculum. Change Forms are available in the Admissions and Records Office and on the Admissions and Records website.

Recreation Sports Equipment

The Student Activities Office maintains a supply of recreational sports equipment This equipment is available for check-out from the Student Activities Office for use on-campus.

Referral Services

The counselors have an index of agencies in the community and State. Students who seek an alternative to services provided by Germanna, or need specialized professional care unavailable at the College, can ask a counselor contact information and assistance in making appointments. Referral information is available in areas including substance abuse, family/psychological counseling, family planning, and many other areas. Many community services are offered at minimum or no cost. Following are some numbers that may assist in locating information and assistance. Most of them are toll free or local numbers, so calls for assistance can be placed without charge.

Alcoholics Anonymous ....(540) 373-2028

Behavior Health care of Rappahannock-Rapidan ....(540) 825-5656

Caroline County Dept. of Social Services ....(804) 633-5071

National Alcohol and Drug Treatment Hotline 1-800-390-4056

Childhelp/Child Abuse Hotline 1-800-422-4453

Culpeper Family Counseling Service ....(540) 825-5337

Culpeper Rehabilitative Services ....(540) 825-2884

Culpeper County Dept. of Social Services.................................(540) 727-0372

Fredericksburg Area Community Services Board Hotline ....(540) 373-3223

Fredericksburg Child Development Center...............................(540) 899-4025

Fredericksburg Department of Rehabilitative Services............(540) 899-4161

Fredericksburg Dept. of Social Services ....(540) 372-1032

King George County of Department of Social Services.............(540) 775-3544

Legal Aid ....(540) 371-1105

Legal Aid Rappahannock Legal Services Fredericksburg..........(540) 371-1105

Legal Aid- Rappahannock Legal Services Culpeper ....(540) 825-3131

Madison County Dept. of Social Services ....(540) 948-5521

Missing Children Hotline 1-800-843-5678

Orange County Dept. of Social Services ....(540) 672-1155

Rappahannock Area Community Services Board –
Mental Health Rappahannock Area Council for Children & Parents (Circle of Parent Programming) ....(540) 785-6217

Rappahannock Council on Domestic Violence..........................(540) 373-9373

Spotsylvania County Dept. of Social Services...........................(540) 507-7898

Stafford County Department of Social Services ....(540) 658-8720

VA Department of Health and Disease Hotline 1-800-533-4148

Web site for social services: www.dss.virginia.gov/localagency/

TIPS

TIPS is a Threat Assessment, Incident Management and Prevention Service. It allows students, staff, faculty and others to confidentially report concerning behaviors or potentially harmful incidents. TIPS does not replace 911 for emergency situations. It is used to report situations where a person may cause harm to self or to others. TIPS allows this information to be communicated to the appropriate personnel and investigated immediately for a proactive response to maintain a safe campus.   The link to TIPS is at the bottom of the Germanna Community College home page.

Wellness Education Center

The Germanna Community College Wellness Education Center, located at the Locust Grove Campus, is a nursing program clinical site where students, faculty, and individuals from the surrounding communities may receive wellness assessments by the College's nursing students under the supervision of a licensed nurse faculty member. Individuals are encouraged to visit the Wellness Education Center for health information and wellness evaluations.

Germanna Community College Personnel

Office of the President

Sam, David A., President. *B.A. & M.A. Eastern Michigan University. Ph.D. Michigan State University*

Duff, Pam, Executive Assistant to the President

Marcus, Teresa, Administrative Assistant. *B.A. International Studies, Virginia Polytechnic Institute and State University.*

Human Resources

Ryals, Reginald B., Associate Vice President Human Resources. *B.S.B.A., East Carolina University; M.B.A., Old Dominion University; Society for Human Resources Management, Senior Professional in Human Resources (SPHR).*

Hall, Barbara A., Human Resource Analyst II-Payroll Administrator. *Certificate in Supervision, A.A.S. Accounting, A.A.S. Business Management, Germanna Community College; American Payroll Association, Certified Payroll Professional (CPP); Society for Human Resources Management, Professional in Human Resources (PHR); Virginia Total Compensation Generalist (VTCG-Payroll/Benefits).*

Levoy, Brenda, Payroll/Human Resources Generalist. *Career Studies Certificate, A.A.S. General Studies, Germanna Community College; American Payroll Association, Fundamental Payroll Certification (FPC).*

Robinson, Gayle G., Recruitment Coordinator/HR Generalist. *B.S. Geography, Penn State University; M.A. Urban Studies, Temple University.*

Sexton, Anne, Human Resource Analyst I—Training, Wellness/Benefits Coordinator. *A.A.S. Education, Germanna Community College; B.P.S. Leadership and Management, University of Mary Washington; Society for Human Resources Management, Professional in Human Resources (PHR).*

Institutional Advancement

Elliott, C. Douglas, Vice President for Institutional Advancement, Foundation Executive Director. *B.A., University Of Florida; M.P.A., American University*

Zitz -Beckham, Michael E., Director of Media & Community Relations.

