Welcome to
Blue Ridge Community College

The 2006-2007 Blue Ridge Community College Catalog and Student Handbook is a source of valuable information concerning academic programs, courses, student services, and college policies and procedures. Please take time to review this document and refer to it throughout your career at the College.

Note especially our Mission, Vision, Values Statements, and General Education Outcomes. These are our commitments to you.

Please let our faculty and staff know how we may assist you in meeting your educational and career goals. I wish you the very best for a successful and rewarding experience at BRCC.

James R. Perkins
President
**College Calendar 2006-2007**

The calendar is subject to change at any time due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. Students are encouraged to refer to the calendar in the Schedule of Classes to determine if there are any variances for a given semester.

<table>
<thead>
<tr>
<th>Summer 2006**</th>
<th>Fall 2006</th>
<th>Spring 2007</th>
</tr>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>May 22</td>
<td>Aug. 21</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td></td>
<td>Jan. 15</td>
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<tr>
<td>Semester Break*</td>
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<td>Oct. 9-10</td>
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<td>Thanksgiving Holiday</td>
<td></td>
<td>Nov. 22-24</td>
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<tr>
<td>Assessment Day</td>
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<tr>
<td>Classes End</td>
<td>Aug. 1</td>
<td>Dec. 8</td>
</tr>
<tr>
<td>Final Exams</td>
<td></td>
<td>Dec. 11-15</td>
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<td>Graduation</td>
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</tbody>
</table>

*semester break or make-up days as necessary

**10-week summer session

**Accreditation**

Blue Ridge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

The associate degree curricula of the College also have been approved by the State Council of Higher Education for Virginia. The Veterinary Technology program is licensed by the Virginia Board of Health Professions and accredited by the American Veterinary Medical Association. The Nursing program is accredited by the Virginia State Board for Nursing and the National League for Nursing Accrediting Commission. The Automotive Analysis and Repair program is certified by the National Automotive Technicians Education Foundation.

All degree and diploma programs offered at the College are approved by the State Department of Education for payment of veterans educational benefits.

**Equal Opportunity/Affirmative Action Policy Statement**

It is the policy of the Virginia Community College System to maintain and promote equal employment opportunity, without regard to race, sex, color, national origin, religion, age, or handicap. The College is committed to providing equal educational opportunities to students within the BRCC service region. Inquiries concerning the equal opportunity policy should be addressed to the Interim Vice President of Finance and Administration, whose office is located in Armstrong Hall, room C105A and who can be reached at 540-453-2285, TDD 540-234-0848 or at baldygor@brcc.edu.

**Disclaimer**

This catalog and student handbook has been prepared from information obtained from the appropriate college officials and is intended to be complete and accurate. However, the College reserves the right to make changes in the substance and procedures set forth in this document without notice. The catalog and student handbook found at the College's website (www.brcc.edu) contains the most current curricular and student information.
Table of Contents

Quick Reference Guide...................................................................................................................... iii
The College........................................................................................................................................ 1
Admissions, Tuition and Fees, and Financial Aid Information....................................................... 7
Academic Information.......................................................................................................................... 22
Services for Students .......................................................................................................................... 34
Workforce Services and Continuing Education.............................................................................. 37
Programs of Study............................................................................................................................... 41
Career Studies Certificates................................................................................................................. 92
Administration, Faculty and Staff...................................................................................................... 160
College Policies ................................................................................................................................. 166
Resources for Students ...................................................................................................................... 176
BRCC Buildings

A Building
- Commonwealth Classroom
- Drafting
- Engineering Lab
- Manufacturing Lab
- Multipurpose Classrooms

B Building
- Armstrong Hall Administrative Offices

D Building
- Multipurpose Classrooms

E Building
- E Building
- Academic Deans’ Offices
- Physics, Geology, Electronics Labs
- Multipurpose Classrooms

F Building
- Multipurpose Classrooms, Computer Labs

Houff Student Center
- First Floor: Admissions & Records, Cashier, Student Financial Services, Counseling Center, Financial Aid, Bookstore, Cafeteria, & Student Lounge
- Second Floor: Houff Library, Learning Assistance Center, & Preparedness Testing

J Building
- Biology and Chemistry Labs
- Multipurpose Classrooms

Plecker Building
- Workforce Services and Continuing Education
Blue Ridge Community College Locations

Classrooms, laboratories, offices, and other college facilities are located on the main campus near Weyers Cave, Virginia, on U.S. Route 11 off Exit 235 of Interstate 81. The College's Harrisonburg Center is located at 160-C North Mason Street, Harrisonburg. The BRCC Augusta Center is located on the Augusta Medical Center campus in Fishersville. In addition, the College offers classes at various high schools and other off-campus locations in the service area.

Directions

Weyers Cave Campus

The Weyers Cave Campus is located halfway between Harrisonburg and Staunton on Interstate 81. Take Exit 235 off Interstate 81. Turn west at the top of the exit ramp (Route 256). In a very short distance, Route 256 terminates in a junction with U.S. Route 11. Turn left (South) on U.S. Route 11. BRCC Weyers Cave Campus is about a half-mile on the left.

Harrisonburg Center

The Harrisonburg Center is located in downtown Harrisonburg. From Interstate 81, take Exit 247B onto Market Street (Route 33 West). Proceed into downtown. Turn right (North) on Mason Street. The Harrisonburg Center is located on the right—directly across from the parking deck—at the corner of North Mason and Wolfe Streets.

BRCC Augusta Center at AMC

The Augusta Center is located on the campus of Augusta Medical Center in Fishersville, between Interstate 64 and Route 250. From I-64, go north on Tinkling Spring Road (608) and turn left on Mule Academy Road. From Route 250, go south on Tinkling Spring Road (608) and turn right on Mule Academy Road. The BRCC Augusta Center is located at the corner of Mule Academy Road and Sports Medicine Drive.
Office Guide and Telephone Numbers

From Harrisonburg 234-9261 • From Staunton 213-7002 • From Waynesboro 943-7002
Other Areas in Virginia 1-888-750-BRCC (2722) • TDD 234-0848

Academic Deans’ Offices

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  Business and Humanities
Kimberly Blosser, Dean  E109/E113  2260  blosserk@brcc.edu
  Mathematics, Physical Sciences
  and Technology

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  Dean, Academic Support Services

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  Acting Coordinator of Business and Facilities Services
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Counseling Center

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  Dean, Academic Support Services
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  Student Services Coordinator
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  Student Services Coordinator/Coordinator of Disability Services
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  Coordinator of Career Services
Carla Carter  Houff Center  2382  carterc@brcc.edu
  Student Services Coordinator/Coordinator of First Year Experience
Kathy MacHardy  Houff Center  2222  machardyk@brcc.edu
  Student Services Coordinator
Ann Smith, Counselor  Houff Center  2221  smitha@brcc.edu
  Student Services Coordinator/Coordinator of First Year Experience

Financial Aid

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Finance and Administration

Robert Baldygo, Vice-President  (on special assignment 2006-2007)
  Cheryl Miller, Acting Vice-President  C105A  2285  millerc@brcc.edu

Institutional Development

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Instruction and Student Services

John Downey, Vice-President  Armstrong 107  2314  downeyj@brcc.edu

Learning Assistance Center

Treva Shifflett  Houff 202  2323  shifflettt@brcc.edu

Library

Frank Moran  Houff 209  2269  moranf@brcc.edu
  Dean, Learning Resources

Mary Baldwin College Adult Degree Program

Marion Ward, Academic Advisor  E112  2345  wardm@brcc.edu

Off-Campus Programs: Harrisonburg and Augusta Centers

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  Coordinator of Community Resources and Special Programs
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Augusta Center at AMC  Fishersville  942-2722
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Harrisonburg Center  Harrisonburg  432-3690
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Enrollment Services Assistant
Patty Lotts P114 2340 lottsp@brcc.edu
Manager, Administrative Support Operations
Mary Sullivan P125 2320 sullivanm@brcc.edu
Coordinator, Workforce Development Programs
# Degree, Diploma, Certificate & Career Studies Certificate Programs

## Associate of Arts and Sciences
- College/University Transfer .......................................................... 57
- Teacher Education Specialization ................................................. 60

## Associate of Applied Science
- Accounting ............................................................................. 44
- Administration of Justice ......................................................... 45
- Business Management ............................................................... 52
  - Administrative and Information Specialization ....................... 53
- Computer and Electronics Technology ........................................ 64
  - Computer Network Technologies Specialization ..................... 65
- Human Services ....................................................................... 68
- Information Systems Technology .............................................. 70
- Mechanical Design Technology ............................................... 75
- Nursing .................................................................................... 80
- Technical Studies .................................................................... 85
  - Manufacturing Technology ................................................... 86
- Veterinary Technology .............................................................. 88

## Diploma
- Automotive Analysis & Repair .................................................. 50

## Certificate
- Administration of Justice .......................................................... 46
- Art: Fine Arts .......................................................................... 48
- Computer-Aided Drafting and Design Technology .................... 76
- Health Sciences ........................................................................ 84, 91

## Career Studies Certificate
- Advanced Conversational Spanish ............................................. 92
- American Sign Language .......................................................... 92
- Applications in Law Enforcement .............................................. 47, 93
- Arboriculture ........................................................................... 93
- Art: Introduction to Studio Art ................................................. 48, 93
- Automated Manufacturing Foundations .................................... 93
- Automation in Manufacturing .................................................. 94
- Basic Office Skills .................................................................... 55, 94
- Computer-Aided Drafting ......................................................... 77, 94
- Computer Applications for Professionals ................................. 71, 95
- Computer Network Technologies ............................................ 66, 72, 95
- Computer Science ................................................................... 72, 95
- E-Commerce for Small Business ............................................. 72, 95
- Gerontology .............................................................................. 96
- Horticulture ............................................................................. 96
- Information Technology ........................................................... 73, 96
- Leadership and Supervision ..................................................... 55, 97
- Medical Coding–Hospital .......................................................... 97
- Medical Coding–Office ............................................................... 97
- Multimedia Development and Integration ................................ 73, 98
- Quality Control ....................................................................... 77, 98
- Quality Improvement ................................................................. 56, 98
- Veterinary Assisting ................................................................. 90, 98
- Web Design .............................................................................. 73, 99
- Web Programming ................................................................... 74, 99

## Other Programs
- Culinary Arts & Management (partnership program with Dabney S. Lancaster Community College) ............... 67
- Engineering (first year course requirements) ................................ 78
- Radiologic Technology (partnership program with Rockingham Memorial Hospital) ...................................... 59
The College

Mission

Blue Ridge Community College operates within the Virginia Community College System to anticipate and respond to the educational needs of the Central Shenandoah Valley, ensuring that all individuals have life-long opportunities to develop their knowledge, skills, and values. The College offers programs and courses of instruction through the associate degree level.