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Institutional Effectiveness

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Vice President for Academic Affairs & Student Services

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Instruction

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Middle College

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Admissions and Records

Alizio, Ann F., Assistant Registrar. *B.A., Mary Washington College*

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Ludvigsen, Judy, Education Support Specialist II.

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Financial Aid

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Recruitment

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Stafford Center

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Welcome Center

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Happe, Laurel, Security Officer

James, Joseph E., Security Officer II / Police Dispatcher.

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Halcisak, Patricia, Customer Support Coordinator.

Heric, Jack J., Motorcycle Safety Coordinator. *B.B.A., Averett University.*

Mihalcoe-Ziegler, Jennifer R., Business & Career Coordinator. *B.A. Flagler College.*

Rodenberg, Kimberly, Business and Career Coordinator. *B.S., M.A., University of Mary Washington.*

Sherman, Benjamin, Business and Career Coordinator. *B.S. East Carolina University.*

Small, N'namdi., Executive Assistant to the Vice President. *A.A.S; Paralegal Studies Certificate, Germanna Community College.*

Unkle, Beverly, Fiscal Coordinator.

Advisory Committees

Curricular advisory committees, comprised of local citizens, are utilized to assist in development of all occupational/technical curricula and courses by:

- Helping to identify present and future occupational needs within the College region and the skills and knowledge required by prospective employers.
- Advising the College concerning employment practices; specific certification and licensure requirements; job entry educational levels required by business, industry and the professions; standards and regulations relating to student employment; and occupational placement of graduates.
- Reviewing and submitting recommendations regarding specific program and curricular proposals as well as specialized equipment and facility and potential faculty requirements for new or innovative programs

American Sign Language

Michael Byrd, Milford
Brandee Fields, Ruther Glen
Anna Lucero, Fredericksburg
Arva Priola, DisAbility Resource Center, Fredericksburg
Tim Willard, Fredericksburg
Sharon Williams, Milford

Art

Tia Cadow, Fredericksburg
Renee Gauvin, Fredericksburg

Automotive Technology

Larry Billing, Billing's Automotive, Castleton
Will Bragg, Spotsylvania
Grant Carpenter, Reynolds Pontiac, Orange
Myles Embrey, NVCC - Manassas Campus, Manassas
William Ewing, Locust Grove Auto Repair, Locust Grove
Sue Hansohn, Culpeper Board of Supervisors, Culpeper
Lawrence McMichael, Stafford
David Rose, Fredericksburg
Tony Troilo, Rosson & Troilo Motor Company, Brandy Station

Business Management Technology

Jim Charapich, Culpeper County Chamber of Commerce, Culpeper
Linda Donalson, Jo-Lee Professional Business Services, Fredericksburg
Tracey Gardner, Madison County Chamber of Commerce, Madison
Joe Gilkerson, Rappahannock Electric Cooperative, Fredericksburg
Lesley Moore, Spotsylvania Courthouse, Spotsylvania
Brenda Tallent, GEICO, Fredericksburg
Deborah Warf, VA Employment Commission, Fredericksburg

Dental Hygiene and Dental Assisting

Harvey Allen, Fredericksburg
Cynthia Bullock, Medical Dental Staffing, Inc., Spotsylvania
Andrew Cornell, NVCC Dean of Allied Health, Springfield
Jim Culberson, Fredericksburg
Diane Dare, Fredericksburg
Karen Dulaney, Executive Director, Fredericksburg
Lloyd F. Moss Free Clinic, Fredericksburg
Andrea Hayes, Locust Grove
Erin Helmuth, Standardsville
Thomas Johnson, Rappahannock/Rapidan Health Department, Woodville
Kevin Mitchell, Locust Grove
Mary Pryor, NVCC Dental Hygiene Assistant Dean, Springfield
Dottie Sauvageau, Culpeper
Lori Stanley, CDA, Dental Careers Instructor, Spotsylvania
Spotsylvania Career and Technical Center, Spotsylvania