Blue Ridge Community College fulfills its mission by
• delivering college level technical education, college/university transfer education, general education, developmental education, continuing education, and workforce training.
• providing a comprehensive program of services to students and the community.
• utilizing a broad range of instructional methods, facilities, support services, and access options, including distance education, to accommodate students of varied backgrounds, interests, and situations.
• developing economic, cultural, and educational partnerships with its community and with other institutions throughout the Commonwealth and beyond.
• establishing an intellectual environment and organizational culture that encourage and support exemplary achievement.

Vision

Blue Ridge Community College—a model educational institution recognized for
• exemplary programs and services.
• technological innovation.
• community leadership.
• graduates who make a difference.

Values

Blue Ridge Community College values learning.

In keeping with this value, the College
• promotes outstanding teaching.
• maintains a comprehensive and current educational program.
• emphasizes general education in all of its curricula.
• supports scholarly activity and professional development.
• encourages lifelong learning.
• advances the free exchange of ideas and beliefs.
• provides for educational access.

Blue Ridge Community College values excellence.

In keeping with this value, the College
• encourages initiative, innovation, outstanding performance, ethical decision-making, and accountability.
• nurtures the development and practice of leadership.
• assesses achievement to improve institutional effectiveness.
• offers support services designed to foster success.

Blue Ridge Community College values positive relationships with its community.

In keeping with this value, the College
• anticipates and responds to education and training needs.
• plans educational programs with input from business and government.
• fosters cooperation with other educational institutions.
• sponsors activities for the enrichment of the community.
• encourages active involvement in public service.

**Blue Ridge Community College values its campus and its culture.**

In keeping with this value, the College
• maintains a governance structure that emphasizes shared decision-making.
• promotes effective communication at all levels of the organization.
• nurtures a welcoming environment for diverse populations.
• implements appropriate applications of technology.
• provides an attractive, accessible, and functional environment for working and learning.

**What Faculty Expect of Students**

Those who teach your classes desire that you learn. They want you to learn essential information in subjects they have studied and enjoyed for years, to develop some of the skills which they have mastered, and to acquire informed perspectives. Using various teaching techniques, your instructors seek to promote your learning and success. Instructors seek to guide you, to motivate you, and to outline for you the body of knowledge to be learned. The instructor “teaches,” but only you can learn. Knowing what faculty members expect of you may help you to maximize your learning opportunities.

Your faculty member expects you to...
1. be informed about your instructor’s policies which are presented in the course outline, as well as the policies of the College published in the BRCC Catalog and Student Handbook.
2. attend all classes, except when emergencies arise. If health and weather allow, your instructor will be present and on time for every scheduled class meeting. So should you. 
3. be an active participant in class, taking notes and asking appropriate questions. Your involvement will benefit you and your classmates.
4. treat the instructor and fellow students with courtesy and to refrain from any behaviors that may distract others. You expect to be treated with tolerance and respect. You expect a learning environment free of unnecessary distractions. So does everyone else.
5. cultivate effective study strategies. Being an effective student is not instinctive. Use your study time wisely. Seek help from the instructor when you need it. Avail yourself of resources provided by the College.
6. study course material routinely after each meeting or so. Study according to a regular schedule. Avoid “cramming.” Do not postpone working on assignments. Submit finished assignments on time.
7. accept the challenge of collegiate studying, thinking, and learning. Anticipate that the level and quantity of work in some courses will exceed your prior experiences. If you have significant responsibilities besides your studies, such as work and family, set realistic academic goals and schedules for yourself. Select an academic load whose work demands do not exceed your available time and energy.
8. let no temptation cause you to surrender your integrity.

**What Students May Expect of Faculty**

Your instructor is an experienced student! He or she has experienced most of the challenges, frustrations, stresses, and triumphs you are experiencing or will experience as a student. Your faculty member knows what students need to do to succeed in the course you are taking, and your instructor wants you to succeed.

You may expect your instructor to...
1. provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor’s grading and attendance policies. Your instructor will follow the policies of the College.
2. start class on time, be prepared, and use time-tested and/or innovative teaching strategies and learning activities intended to promote learning of the subject material.
3. make effective use of class time. Although some topics may not seem very important or interesting to you, the structure of the subject or the objectives of the course may dictate the topics. Your instructor will endeavor to be enthusiastic and to help you to perceive the central material of each topic.

4. strive to create a positive environment in which you may pursue learning. Each student’s need to understand the subject will be respected. Each student will be treated with courtesy.

5. be accessible and approachable. Your instructor knows that he or she is the key resource provided by the College to help you to succeed as a student.

6. organize and schedule the subject topics and assignments. The quantity and nature of assigned work and the evaluation standards will be based upon the instructor’s experiences with, and expectations for college courses at this level in this subject.

7. preserve the academic honesty of the course. The basic content of college courses must meet the well-established expectations of transfer institutions, employers, and accrediting agencies.

8. be a professional who will treat you fairly and honestly. Grading will be impartially based upon the quality and quantity of student work. Assignments will be graded in a timely manner.

General Education

The collegiate experience nurtures a yearning for knowledge that lasts a lifetime, and is more than the sum of its parts. A liberal arts education teaches students how to reason and learn through studies that are intended to provide knowledge and foster intellectual abilities, rather than more specialized occupational or professional skills. This happens both inside and outside the classroom, as students meet and learn with a diverse array of peers and teachers. The liberal arts provide the foundation for future academic experiences, and help develop the skills, aptitudes and perspectives characteristic of an educated person.

Blue Ridge Community College’s general education offerings intentionally strive to develop this liberal arts perspective. The program exposes students to a broad body of knowledge of the major social, cultural, historical, and scientific forces that have shaped human identity and the world. General education enables students to integrate knowledge in order to address fundamental questions about the nature of the world and its inhabitants. Blue Ridge Community College believes general education is an important component for all students whether they are going immediately into the workforce or continuing their education.

The implementation of General Education differs depending upon the type of associate degree or diploma program that students are interested in pursuing. In diploma and applied associate degree programs (AAS degrees) faculty employ general education courses to introduce students to the concept of a liberal education while simultaneously striving to help students integrate knowledge and apply broad academic concepts in a practical manner in the world of work. In comprehensive transfer degree programs (AA&S degrees) faculty not only introduce the liberal arts perspective but also strive to provide a depth to general knowledge that prepares students for upper level educational experiences at the bachelor’s degree level and beyond. In transfer programs, faculty strive to help students integrate the interdisciplinary nature of theoretical concepts and reveal how historical, philosophical, cultural and other academic concepts influence human interactions.

General Education Outcomes

Blue Ridge Community College provides students with a broad educational experience enabling them to acquire the knowledge, skills, attitudes, and values associated with productive and fulfilling lives. Graduates of the associate degree programs should have developed the following skills:

Communication (Written and Oral)

- Express ideas clearly, logically, and appropriately in standard written English.
- Orally express ideas clearly and logically in order to relate appropriately to others in a variety of situations.
- Use basic research processes to prepare an organized and appropriately documented written paper.
- Comprehend texts and technical reports.
- Follow oral and written instructions.
Mathematics (Quantitative Reasoning)

- Represent mathematical information numerically, symbolically, and visually using graphs, tables, and schematics.
- Interpret and draw inferences from graphs, tables, schematics, and/or statistical data.
- Use basic mathematical operations to estimate and calculate values.
- Interpret and use mathematical formulas.
- Solve application problems by locating pertinent information, determining correct procedures, carrying out the calculations, and checking the reasonableness of answers.
- Use mathematical reasoning within the context of various disciplines.

Scientific Reasoning

- Demonstrate the ability to make an argument based on empirical evidence.
- Distinguish a scientific argument from a non-scientific argument.
- Distinguish between causal and correlational relationships.
- Apply the scientific method.

Human Community

- Evaluate implications of historical events.
- Demonstrate tolerance for different points of view.
- Demonstrate an understanding of various cultures.
- Recognize ethical and moral conflicts.
- Work effectively in groups.

Computer/Information Seeking Skills

- Use word processing software.
- Use presentation software.
- Use the Internet and e-mail to retrieve and communicate information.

Wellness

- Recognize factors of physical and emotional health.

Critical Thinking

- Examine information for alternative explanations.
- Reason by deduction, induction, and analogy.
- Use a logical approach to problem solving.
- Distinguish between cause and effect.
- Weigh evidence and decide if generalizations or conclusions based on the given data are warranted.

Programs

As a comprehensive institution of higher education, Blue Ridge offers diverse programs of instruction generally extending not more than two years of full-time study.

1. Occupational-Technical—Programs to meet the increasing demands for technicians, paraprofessional workers, and skilled craftspeople for employment in industry, business, the professions, and public service.
2. College Transfer—A program to meet standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.
3. General Education—That portion of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbound by disciplines and honors the connections among bodies of knowledge.
4. Developmental Studies—Courses numbered 01-09 to help individuals obtain knowledge and skills to succeed in curriculum courses in occupational-technical or college transfer programs, to meet current and future job requirements, or to meet personal goals.
5. Continuing Education—Programs and courses for adults who wish to continue their education part-time. College credits or continuing education units (c.e.u.’s) may be earned.
6. Community Service—Cultural and non-credit educational services for citizens and groups in the region.

7. Workforce Development Services—Specialized training and retraining programs custom-tailored by Workforce Services and Continuing Education Division to meet the workforce development needs of area employers.

**Computer Competency Requirements**

Blue Ridge Community College supports the Virginia Community College System (VCCS) belief that all students should experience a teaching-learning environment that promotes computer and information literacy in accessing electronic resources and applying knowledge through technology. The College endorses the VCCS principle of computer competency for all students who plan to complete a degree, diploma, or certificate program. Students must demonstrate proficiency in the specific computer competencies defined in their program and by the College.