Early Childhood Development

Sara Branner, Smart Beginnings, Fredericksburg
Henk DeJager, Rappahannock Area YMCA, Falmouth
Carol Hudson, Culpeper Human Services Head Start, Culpeper
Elaine Keville, Fredericksburg Regional Head Start, Fredericksburg
Dolly Lindsay, Caroline County Public Schools, Bowling Green
Stephanie Macior, Hazelwild Farm Preschool, Fredericksburg
Regina Maloney, The Child Care Network, Fredericksburg
Dawn Miller, John J. Wright Education & Culture Center, Spotsylvania
Sherilyn Preston, Minnieland Academy-Salem Fields, Fredericksburg
Rebecca Purdy, Central Rappahannock Regional Library, Fredericksburg
Robin Thacker, Kid's Station, Fredericksburg

Emergency Management Services

Andrew Anderson, Madison County Fire & Rescue, Manassas
Kevin Dillard, Rappahannock EMS Council, Fredericksburg
Leigh Doucet, Caroline County Fire & Rescue, Bowling Green
Daniel Glembot, Fort A. P. Hill Fire & Emergency Services, Fort A. P. Hill
Joe Grainger, Stafford County Fire & Rescue, Stafford
Robert Green, Culpeper County Emergency Services, Culpeper
Tom Joyce, Orange County Fire & Rescue, Orange
Greg Leitz, Spotsylvania County Fire & Rescue, Spotsylvania
Dwyane Palermo, Quantico Fire Department, Quantico
Victor Podbielski, Fredericksburg Fire Department, Fredericksburg
Joe Taylor, Rappahannock EMS Council, Fredericksburg
Charlie Williams, King George County Fire and Rescue, King George

Engineering Technology

Lisa Bradley, Colonial Circuits, Fredericksburg

Kevin Cogley, King George

Bruce Cornwall, Department of Development, Culpeper

Sylke Heil, Euro-Composites, Elkwood

Leigh Hubbard, Associated General Contractors of Virginia, Ashland

Robert Jett, Stafford High School, Falmouth

Bruce LeMaster, Applied Rapid Technologies, Fredericksburg

D. Hugh McCabe, Fredericksburg

Steve Moore, Syntronics, Fredericksburg

Peter O'Hara, ECS Mid-Atlantic LLC, Fredericksburg

Valerie Reid, Continental Teves, Culpeper

Brad Repp, HDT Engineering Services Inc., Fredericksburg

Tim Walker, Coffeewood Correctional Center, Mitchells

Lawrence Welford, Welford Engineering, Fredericksburg

Fire Science Technology

Edwin Allen, Fredericksburg Fire Department, Fredericksburg

Troy Coppage, Madison County Fire & Rescue, Madison

Robert Green, Culpeper County Emergency Services, Culpeper

John Harkness, Orange County Fire & Rescue, Orange

Jason Loftus, Caroline County Fire & Rescue, Bowling Green

David Luckett, Stafford County Fire & Rescue, Stafford

David Moody, King George County Fire & Rescue, King George

Thomas Oesterheld, Spotsylvania County Fire & Rescue, Spotsylvania

Dwayne Palermo, Quantico Fire Department, Quantico

Willie Shelton Jr., Dept of Fire Programs, Glen Allen

Horticulture

Penny Clark, Spotsylvania

Beate Jensen, Belmont, Fredericksburg

Marilyn Lucero, Locust Grove

Guy Mussey, VCE-Stafford County Park, Falmouth

Anita Tuttle, Spotsylvania

Information Systems Technology

Bryan Bowling, Terremark, Culpeper

Kenneth Brown, KEB Investments Inc., Fredericksburg

George Hughes, SimVentionsDeep Run Office Park, Fredericksburg

Gordon Meriwether, The Uriah Group, Culpeper

Patricia Moore, Fredericksburg

Andrew Ohnstad, SWIFT, Culpeper

Gena Pirtle, Cisco Networking Academy, Herndon

Eric Watkins, Infinity Technologies, Fredericksburg

Legal Assistant

Megan Frederick, Culpeper

William Neely, Spotsylvania

Nursing and Health Technologies

Marianna Bedway, RN, BSN, MPA, Senior VP & Chief Nursing Officer, Fredericksburg

Mary Washington Healthcare

Kimberly Casey, RN, Fredericksburg

Melissa Clark, Director of Nursing, Warrenton Fauquier Health Rehabilitation & Nursing Center