A computer-competent student will:

- be able to demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks;
- be able to use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and/or communication applications;
- be able to access, retrieve, and apply networked information resources, e.g. on-line catalog, virtual libraries, the Internet and World Wide Web; and
- be able to use telecommunications software, e.g. electronic mail, listservs, bulletin boards, and/or newsgroups, to communicate with faculty, students, and information providers.
Admissions, Tuition and Fees, and Financial Aid Information

General Admission to the College

Any person who has a high school diploma, its equivalent, OR who is 18 years of age and able to benefit from a program of study at Blue Ridge Community College may be admitted. All degree, diploma or certificate-seeking students (excluding Career Studies), without a high school diploma or the equivalent, must demonstrate ability to benefit before being accepted to the institution. Blue Ridge Community College will utilize General Education Diploma tests, independently administered by local agencies, and College Preparedness tests as evidence of ability to benefit.

The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College. Students also may be denied admission if there is reason to believe that they present a danger to themselves, other students, and/or faculty members.

Admission Requirements

Curriculum Students

Curriculum students are those who wish to work full or part-time toward the completion of a degree, diploma, or certificate offered by the College. To be officially admitted to a curriculum, the following items are required:

1. completed application for admission;
2. demonstrated proficiency in reading, writing and mathematics. Students may demonstrate this proficiency in one of three ways:
   Take the College Preparedness Test (CPT) in mathematics and/or English,
   or
   Submit Scholastic Aptitude Test (SAT) scores of 530/Reading, 530/Writing, and 520/Math or ACT scores of 20 or higher/Math and 20 or higher/English,
   or
   Submit proof of successful completion of developmental or college-level English or mathematics classes.
3. Official transcripts from all colleges and universities attended if transfer credit is requested by student.

Admission to the College or a curriculum does not necessarily guarantee admission to a particular program. Additional qualifications may be required for admission to a specific program, such as Nursing or Veterinary Technology.

In addition to the general admission requirements listed earlier, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are educational and occupational experiences and the application of reasonable standards to ensure that the student possesses the potential to meet program requirements. The College offers a comprehensive program in Developmental Studies to correct academic deficiencies.

Persons entering associate degree (Associate of Arts & Sciences or Associate of Applied Science) programs shall be high school graduates or the equivalent.

Non-Curriculum Students

Non-curriculum students are those who do not currently intend to apply credits toward completion of a degree, diploma, or certificate offered by the College. A non-curriculum student is, therefore, not formally admitted to the curricula of the College, but attends classes on a part-time basis under special conditions. Completion of the application for admission and proof of completion of prerequisites for some courses are the only requirements. In addition, a College Preparedness Test may be required if
the student wishes to take English or mathematics courses or if:

1. the student lacks basic skills necessary for the successful completion of a course, or
2. the student completes 9 hours at BRCC, has a grade point average below 2.0, and has never been assessed with a College Preparedness Test.

**Classification of Students**

All students are classified according to the following categories:

- **Curriculum Student:** A student who has satisfied all college admission requirements and has been admitted to a curriculum.

- **Non-curriculum Student:** A student who is not formally admitted to one of the curricula or developmental studies but who is classified according to one of the following student goals or conditions:
  1. upgrading employment skills for present job,
  2. personal satisfaction and general knowledge,
  3. high school student, or
  4. auditing a course.

**High School Student Enrollment**

Based on the guidelines developed and approved by the State Department of Education and the Virginia Community College System, BRCC provides opportunities for qualified high school students to enroll in courses at the College.

The purpose of enrolling high school students in college classes is to provide a wider range of course options for high school students and to avoid unnecessary duplication of programs. In order to be eligible, students must be high school juniors and seniors of at least 16 years of age who are prepared for the demands of college work and who can benefit from the opportunity.

BRCC has developed the following programs and procedures in order to accommodate qualified high school students in college classes:

**Concurrent High School Student Admission**

Concurrent high school student admission is designed for high school students (at least 16 years of age) who wish to take a course at BRCC based on their special interest or ability area. Students are part-time and remain as full-time students in their high school.

To qualify for this program, the student must complete or submit the following prior to registration: an application for admission (parents must complete and sign the “Application for Virginia In-State Tuition Rates”); an official high school transcript; an approval letter signed by the high school principal or guidance counselor which indicates the course in which the student wishes to enroll; and the College Preparedness Test or appropriate SAT/ACT scores.

In lieu of the high school principal or guidance counselor approval letter, home schooled students must provide a letter, signed by the school district superintendent or his or her designee, which verifies their status.

**Dual Enrollment High School Student Admission**

Dual enrollment is designed for high school students who are enrolled in special BRCC courses offered at the high school during the regular school day. The school system and the College must approve courses within this program.

To qualify for this program, the student must complete or submit the following prior to registration: an application for admission (parents must complete and sign the “Application for Virginia In-State Tuition Rates”); an official high school transcript, and the College Preparedness Test or appropriate SAT/ACT scores.
Senior Citizens

Policies of the Commonwealth of Virginia (Virginia State Code 23-38.56) and the Virginia Community College System (VCCS Policy 4.3.0.2) encourage senior citizens to take college-level classes at Blue Ridge Community College. On the first day of class, senior citizens may enroll tuition-free (except for fees for course materials or lab fees) in credit classes on a space-available basis after all tuition-paying students have been accommodated.

To be eligible for free tuition and comprehensive fees for credit courses you must:
1. be 60 years of age or older prior to the semester of enrollment,
2. have been legally domiciled in Virginia for the last 12 months,
3. had a taxable individual income that did not exceed $15,000 for Virginia income tax purposes for the year preceding the semester you wish to enroll, (documentation of taxable income will be required), and
4. be admitted to the College as a student.

To be eligible for free tuition for audit of credit courses, you must:
1. be 60 years of age or older prior to the semester you wish to enroll,
2. be a legal resident of Virginia,
3. be admitted to the College as a student.

Interested senior citizens should contact the Admissions and Records Office for information and registration materials.

International Students

Blue Ridge Community College is authorized by the United States Department of Homeland Security to enroll non-immigrant international students who meet academic, financial, and language requirements. The Admissions and Records Office must comply fully with federal and state laws and regulations regarding admission of non-immigrant students.

Further information about applying as an international student may be obtained by contacting the Admissions and Records Office or by referring to (www.brcc.edu), the BRCC website.

It is the policy of the College to admit qualified resident alien students already legally residing in the service area. VCCS policy permits the admission of 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 unable to document their legal presence. Applicants who are undocumented will pay tuition at the out-of-state rate.

Students Transferring from Other Colleges

Students must be officially enrolled in a curriculum in order to be eligible for transfer credit.

An official transcript from each previously attended institution is required for an official evaluation of credits to be completed. Students seeking transfer credit from another college or university should send official transcripts to the Office of Admissions and Records at least one month prior to the semester of enrollment.

Generally, no credit will be given for courses with a grade lower than “C”. Transfer students may be advised to repeat courses if it is clearly to their advantage to do so in order to make satisfactory progress in the curricula. Other criteria for transfer credit are included in the booklet College Credit for Advanced Standing, available in the Counseling Center and on the BRCC website.

Enrollment Priorities

When enrollments must be limited for any curriculum, first priority will be given to all qualified students who are residents of the political subdivisions supporting the College, provided such students apply for admission to the program by the announced date. The priority list is as follows:
1. residents of the political subdivisions supporting the College,
2. other Virginia residents,
3. out-of-state and resident alien students.
**Student Level**

- **Freshman**: Fewer than 30 credits completed in the designated curriculum.
- **Sophomore**: 30 or more credits completed in the designated curriculum, including relevant transfer credits.

**Student Status**

- **Full-time**: 12 or more credits.
- **Part-time**: Fewer than 12 credits.

**Transcripts**

A student may request that a copy of the student permanent record (transcript) from Blue Ridge Community College be forwarded to other educational institutions, state or federal agencies, employers, or any person(s) designated by the student. The request must be authorized by the individual student by completing and signing a “Transcript Request Form” available in the Admissions and Records Office or on our website at (http://www.brcc.edu/forms.htm).

Due to limitations on access to student information under the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), telephone and third party requests for transcripts cannot be honored. Normally, transcripts from other educational institutions which have become part of the student’s folder at Blue Ridge may not be duplicated or released, although such records are available for inspection by the individual student.

**Records Disposal**

The academic records of a student are maintained in the Admissions and Records Office. At the end of three years from the date of the student’s separation from the College, those records, with the exception of the BRCC permanent academic record or transcript, are destroyed. Students who wish to re-enroll in the College after an absence of three or more consecutive academic years must complete another application for admission and have official transcripts from other colleges sent to the Admissions and Records Office at BRCC. For a more detailed written policy on the disposal of academic records, contact the Dean of Academic Support Services.

**Tuition and Fees (Note: Subject to Change)**

Tuition rates are established each year by the State Board for Community Colleges. Payment is due at the time of registration or by specified deadlines. The current tuition rates, payment deadlines, and refund dates are printed in each Schedule of Classes. Tuition and fees at the time of this catalog printing were:

- **Virginia Domicile**: $72.50 per credit
- **Out-of-State Domicile**: $235.35 per credit
- **Technology Fee**: $3.15 per credit
- **Comprehensive Student Fee**: $2.15 per credit
- **Capital Fee (Out-of-State Students only)**: $2.20 per credit

Registration is not complete until payment for all tuition and fees has been received. Payment can be made by cash, check or credit card (VISA®, MasterCard®, or American Express®). There will be a $25.00 charge for all returned checks.

Dishonored checks received from the bank must be made good within seven (7) working days after notification from the Business Office. If payment is not received, the student will be administratively withdrawn from classes. The student’s academic records may also be withheld until payment is received.

**Comprehensive Student Fee**

Students will be charged a $2.15 per credit hour student activity fee each semester. The funds support the Blue Ridge Community College Student Activities program. The fee is refunded if the student withdraws from classes within the appropriate refund periods.
Technology Fee

All students in the Virginia Community College System will be charged a $3.15 per credit hour technology fee. The funds are used to implement major improvements in information technology for the 23 community colleges in Virginia. The fee is refunded if the student withdraws from classes within the appropriate refund periods.

Tuition Refunds

Students shall be eligible for a full refund of fees for classes dropped during the specified add/drop periods as listed in the College’s current Schedule of Classes. It is the student’s responsibility to know the appropriate refund dates. There will be NO REFUNDS after the add/drop period has passed, unless written documentation is submitted to support the existence of one of the following special circumstances:

- Unanticipated medical emergency, resulting in extended incapacitation/hospitalization of the student.
- Extreme sudden and unforeseen financial hardship.
- Death of an immediate family member.
- Institutional errors by BRCC personnel that cause the delay of administrative processes related to registration or withdrawal. The request for refund in these instances must be initiated through the BRCC office that made the error.
- A national emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia.

More detailed information about the Tuition Refund Appeals process can be obtained from the Office of Admissions and Records or the BRCC website (www.brcc.edu/forms).

Note: Special session courses (less than a term in length) have shorter add/drop dates. Consult the Schedule of Classes listing for exact dates.

Eligibility for In-State Tuition Rates

The Office of Admissions and Records is responsible for making an initial determination of eligibility for in-state tuition rates, based on information provided by the student on the “Application for Virginia In-State Tuition Rates,” included with college application materials. Eligibility is determined by using State Council for Higher Education guidelines pertaining to Section 23.7-4 of the Code of Virginia.

In order to be eligible for in-state tuition rates, the student must have been a legal “domicile” of Virginia for a period of at least one full year prior to the planned term of enrollment at the College. Domicile is a technical legal concept, which means more than simple “residency” in the state of Virginia. A legal domicile must demonstrate the intention of remaining in Virginia indefinitely. Demonstration of intent is usually accomplished through objective evidence. For a listing of acceptable documents for demonstrating legal residency, please see www.dmv.state.va.us/webdoc/pdf/dmv141.pdf. A student under the age of 24 generally assumes the domicile of the parent(s), unless the student meets one or more of seven exceptions. Applications for reclassification of domicile status and all supporting documents must be submitted prior to the first day of the semester. The domicile status in effect on the first day of the semester determines the tuition rate for that semester. Additional information about eligibility can be obtained in the Admissions and Records Office.

Students who disagree with an initial determination of eligibility made by the Office of Admissions and Records may appeal the decision following the “Domicile Appeals Process” outlined in the Student Handbook.

Books, Tools, and Supplies

Students are expected to obtain their own books, tools, supplies, and consumable materials needed in their studies. The estimated cost of these items will average $600.00 per semester for a full-time student.
Indirect Costs

In addition to tuition, fees, books and supplies, the following are estimated costs based on full-time attendance for one academic year: transportation $2,100; room and board off-campus $4,050; miscellaneous $1,500. These are only estimates and vary greatly with student needs and life-style.

Non-Payment of Financial Obligations

When a student fails to satisfy bad checks, library fines, parking tickets, or other financial obligations, the student is not issued transcripts or allowed to register again until the obligation is satisfied.

Tuition-Free Education for Certain Children

Section 23-7.1:01 of the Code of Virginia provides free tuition and required fees for children of law-enforcement officers, fire fighters and members of a rescue squad. Entitled is any child between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law-enforcement officer, fire fighter, or member of a rescue squad in Virginia. Contact the Office of Admissions and Records for information.

Financial Aid

The student financial aid program at Blue Ridge Community College assists students who are eligible for financial aid and who may not be able to attend BRCC without it. During the 2005-2006 academic year BRCC awarded over $4.0 million to students seeking financial assistance. Most financial aid awards are based upon financial eligibility (the difference between the amount the student and the student's family can contribute and the cost of attending BRCC). The expected family contribution (EFC) is determined by an analysis of the information on the Free Application for Federal Student Aid (FAFSA). The expected family contribution amount will be the same at most schools because eligibility is determined by the same method (Federal Need Analysis Methodology). Although paying for a college education is primarily the responsibility of students and their families, assistance is available through a variety of federal, state, and institutional programs for those who demonstrate a financial need.

How and When to Apply

The best time for students to apply for financial aid are the months of January or February preceding the academic year in which students plan to enroll. BRCC's priority deadline for submission of the financial aid application is March 15. For example: a student planning to enroll in fall semester 2006 should submit the FAFSA application by March 15, 2006 in order to receive primary consideration. Since most aid programs have limited funding, it is critical that students file as early as possible. Students may apply for financial aid by completing and submitting the Free Application for Federal Student Aid (FAFSA). The FAFSA form may be submitted several ways by:

- Completing the FAFSA on-line form on the Web (www.fafsa.ed.gov) (the preferred method); or
- Mailing the FAFSA form to the federal processing center

Note: A new financial aid application must be submitted for each academic year of enrollment.

General Eligibility Requirements

In order to qualify for financial aid at BRCC, a student must:

- demonstrate financial need, except for some loan programs.
- have a high school diploma or a General Education Development (GED) Certificate, pass an ATB test approved by the U.S. Department of Education, or complete a high school education in a home school setting (certain age restrictions apply).
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- be a U.S. citizen or eligible non-citizen.
- have a valid Social Security Number.
- meet satisfactory academic progress standards set by the College.
- certify that you will use federal student aid only for educational purposes.
• certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
• comply with the Selective Service registration, if required. If you’re a male age 18 through 25, and you haven’t yet registered, you can give the Selective Service permission to register you by checking a box on the FAFSA. You can also register through the Internet at www.sss.gov.

Types of Aid Available

The following list represents the major federal and state financial aid programs at BRCC. Some students may qualify for more than one program depending on need. Please note that state grants are only awarded to qualifying domiciliary residents of Virginia.

Federal Pell Grant is a federal grant entitlement program, which means that the federal government will pay all applicants who meet all program eligibility criteria. Students who have previously earned a baccalaureate degree are not eligible for grant aid. Awards are for both direct and indirect educational expenses. In some cases, an eligible student may receive a Pell Grant if enrolled for less than 6 credits.

Federal Supplemental Educational Opportunity Grant (SEOG) is a federal grant program that is awarded to the “neediest” students. Preference is given to Federal Pell Grant recipients with the greatest financial need. There are limited SEOG funds and students should meet the March 15 priority application deadline to ensure consideration. Students must be enrolled on at least a half-time basis.

Federal Work-Study Program (FWS) is an award from federal funds that enables a student to earn money to help meet their educational expenses. A student must have “financial need” to qualify. A work-study award does not guarantee a job, as the placement of a student into a job will be based upon the available jobs and the student’s qualifications to meet the requirements for these available jobs. Work-study employees are usually assigned an average of 15 to 20 hours of work per week and will receive a paycheck every two weeks.

College Scholarship Assistance Program (CSAP) is a state grant program administered by the State Council of Higher Education for Virginia. To qualify, a student must be domiciled in Virginia, demonstrate exceptional need, and must be enrolled on at least a half-time basis.

Commonwealth Award (COMA) is a state-funded grant program under which students may receive support up to the average full cost of tuition. To qualify, a student must be a domiciliary resident of Virginia, demonstrate financial need, and be enrolled on at least a half-time basis.

Virginia Guaranteed Assistance Program (VGAP) is a state-funded grant program under which first time freshmen with financial need can receive up to the average full-time tuition and an allowance for textbooks. In order to be considered, a student must be a: first-time freshman, dependent, high school graduate with a high school GPA of at least a 2.5, Virginia resident, and demonstrate financial need. Recipients must be enrolled as a full-time student to qualify. Recipients must maintain a 2.0 GPA to remain eligible for their VGAP award each semester and must complete a minimum of 24 semester hours each academic year to remain eligible for consideration during the next academic year.

Part-Time Tuition Assistance Program (PTAP) is a state grant program funded by the Virginia Community College System. These grants are based on need and are awarded to eligible students who are enrolled for one to six credits per semester.

Federal Stafford Loans provide students with the option to receive long-term, low interest educational loans. Students must be enrolled on at least a half-time basis to be considered. All Stafford Loans are either subsidized (the government pays the interest while the student is in school) or unsubsidized (the student pays all the interest, although payments can be deferred until after graduation). To receive a subsidized Stafford Loan, financial need must be demonstrated. With the unsubsidized Stafford loan, payments can be deferred until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of need, are eligible for the unsubsidized Stafford Loan.

Federal Parent Loan for Undergraduate Students (PLUS) enables parents of dependent undergraduate students to borrow funds to supplement their children’s aid packages. Repayment normally begins 60 days from the date of disbursement and can continue over a ten-year period. Students must be enrolled on at least a half-time basis.
Financial Aid Program Refund Policy

All students receiving federal financial aid may be required to repay all or part of any aid received to the appropriate federal program(s) if they withdraw from all classes.

The amount that the student may be required to return to the federal program(s) will be determined by the amount disbursed, the amount which could have been disbursed, and the percentage of the enrollment period the student has completed.

If a student withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (excluding federal work-study) must be returned according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the College and/or the federal government.

Sample refund calculations are available in the Financial Aid Office.

Institutional Aid Programs

BRCC Scholarship Assistance

The BRCC Educational Foundation, Inc. assists the College in providing academic as well as need-based scholarships. The Foundation is a charitable, non-profit corporation that provides a venue for individuals, organizations, business and industry to contribute to the College. Active scholarships supported by the Foundation are listed in this publication. A student may apply for scholarship assistance by completing an Institutional Scholarship Application. Students are strongly encouraged to also complete and submit the Free Application for Federal Student Aid (FAFSA) as many scholarships are based at least in part on financial need. FAFSA forms may be obtained from high school guidance offices, the College’s Financial Aid Office, or on-line at www.fafsa.ed.gov. For more information concerning application procedures and deadlines, visit the Financial Aid website at http://www.brcc.edu/financial_aid/ or call the Assistant Director of Scholarships at 1-540-234-9261, extension 2223.

Scholarship Programs

Adult

Harrisonburg Jaycees Endowed Scholarship One scholarship of $500 awarded to a student in any program. This scholarship was established by the Harrisonburg Jaycees to assist adult students from Harrisonburg and Rockingham County in attaining their educational goals. The student recipient must be 25 years of age or older and have resided in Harrisonburg or Rockingham County for one year prior to receiving the scholarship.

Houff Family Endowed Scholarship General scholarship awarded to student(s) who may otherwise have difficulty in attending college. The amount and number of awards will be determined each year. Preference may be given to working adults returning to college, single parents furthering their education, or other students with unmet financial need.

Second Chance Scholarship One scholarship of $2,000 awarded to a full-time student who is a working adult over the age of 21 with dependent children. Preference will be given to those applicants demonstrating financial need and to those who are the first in their family to pursue an education past high school. FAFSA required.

Wood/Ward “Pass It On” MBC/BRCC Scholarship One $1,000 scholarship to be given to a student in the BRCC/MBC Adult Degree Program. Strong candidates for this scholarship are students who demonstrate a passion for making a contribution to the world. Students interested in teaching, human services, or other altruistic ventures preferred though all applicants will be considered.