Stephanie Correa, RN, MSN, Nurse Manager 2W/ICU/MSET, Stafford Hospital, Stafford

Rachel Delooze, RN, Fredericksburg

Eileen Dohmann, RN, BSN, MBA, NEA-BC, Vice President, Quality and Patient Safety, Mary Washington Healthcare, Fredericksburg

Kenny Ellinger, RN, Administrator, Surgical Center of Cental Virginia, Inc., Fredericksburg

Linda Feagan, RN, Director of Nursing, Culpeper Baptist Retirement Center, Culpeper

Cindy Huffman, MT (ASCP), MS, Administrative Director, Fredericksburg

Department of Pathology & Laboratory Medicine, Mary Washington Healthcare

Nancy Littlefield, RN, BSN, MSHA, Chief Nursing Officer, SRMC, Fredericksburg

Debra Marinari, RN, MSN, Director of Nursing, Stafford Hospital Center, Stafford

Kelly McDonough, DNP, RN, Senior Director of Nursing Practice & Operations, Mary Washington Healthcare, Fredericksburg

Steve McElmurray, Executive Director, Culpeper Baptist Retirement Center, Culpeper

Forrest Parker, Boys and Girls Club of America, Fredericksburg

Donna Phillips, PhD, PT, CHT/CEO, HealthSouth Rehabilitation Hospital, Fredericksburg

Joy Ray, Director of Nursing, Woodmont Healthcare Center, Fredericksburg

Linda Sharkey, RN, Vice President of Patient Care Services/CNE, Fauquier Hospital, Warrenton

Pat Smith, RN-C, FNP-BC, Family Nurse Practitioner, Director Health Services, Spotsylvania County Schools, Spotsylvania

Janice Suter, RN, Chief Nursing Officer, Culpeper Regional Hospital, Culpeper

Pat Wright, RN, Bowling Green

Paraprofessional Counseling

Kathy Anderson, Rappahannock Council on Domestic Violence, Fredericksburg

Dennis Bane, Chancellor High School, Fredericksburg

Latoya Brown, Virginia Cares, Fredericksburg

Bunny Chidester, Rappahannock Area Office on Youth, Fredericksburg

Delise Dickard, Riverside Counseling, Fredericksburg

Athalia Eason, Partlow

Mary Garber, Family Professional Services, Fredericksburg

Carole Sue Graves, Orange County Social Services, Orange

Kimberly Harris, Center for Family Counseling, Fredericksburg

Mary Holloway, Spotsylvania Social Services, Spotsylvania

Clare Kearney, Fredericksburg

Henry Koch, Stafford Family Counseling, Stafford

Gloria Lloyd, Mary Washington Home Health and Hospice, Fredericksburg

Lucy Lutterbie, Fredericksburg

William Lynch, Child and Adolescent Psychological Services, Fredericksburg

Amy McMullen, Spotsylvania Victim Witness Program, Spotsylvania

Gina Mullins, SAFE, Culpeper

Roger Pasternak, Mental Health Services, Fredericksburg

Shelly Shipman, Thurman Brisben Center, Fredericksburg

Marci Taylor, The Sunshine Lady House for Mental Health, Fredericksburg

Greg Traber, Snowden, Fredericksburg

Sheryl Winkler, Fredericksburg

Physical Therapy Assisting

Karen Drilling, PT, Senior Leader, Rehab Services, SRMC, Fredericksburg

Fred Howe, PT, Powell Wellness, Culpeper

Joanne Kaiman, PT, PT Manager, Orthopedic Specialty Clinic, Fredericksburg

Donna Phillips, PhD, PT, CHT, CEO, HealthSouth, Fredericksburg

Anne Truong, MD, Physiatrist/Owner, Truong Rehabilitation Center, Fredericksburg

Katy Way, LPTA, Powell Wellness Center, Culpeper

Protective Services

Robert Crocker, King George Sheriff's Office, King George

Ed Evers, Fredericksburg

Kevin Hudson, Rappahannock Regional Jail, Stafford

Chris Jenkins, Town of Culpeper Police, Culpeper

Sherri Jenkins, Coffeewood Correctional Center, Mitchells

Lara Korson, Virginia State Police Division 7, Fairfax

Jason Smith, Orange County Sheriff's Office, Orange

Dean Sperry, Rappahannock Juvenile Center, Stafford

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