Arboriculture

Bartlett Tree Foundation, Inc. Grant-in-Aid One scholarship, in the amount of $2,000, will be awarded to a student enrolled in the BRCC Arboriculture Program. Recipient must exhibit a genuine interest in a career in Arboriculture. Applications will be made available to students enrolled in the Arboriculture program soon after the beginning of the fall semester.

Big “O” Tree and Lawn Service Scholarship One scholarship, in the amount of $1,500, will be awarded to a student enrolled in the BRCC Arboriculture Program. Recipient must show a history
of satisfactory academic progress and an interest in the field of arboriculture/urban forestry. Applications will be made available to students enrolled in the Arboriculture program soon after the beginning of the fall semester.

**Automotive Analysis and Repair**

**Lloyd Meadows Memorial Endowed Scholarship** One award of $1,000 for a student accepted into the Automotive Analysis & Repair program. Selection is based on financial need, two letters of reference, and career potential. FAFSA required.

**Business**

**Dr. George Lennox Endowed Scholarship** One scholarship award of $2,000 will be available for a student enrolled in a business certificate or degree program. Preference will be given to students who demonstrate financial need. FAFSA required.

**College Transfer**

**David Allen McKnight Memorial Scholarship** One scholarship award of $500 will be awarded to a student enrolled in the College Transfer Program. Preference will be given to those students who intend to pursue an education in the fields of Philosophy or Religion after transferring from BRCC. FAFSA required.

**NTELOS Scholarship** Two full-tuition and textbook scholarships, up to $2,500 each, will be available. Scholarship may be renewed for a second year. Recipient must enroll full-time in a college transfer program. Priority goes to residents of Waynesboro, Staunton and Augusta County; second priority will be for residents of Harrisonburg and Rockingham County. Selection is based on rank in the high school graduating class and two reference letters are required. To be eligible to receive the scholarship for the second year, the recipient must complete 24 credit hours with a cumulative GPA of 2.75.

**Anthony and Jessie Zaccaria Memorial Scholarship** One scholarship of $500 awarded to a student planning to transfer to a four-year institution. First priority will be given to members of the Augusta Stone Presbyterian Church and second priority to residents of Staunton/North Augusta County. Selection based on academic potential, financial need, and personal references. FAFSA required.

**Electronics Technology**

**Benjamin Cooper Memorial Endowed Scholarship** This scholarship has been established to assist a deserving student in attaining their educational goals. One $2,000 scholarship will be available for a student studying in the fields of Computer and Electronics Technology, Information Systems Technology, or Mechanical Engineering Technology. Preference may be given to a student who resides in the Waynesboro area.

**ComSonics, Inc. Electronics Scholarship** Three full-tuition scholarships will be available for students entering the electronics program. Recipients must be full-time and, if funded, the scholarship will be renewed for a second year with an additional allowance for required textbooks. Selection is based on academic performance.

**High School Seniors/Entering Freshmen**

**Augusta Military Academy Alumni Association Scholarship** Two $500 scholarships will be awarded to students entering BRCC as a freshman from the following Augusta County High Schools: Buffalo Gap, Fort Defiance, Riverheads, Stuarts Draft, and Wilson Memorial. Each high school will be asked to nominate two individuals for this award (one male and one female). Nominees must have a GPA of 3.0 or higher and exhibit a need for scholarship assistance as determined by the high school. Contact your high school guidance office concerning application procedures and deadlines.

**Harry V. Boney, Jr. Student Endowed Scholarship** One $500 scholarship is available for an entering freshman student enrolled in a degree or certificate program at BRCC. Scholarship may be renewed for a second year. Preference may be given to a student demonstrating financial need. FAFSA required.

**John W. Clore, Jr. Memorial Scholarship** A First Union National Bank of Virginia endowed scholarship awarded to a first time student at BRCC. The scholarship is awarded for two years and
pays all tuition/fees. Recipients must be enrolled full-time in an Associate Degree program and maintain a cumulative GPA of 2.5. Selection is based on applicant’s leadership and scholastic qualities, and two letters of reference are required. FAFSA required.

Commonwealth Legacy Scholarship Program One $3,000 scholarship will be awarded to an entering freshman student each year. To be eligible for this merit-based scholarship, applicants must be full-time, associate degree-seeking students attending college for the first time, who have demonstrated academic excellence during high school as well as a commitment to develop their leadership skills. Applicants also must have plans to graduate from a Virginia community college. Scholars selected will become part of a program that will promote community college education and will become mentors to future Legacy scholars. Selections will be based upon merit, demonstrated leadership potential and a willingness to promote community college education.

Daily News-Record/Mims Achievement Award One award of up to $2,000 will be available for any high school senior residing in the College service region entering any Associate Degree curriculum. Selection is based on financial need, leadership, and academic performance. Two letters of reference are required. FAFSA required.

Houff Family Endowed Scholarship for Area High Schools Four scholarships of up to $1,500 each will be awarded to graduating seniors from Fort Defiance (two), Turner Ashby (one), and Buffalo Gap (one) high schools. Selection will be made by the appropriate high school guidance counselors or their representatives. Applications are available in the high school guidance departments and must be submitted to the appropriate high school guidance department for consideration. Contact your high school guidance office concerning application procedures and deadlines.

MGW Communications Scholarship Two $1,000 scholarships awarded to full-time entering freshman from Bath, Highland or Buffalo Gap High School or home-schooled in the MGW service area. Selection will be based on financial need and two reference letters. FAFSA required.

S.G.A. High School Scholarship Up to two awards of $1,000 for high school seniors in the College service area who plan to enroll full-time at BRCC. Selection for one scholarship is based on academic performance, extracurricular, and community activities. The other scholarship will be based on financial need and academic performance. Applicants must provide a statement of financial need and two reference letters. FAFSA required.

Mechanical Design/Engineering Technology

Alcoa Foundation/Kawneer Company Mechanical Design Technology Scholarship One award of $1,000 for a full-time student enrolled in the Mechanical Design program. Selection is based on two letters of reference and career potential.

F. R. Drake Company Scholarship One scholarship of $1,500 in memory of Dr. Ivan E. “Gene” Wilkinson will be available for students enrolled in the Mechanical Engineering Technology program. Eligible applicants must have graduated from a high school in the BRCC service area, must have completed 30 credit hours at Blue Ridge Community College, and must be enrolled full-time at the time the scholarship is issued. Preference will be given to those students demonstrating talent in the field of engineering.

Joseph Nielsen Endowed Scholarship Up to three scholarships of $500 each awarded to students enrolled in the Mechanical Design or Drafting programs on at least a half-time basis. Selection will be based on financial need, academic potential, and leadership ability as provided on the scholarship application and academic records. FAFSA required.

Riddleberger Brothers, Inc. Endowed Scholarship One scholarship of up to $1,500 awarded to a student enrolled in the Mechanical Engineering Technology Program. Preference may be given to the student who demonstrates financial need and enrolls full-time.

Victor VanDessel & Irving Franklin Clark Endowed Scholarship One scholarship of $500 to be used for tuition awarded to a student in a technical degree program. Selection will be based on academic achievement and potential, as well as financial need. FAFSA required.

Nursing

Graves Family Endowed Scholarship One scholarship in the amount of $2,000 awarded to a Nursing student. This scholarship was established to assist students in the Nursing program in attaining their educational goals.
Carolyn Lauritsen Jochen Nursing Scholarship One $1,500 scholarship is available for students enrolled in or planning to enroll in the BRCC Nursing Program. Recipient will be selected by the BRCC Nursing Faculty because he or she has demonstrated financial need and a strong potential for a successful career in nursing. FAFSA required.

Highlands Nursing Endowed Scholarship One $500 scholarship to assist a student in the BRCC Nursing program in attaining their educational goals. Student must reside in Highland, Bath or Pendleton County. Selection is based on academic potential with preference to be given to students with financial need. FAFSA required.

Sunnyside Communities/Kramer Nursing Scholarship One full-tuition scholarship will be awarded to a student currently enrolled in, or planning to major in, the BRCC Nursing Program. Scholarship recipients will be selected based upon their strong academic potential and their demonstrated intent to work in a long-term care facility. Preference may be given to students demonstrating financial need. FAFSA required.

Brenda F. Wilkinson Endowed Scholarship in Nursing One scholarship of up to $1,500 awarded to a nursing student. Selection will be based on academic potential with preference given to applicants with financial need. FAFSA required.

Open Scholarships
Sandra Bonin Anderson Endowed Scholarship One scholarship of $500 awarded to a student enrolled for six or more credit hours.

James A. Armstrong Endowed Scholarship One scholarship of $1,000 awarded to a student enrolled in any program. Criteria will be based on scholarship, character, and need. FAFSA required.

BRCC Educational Foundation Scholarships Several scholarships are available. The amount of the scholarships will vary each year. Selection is based on academic potential, two letters of reference, and financial need. Full-time enrollment is required. FAFSA required.

BRCC Faculty Senate Endowed Scholarship A $1,000 scholarship to assist a deserving student at BRCC in attaining their educational goals. The recipient must have completed a minimum of 24 credits and have achieved a grade point average of at least 3.0. Preference may be given to students with financial need. FAFSA required.

Daniel Family Scholarship One $500 scholarship will be awarded with preference given to students who reside in Craigsville or western Augusta County.

Warren Lloyd Braun, Jr. Endowed Scholarships Two scholarships of up to $2,000 each to be awarded to a full-time student enrolled in any degree program. Award will be based on academic achievement and potential, as well as financial need. FAFSA required.

Central Shenandoah-Regional Literacy Coordinating Committee-IV GED Annual Scholarship One scholarship, in the amount of $250, will be awarded to a student who has obtained their GED credential in Virginia. Preference will be given to a student who has participated in an Adult Education program in Virginia.

George M. and Lee Stuart Cochran Endowed Scholarship One scholarship award of $1,250 will be available to a student enrolled in any certificate or degree program. Selection may be based on financial need. FAFSA required.

Henry C. Clark and Mary Ann B. Clark Endowed Scholarship One scholarship of up to $2,500 to be awarded to a full-time student enrolled in any program.

Harry F. and Margaret M. Flippo Foundation Scholarship Two $2,000 scholarships are available for students enrolled in a degree or certificate program who are from the Harrisonburg or Rockingham County area.

Ola M. Hoover Scholarship One scholarship of $1,200 will be available for a full-time degree-seeking student who resides in Harrisonburg or Rockingham County and who demonstrates financial need. FAFSA required.

Harry L. and Reba S. Rawley Endowed Scholarship A $2,000 scholarship is available to assist a deserving student at BRCC in attaining their educational goals. Preference will be given to a student who is currently working or plans to work in the field of agriculture and has financial need. FAFSA required.
Lawrence Transportation Systems/Community Foundation of the Central Blue Ridge Scholarship
One scholarship of $500 awarded to a student in any program. This scholarship was established to honor the employees and customers of Lawrence Transportation Systems and to assist a student who resides in the City of Staunton or Waynesboro or the County of Augusta. Selection is based on good academic standing and financial need. FAFSA required.

Charles Pascale Memorial Scholarship
One award of $1,000 will be available for a student enrolled in any certificate or degree program. Selection is based on determination, academic performance, and financial need. FAFSA required.

S.G.A. Open Scholarships
Up to two awards of $1,000 for full-time students. One scholarship will be based on academic performance. The other scholarship will be based on financial need and academic performance. Applicants for this scholarship must provide a statement of financial need and two reference letters. FAFSA required.

Thelma Showker Endowed Scholarship
One award of $500 will be available for a student enrolled in any certificate or degree program and has demonstrated financial need. FAFSA required.

Zane D. Showker Endowed Scholarship
Two scholarships of up to $2,000 will be awarded to full-time students enrolled in any degree program. Selection will be based on academic potential and financial need. FAFSA required.

SunTrust Endowed Scholarship
One scholarship of $750 awarded to a student in any program. Past academic history is a factor in the selection process.

Waynesboro Kiwanis Foundation Scholarship
One or more scholarships will be awarded to students from Waynesboro, Wilson Memorial or Stuarts Draft High Schools. Recipients must be enrolled full-time in a degree or certificate program. Criteria for selection will be based on grades, extracurricular activities, and the required student essay. Two letters of reference are required.

Returning Sophomore Students
BRCC Support Staff Association Scholarship
Two $500 scholarships are available each year. Scholarships will be awarded to returning students who have completed 30 or more credit hours with a cumulative GPA of 3.2. Two reference letters are required.

Veterinary Technology
L. R. Thornton Newport Zoo and Wildlife Scholarship
A $1,000 scholarship to be awarded to a second-year student enrolled in BRCC’s Veterinary Technology Program. The student must be intending to work in the field of zoo and/or wildlife upon graduation. Selection will be based on a grade point average of at least 2.5 with preference to be given to students with financial need. FAFSA required.

Mr. and Mrs. Rodney L. Martin Veterinary Technology Endowment
One scholarship of $500 awarded to a full-time second-year Veterinary Technology student. Selection is based on grade point average and student essay. Two reference letters are required.

William Walter Reams Scholarship
Five scholarships will be available, three first-year scholarships and two second-year scholarships to students in the BRCC Veterinary Technology program. Students must demonstrate enthusiasm for this type of work and have practical skills. Scholarships may be renewable for students entering their second year if they remain in good academic standing. Contact the Veterinary Technology Department for more information.

Veterans Educational Benefits
Application forms and assistance with veterans educational benefits are available in the Admissions and Records Office. Most programs at the College are approved by the State Department of Education for the payment of veterans educational benefits. Students using their benefits for the first time must complete an “Application for Educational Benefits” (22-1990) and provide an original or court certified copy of their discharge papers (DD-214), plus documentation on dependents, if any. Veterans who are new to BRCC but who have used their educational benefits at another school must complete a “Request for Change of Program or Place of Training” (22-1995).

In order to receive veterans educational benefits, classes must be applicable to the veteran’s
program of study as outlined in this Catalog and Student Handbook. The student is responsible for notifying the Admissions and Records Office of any changes in enrollment or curriculum.

**Active Service Duty Benefits**

Active duty personnel may qualify for either VA assistance (contact the Admissions and Records Office) or for the tuition assistance programs of the Armed Forces. For information about the Armed Forces Tuition Assistance program, students should contact their education service officer.

**Virginia War Orphans Educational Benefits**

Section 23-7.1 of the Code of Virginia provides for free tuition and fees to attend state-supported institutions of higher education for children of persons deceased, disabled, prisoners of war, or missing in action as a result of any armed conflict after December 6, 1941, involving the Armed Forces of the United States. Applications and information are available in the Admissions and Records Office.

**Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day Blue Ridge Community College receives a request for access.

   Students should submit to the dean of academic support services, vice-president, dean or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official 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.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

   Students may ask the College to amend a record that they believe is inaccurate or misleading. They 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 the student’s 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.

3. 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 Blue Ridge Community College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Blue Ridge Community 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.

   Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to withhold the disclosure of any and all categories of “directory information.” Blue Ridge Community College defines directory information to include: name, address, telephone listing, electronic mail listing, date of birth; major field(s) of study; degrees, awards and honors; date(s) of attendance; enrollment status; participation in officially recognized activities and sports,
course credit load, and the most recent previous educational agency or institution attended by student. Students who wish to prevent disclosure of directory information to persons outside the College may do so by completing the Request For Non-Disclosure of Information form in the Admissions & Records office within the first three weeks of each semester.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Blue Ridge Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605
Academic Information

Academic Advising

Blue Ridge Community College believes that a timely, appropriate, and interactive academic advising process is vital for providing our students with the tools they need for success. The College is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Therefore, the goals of academic advising are to provide students with:

- the information and guidance needed to complete course requirements in degree, diploma and certificate programs;
- an individual, professional point of contact for issues and concerns related to their success at the College;
- information and guidance on transfer to four-year colleges and universities and to the work place.

New students are advised initially by Counseling Center staff members. Students who complete the process for being placed in a curriculum are assigned a faculty advisor. Students are strongly encouraged to communicate on a regular basis with their advisors. Academic advisors help students develop realistic goals, plan their programs of study, and make connections with appropriate resources. While academic advisors can provide students with valuable assistance throughout their academic careers at Blue Ridge Community College, the responsibility for knowing and fulfilling all requirements for graduation lies with the student.

Advanced Standing Information

Students may be eligible for advanced standing when previous studies, training, or work experience has provided them with the knowledge and skills required in a course. Each student is responsible for contacting the Counseling Center to determine the appropriate procedure for evaluation before registering for classes. Students must be officially enrolled in a curriculum in order to be eligible for advanced standing credit.

Blue Ridge Community College may grant credit in appropriate courses on the basis of proficiency examinations, including the College Level Examination Program (CLEP), when the student scores at or above the minimum level recommended by the American Council on Education; and the Advanced Placement Program (AP) when the student scores a 3, 4 or 5. The College may also grant credit in appropriate courses based on an evaluation of the student’s work experience. The process of awarding “Credit for Life Experience” follows guidelines established by the Council for the Assessment of Experiential Learning (CAEL). Where advanced standing requires the administration of a comprehensive institutional examination for credit (credit-by-exam), such an examination will normally be administered during the first nine weeks of the semester in which the course is offered.

Students who plan to transfer to another college or university are responsible for determining if the institution they plan to attend will accept advanced standing credits awarded by Blue Ridge Community College.

Blue Ridge Community College has a time limit for accepting credit for technical courses taken previously at BRCC or other institutions. The Dean of Academic Support Services, in consultation with the appropriate faculty, will determine if courses taken more than five years before the student was accepted in the program at BRCC can be used in the student’s current program of study. The student may be encouraged to take credit-by-exam or credit for life experience, if deemed appropriate.

Please refer to the booklet, College Credit Through Advanced Standing, available in the Counseling Center and on the BRCC website, for specific advanced standing guidelines and procedures.

Attendance

While individual instructor’s policies may vary, punctual and regular attendance is required. When absence from a class becomes necessary, the student is responsible for informing the instructor prior to the absence whenever possible. The student also is responsible for the subsequent completion of all work missed during an absence. Instruction missed and not made up may affect the student’s grade, regardless of the reason for the absence. Frequent absences may result in the termination of veterans educational benefits and other programs of financial assistance.
Auditing a Course

Students may register for a course on an audit basis, which means they are exempt from taking the examinations and do not receive college credit. Changes from audit to credit must be made by the official last day to add a course. Changes from credit to audit must be made by the official last day for students to withdraw from a course without grade penalty. These dates are printed in the Schedule of Classes each semester.

Change of Registration

In all cases, students who wish to make changes in their schedules after initial registration must follow the established guidelines and complete the add/drop process. Failure to do so may place their college record in jeopardy. Any questions concerning the process should be directed to the Division of Academic Support Services.

The guidelines listed below are for courses which meet throughout the course of an entire fifteen-week semester. Courses of other lengths have unique deadlines which are listed in each semester’s Schedule of Classes. Students are responsible for knowing the deadline dates for add, drop and withdrawal each semester.

1. Addition of a course: usually students may add a new course during the first five class days of a semester.
2. Dropping a course with a tuition refund: usually students may drop a course and receive a tuition refund during the first eleven class days of a semester.
3. Withdrawal from a course: usually students may withdraw from a course and receive a “W” grade from the twelfth class day through the ninth week of a semester, which represents 60% of the semester. A withdrawal after 60% of the semester has passed will result in a “F” grade except under mitigating circumstances, which requires the documented approval of a Dean. Students who wish to request withdrawal under mitigating circumstances must meet with a College counselor to initiate the process. The request for withdrawal under mitigating circumstances and all supporting documentation must be submitted no later than 10 days after the start of the subsequent semester.
4. Withdrawal from the College: students who wish to withdraw from the College should contact the Counseling Center for appropriate procedures.

Class Cancellation Policy

The College reserves the right to cancel individual classes due to low enrollment or various other factors.

If a class is cancelled, an attempt is made to notify students by telephone and the tuition refund process will be initiated automatically. If students wish to add another class, they must complete the add/drop process within the specified time frame to add a course.

Course Repeat Policy

Enrollment in a course is limited to two times. Grades of “W”, “X”, and “I” shall count as first or subsequent attempts (enrollments). Students who wish to enroll in a course for a third time must have written approval from the Vice President of Instruction and Student Services. If a student elects to repeat a course, all grades, credits attempted, and quality points for previous enrollments are no longer applicable. This means that if a class is repeated, the last grade earned (lower or higher) will be the course grade used in the computation of the cumulative grade point average (GPA).

Credits

The credit for each course is indicated after the title in the Course Description section. One credit is equivalent to one collegiate semester hour credit. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. This may consist of lectures, out-of-class study, laboratory and shop study, or combinations thereof as follows:

1. one hour of lecture plus an average of two hours of out-of-class study;
2. two hours of laboratory or shop study plus an average of one hour of out-of-class study;
3. three hours of laboratory or shop study with or without out-of-class assignments;
4. Developmental courses are usually one to five credit courses;
5. General usage courses (On-Site Training, Seminar and Project, Supervised Study, etc.) are one to five credits with variable hours.

**Academic Load**

The typical academic course load for a full-time student is 15-17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits. A student who wishes to carry an academic load of more than 18 credits must have a minimum grade point average of 3.0 and must have approval of an advisor and the Vice President of Instruction and Student Services. For courses taken during any special sessions, such as during the abbreviated summer sessions, a proportional limit applies. Please consult the summer Schedule of Classes for the Summer Session Academic Load policy.

Any student enrolled for fewer than 12 credits is classified as a part-time student.

The minimum course load required to receive veterans benefits is determined by the current regulations of the Veterans Administration. The rate of progress is generally expected to equal that required to graduate within the established training time.

**Developmental Course Credits**

Courses numbered 01-09 will not count toward meeting graduation requirements and will not transfer to four-year institutions. Each developmental course carries one to five credits for the purpose of tuition payment.

**Degrees, Diplomas and Certificates**

The College offers the following degrees, diplomas, or certificates for students who successfully complete approved programs at the College:

1. An Associate of Arts & Sciences (A.A.&S.) degree is awarded to students who plan to transfer to a baccalaureate degree program at a four-year college or university.
2. An Associate of Applied Science (A.A.S.) degree is awarded to students who major in one of the occupational-technical curricula and who plan to obtain employment immediately upon graduation from the College.
3. A Diploma is awarded to students who complete a non-degree occupational-technical curriculum.
4. A Certificate is awarded to students who complete a non-degree occupational-technical curriculum of at least 30 credits.
5. A Career Studies Certificate is awarded to students who complete a non-degree occupational-technical program of 9 to 29 credits.

**Grades for Developmental Studies**

Developmental course grades are not included in a student’s semester or cumulative grade point average (G.P.A.). The state limits enrollment in any one developmental course to two semesters.

R - Re-enroll. Awarded for satisfactory progress for an entire semester in a developmental course (01-09) which requires two or more semesters of individualized studies in preparation for further work in the subject or curriculum being pursued. Students are generally limited to two semesters in any one developmental course.

S - Satisfactory. Awarded for satisfactory completion of each developmental course (courses numbered 01-09).

U - Unsatisfactory. Awarded for unsatisfactory progress in a developmental course (01-09). Students who receive a grade of “U” must consult with their instructor and a counselor prior to re-enrolling in the same developmental course. Re-enrollment will not be permitted if there is reasonable cause to believe that the student lacks either the ability or interest to achieve a grade of “R” or “S” in the next semester of attendance. Ability shall be determined by progress and performance in course work, appropriate standardized tests and prior academic and test records. Interest shall be determined by regularity of attendance and meeting weekly progress goals. Decisions regarding re-enrollment may be appealed through the Grade Appeal Procedure.
Minimum Requirements for Associate Degrees

<table>
<thead>
<tr>
<th>VCCS Table 5-1</th>
<th>Minimum Number of Semester Hour Credits</th>
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<tbody>
<tr>
<td></td>
<td>A.A.&amp;S.</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>I. English Composition</td>
<td>6</td>
</tr>
<tr>
<td>II. Humanities/Fine Arts</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language (Intermediate Level)</td>
<td>0</td>
</tr>
<tr>
<td>III. Social/Behavioral Sciences</td>
<td>12</td>
</tr>
<tr>
<td>IV. Natural Sciences/ Mathematics</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>V. Wellness</td>
<td>2b</td>
</tr>
<tr>
<td>Other Requirements for Associate Degrees</td>
<td></td>
</tr>
<tr>
<td>VI. Student Development</td>
<td>1</td>
</tr>
<tr>
<td>VII. Major field courses and electives</td>
<td>19</td>
</tr>
<tr>
<td>Occupational/Technical courses</td>
<td>47c</td>
</tr>
<tr>
<td>Total for Degree =</td>
<td>60-63</td>
</tr>
</tbody>
</table>

**Associate of Arts and Sciences (A.A.&S.)**

**Associate of Applied Science (A.A.S.)**

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a. While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACS criteria require that general education courses be general in nature and not "...narrowly focused on those skills, techniques, and procedures peculiar to a particular occupation or profession."

b. Health, physical education, or recreation courses which promote physical and emotional well being.

c. A.A.S. degree students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.

d. Credit range for programs in the Health Technologies is 65-72 semester hour credits; for nursing the credit range is 65-69 semester hour credits.

Note: All college-level course prerequisites must be included in the total credits required for each degree.

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**Final Examinations**

All students are expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the approval of the instructor of the class.

**Grades for College-Level Courses**

**Letter Grades**

A - Excellent Four grade points per credit
B - Good Three grade points per credit
C - Average Two grade points per credit
D - Poor One grade point per credit
F - Failure Zero grade points per credit
W - Withdrawal No grade point credit (a grade of withdrawal implies that the student was making satisfactory progress in the course at the time of the student's withdrawal).
I - Incomplete No credit; used for verifiable unavoidable reasons. Since the “incomplete” extends
enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of “I” (incomplete) have been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F) 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 subsequent fall semester to complete the requirements. In exceptional cases, extensions of time needed to complete course work for “I” grades may be granted beyond the subsequent semester, with the written approval of the Vice President of Instruction and Student Services. A “W” grade should be awarded for the “I” grade only under mitigating circumstances which must be approved by the Vice President of Instruction and Student Services and documented in the student’s academic file.

P - Pass  No grade point credit; applies only to selected non-developmental studies courses.
X - Audit  No grade point credit

Final Grades

Final grades are made available to students at the official end of each semester. If students have reason to believe that an error has been made in calculating or recording any grade, they should bring it to the attention of the instructor for that class pursuant to the guidelines indicated in the Grade Appeal Procedure policy (below). Official transcripts of grades for each semester will not be available for distribution to prospective employers or other colleges for approximately two weeks after the end of the semester.

Grade Appeal Procedure

The faculty of Blue Ridge Community College is unequivocally committed to the principle that evaluation of student work and assignment of grades is a responsibility and a prerogative to be exercised solely by the faculty. Therefore, at no point may an administrator change a grade assigned by an instructor. When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor, (with a copy to the instructor’s Dean) identifying specifically the reason(s) for the appeal and including any supporting documentation. This written report must be filed with the instructor as soon as possible and no later than ten calendar days after the first day of class of the next regular (fall/spring) semester. If the matter is not mutually resolved at this level, the student may appeal to the appropriate Dean and subsequently to the Vice President of Instruction and Student Services.

At each level of appeal, each response to the appeal and subsequent appeal must be made in writing within ten calendar days. No new matter may be appealed at any higher level which was not identified by the student in the original written appeal to the instructor. If appropriate, at the sole discretion of the Vice President of Instruction and Student Services, the Vice President may appoint a faculty committee to review the case. If the Vice President does not appoint a committee, the grade assigned by the faculty member will remain unchanged. The decision of the Vice President as to whether or not to appoint a committee cannot be appealed by either party.

If the Vice President appoints a committee, it will consist of three instructional faculty members, at least one of whom instructs in the same or similar discipline as the faculty member who assigned the grade. The student should be aware that the committee review process may result in the grade being raised, lowered, or unchanged. The committee will meet and report its findings within fifteen calendar days from its appointment by the Vice President. The decision of the committee is final and binding and will be reported to the Vice President of Instruction and Student Services with copies to the Division Dean and the Dean of Academic Support Services, who will record the grade. A copy of the finding of the committee will be placed in the student’s file in the Admissions and Records Office.

Grade Point Average

The grade point average (GPA), is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses which do not generate grade points are not included in credits attempted.
Semester Grade Point Average—Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative Grade Point Average—Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of a student’s academic standing. (See page 23 for Course Repeat Policy).

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

Academic Renewal

Students who return to the College after a separation of five years or more, may petition for academic renewal. The request must be made by completing the Academic Renewal Application form and submitting it to the Admissions and Records Office.

For students who are found eligible for academic renewal, “D” and “F” grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

- Prior to petitioning for academic renewal, students must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.
- 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 coursework taken at the College after re-enrollment, as well as former coursework 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.

Academic Standing

President’s List

A student who achieves a semester grade point average of 3.8 or higher and earns a minimum of 12 credit hours will be placed on the President’s List.

Vice President’s List

A student who achieves a semester grade point average of 3.5 or higher and earns a minimum of 12 credit hours will be placed on the Vice President’s List.

Merit List

A student who achieves a semester grade point average of 3.5 or higher and earns 11 or fewer credit hours will be placed on the Merit List.

Good Standing

A student who achieves a semester grade point average between 2.00 and 3.49, who is eligible to re-enroll at the College, and who is not on academic suspension or dismissal is considered to be in good academic standing.

Academic Warning

Any student who fails to attain a minimum grade point average of 2.0 for any semester will be placed on Academic Warning.

Academic Probation

(minimum of 12 credit hours attempted)

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on
Academic Probation. A student on Academic Probation must consult with a counselor and may be limited to less than the normal academic course load in the next semester.

**Academic Suspension**  
(minimum of 24 credit hours attempted)

Any student on Academic Probation who does not attain a 1.5 grade point average during the next semester in attendance is subject to Academic Suspension. Normally, Academic Suspension is for one semester. The statement “Academic Suspension” is placed on the student’s permanent record. The student must apply for readmission with a counselor under all circumstances of Academic Suspension. Readmission will be considered on an individual basis. If the student wishes to appeal the readmission decision, the student must appeal to the Student Admissions Appeals Committee.

**Academic Dismissal**  
(minimum of 24 credit hours attempted)

Any student who does not maintain at least a 2.0 average for the semester following reinstatement to the College, after being on Academic Suspension, will be academically dismissed from that curriculum. A student who has been placed on Academic Suspension and who achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 1.5 grade point average in each subsequent semester of attendance. The student remains on probation until the overall grade point average reaches a minimum of 1.5. Failure to obtain a 1.5 grade point average in each subsequent semester will result in Academic Dismissal.

Academic Dismissal from the College is permanent. A student whose circumstances have changed significantly following a substantial period of time may make a written request for reinstatement to the Dean of Academic Support Services. Requests for reinstatement are considered on an individual basis by an ad-hoc Admissions Committee that is convened by the Dean of Academic Support Services. The student will be notified in writing of the Admissions Committee’s decision. A student who wishes to appeal the Admissions Committee’s decision may do so in writing to the Vice President of Instruction and Student Services within 10 days of notification of the Admission Committee’s decision. The decision of the Vice President is final and may not be appealed further.

After readmission, the student must maintain a 2.0 grade point average in each semester following reinstatement or permanent dismissal from the College with no further appeal will result.

**Graduation**

**Benefits of Graduation**
1. Personal growth and self-satisfaction
2. Wider variety of job and career opportunities
3. Comprehensive educational experience
4. Achievement of technical skills for work
5. Higher probability of admission to a four-year college or university
6. In the case of the A.A.&S. degree, satisfaction of lower-division general education requirements at most public four-year colleges and universities in Virginia

**Catalog Used for Graduation**

Each new catalog becomes effective with the summer session of the year in which it is published. The catalog to be used to determine graduation requirements shall be either of the following, at the student’s option:

1. The catalog in effect at the time of the student’s placement in the curriculum from which the student intends to graduate or
2. Any subsequent catalog which came into effect while the student was enrolled in that curriculum at BRCC. The catalog on the College’s website (www.brcc.edu) is the most current catalog. If a student does not enroll at BRCC during two consecutive semesters (excluding summer), graduation requirements shall be determined by the catalog in effect during the semester in which the student re-enrolls OR any catalog issued subsequent to that re-enrollment.
Please note: The catalog to be used to certify graduation requirements shall have been in effect no more than seven years prior to the time of graduation.

Nursing A.A.S. degree candidates: Students must satisfy the graduation requirements listed in the catalog in effect at the time they began the clinical component of the Nursing program.

Requirements for Graduation
The responsibility for knowing and fulfilling all graduation requirements lies with the student. To receive an associate degree, diploma, certificate or career studies certificate from the College, a student must:

1. file an application for graduation with the Admissions and Records Office by the publicized deadline;
2. fulfill all of the course and credit hour requirements as specified in the appropriate College catalog, according to the Catalog Used for Graduation policy stated above;
3. complete at the College a minimum of:
   a. 25% of the total credit hours for the Associate Degree;
   b. 25% of the total credit hours for the Diploma;
   c. 25% of the total credit hours for the Certificate.
4. have a grade point average of at least 2.0:
   a. in all courses attempted applicable toward graduation in the curriculum (Associate of Arts & Sciences candidates);
   b. in specialized or major field courses applicable toward graduation in the curriculum (certificate, diploma, and Associate of Applied Science candidates);
5. resolve all financial obligations to the College and return all library books and other materials.
6. complete a general education assessment instrument(s) provided by the College (Associate degree candidates only). Test results are used to assess and improve the effectiveness of programs and services.

Graduation Honors
Appropriate honors are awarded for degrees, diplomas and certificates based upon the student’s cumulative grade point average as follows:

3.8 Grade Point Average—Summa Cum Laude (with highest honors)
3.5 Grade Point Average—Magna Cum Laude (with high honors)
3.2 Grade Point Average—Cum Laude (with honors)

Honor Code
The functioning of an academic community depends on the integrity of all of its members. Blue Ridge Community College values truthfulness, respect for the property of others, and honesty in academic work. Violations of these values may result in permanent dismissal from the College. The Statement on Student Rights and Responsibilities, located in the Catalog and Student Handbook, and the Statement on Academic Honesty below, provide specific guidelines which encompass this code.

Academic Honesty
When College officials award credit, degrees, diplomas, and certificates, they must assume the absolute integrity of the work done by students; therefore, it is important that each student maintains the highest standard of honor in his or her scholastic work. Academic dishonesty cannot be condoned. When such misconduct is established as having occurred, students are subject to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor may impose in accord with their syllabus and college policies. Procedural safeguards of limited due process and appeal are available to students in disciplinary matters. Grade disputes about a grade assigned as a result of academic dishonesty can only be resolved through the grade appeal procedure. No withdrawal policy outlined in the College Catalog and Student Handbook can supersede a grade penalty assigned as a consequence of an academic honesty violation.

Academic dishonesty includes, but is not limited to, one of the following acts:
1. Cheating on an examination or quiz, including the giving, receiving or soliciting of information, the unauthorized use of notes or other materials during the examination or quiz.

2. Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.

3. Substituting for another person during an examination and/or quiz, including online exams or quizzes, or allowing such substitution for one’s self.

4. Plagiarism. This is the act of using content and/or ideas from the work of another individual, either word for word or in substance, and representing them as one’s own work. This includes any submission of written work other than one’s own. There are three types of plagiarism as listed in Donald A. Sears’ book Harbrace Guide to the Library and Research Paper, 3rd Edition (New York: Harcourt, 1972, p. 45). They are:
   a. Word-for-word plagiarism: The submission of the work of another source without proper acknowledgment of that source by footnote, bibliography or reference in the paper.
   b. Patchwork plagiarism: Submitting a work that is stitched together from a variety of sources that does not indicate direct quotes or acknowledgment of those sources.
   c. Unacknowledged paraphrase: Restatement or rewording of another author’s original thought or idea must be acknowledged. Restatement by means of paraphrase does not remove the necessity of giving credit to original sources. Refer to the Library website for more information on plagiarism. (http://www.brcc.edu/library/)

5. Collaboration with another person in the preparation or editing of assignments submitted for credit without advance approval from the instructor.

6. Knowingly furnishing false information to the College including, but not limited to, forgery, alteration or use of College documents, or instruments of identification with intent to defraud.

Honors Program

The BRCC Honors Program gives successful students enrolled in two-year degree programs the opportunity to seek challenges beyond those found in regular college classes and gives them a competitive advantage in their applications for jobs or admission to four-year institutions. Honors students may participate in the honors seminar, develop “honors contracts” in their regular college classes, and/or enroll in honors courses.

To participate in the honors program, students entering the College from high school must have the recommendations of two teachers and fulfill two of the following requirements: be in the top 10% of their graduating class, have a cumulative grade point average of at least 3.2, or have an SAT score of at least 1100. Students already at the College must have completed at least 12 hours of college-level courses with a cumulative grade point average of 3.2 and have the recommendations of two instructors familiar with their academic work. Other students may be admitted into the program with special approval from the Honors Committee.

Phi Theta Kappa Honor Society

Phi Theta Kappa is a national honor society for community colleges. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship among associate degree students.

The requirements for membership in Blue Ridge’s Alpha Xi Xi Chapter of Phi Theta Kappa are:

1. have a cumulative grade point average of 3.5 or above for induction, and must maintain a minimum cumulative grade point average of 3.2 thereafter;
2. be enrolled in a degree program;
3. have completed at least 12 semester hours in a degree program at BRCC.

Qualified students receive a letter of invitation to join the honor society at the beginning of the fall and spring semesters.

Tech Prep

The Blue Ridge Tech Prep Consortium supports students in preparing for successful careers by building partnerships between the school systems of Augusta, Highland, and Rockingham counties,
and Harrisonburg, Staunton, and Waynesboro cities; Blue Ridge Community College; and area employers. The consortium accomplishes this mission in two ways:

1. by building a unified curriculum which relies on the input of employers, provides career development opportunities, and offers secondary/post-secondary career paths that provide a seamless transition for students from secondary to post-secondary education and/or the world of work, and

2. by initiating and supporting educational improvement at the secondary and postsecondary levels by enhancing the academic and technical competence of educators.

For more information about the Blue Ridge Tech Prep Consortium, contact Lester Smith at (540) 234-9261, ext. 2346 or visit the Consortium’s website at http://www.brcc.edu/techprep/.

Distance Learning

Blue Ridge Community College values the opportunities for access that it provides for its students and it views distance education as an important aspect of educational access. The College offers distance learning courses in a variety of disciplines and many classroom-based courses incorporate distance learning technology to enhance student learning. Some courses are delivered entirely through distance learning technology.

Internet-based courses can be taken entirely on the Internet, although some courses require on-campus or off-campus proctored testing. These courses are a great option for students who want the flexibility to complete courses at home, work, or even at the College, but on their own schedule. Students should expect to use electronic mail, word processing, and Web browsing software in these courses.

Interactive video is a technology that uses live, two-way video connections to send and receive courses and programs between Blue Ridge Community College and other educational institutions. Although students attend interactive video classes on campus in the Commonwealth Classroom, courses received by the College are actually offered by other colleges in the state. Therefore, students access these courses using the admission and registration procedures of the sending institution. This program allows students to access courses and programs not normally offered at Blue Ridge Community College.

A complete listing of Distance Learning classes is found in the Blue Ridge Community College Schedule of Classes booklet each semester. Additional information, including a listing of computer skills required for successful completion of Internet-based courses, can be found online at http://www.brcc.edu/dl/.

Bachelor’s Degree Opportunities

Blue Ridge Community College values the educational partnerships that have been developed with many of Virginia’s four-year colleges and universities. As a result of these partnerships, BRCC graduates have a variety of options which allow them to transfer college credits earned at BRCC while working toward their associate degrees and apply them to a baccalaureate degree.

Virtually all Virginia public four-year colleges and universities are in compliance with the State Policy on Transfer. These include James Madison University, Radford University, Longwood University, George Mason University, Virginia Commonwealth University, Mary Washington College, the University of Virginia, Old Dominion University, and Virginia Tech. This policy states that “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. These students will be considered to have attained junior standing (typically defined by credits completed at the senior institution). It may, however, take transfer students longer than two years to complete the baccalaureate because of prerequisites in the major or other requirements or circumstances.” At Blue Ridge Community College, this policy applies to graduates of the Associate of Arts and Sciences (A.A.&S.) degree in the College/University Transfer Program. Visit the Virginia Community College Website at (http://www.vccs.edu/vccsasr/vccstransfer.htm) for additional information on the State Policy on Transfer. Blue Ridge Community College also has more specific guaranteed admission and articulation agreements with a number of Virginia Senior institutions. Details about these agreements may be found at www.brcc.edu/services/advising/transfer/gaa.htm.
Visit the College Counseling Center or the Student Services website at www.brcc.edu/services/program/transfer.html for further information on any of these agreements.

**Cooperative Education Program with Mary Baldwin College**

Flexibility and options characterize Mary Baldwin College. Blue Ridge students can pursue their B.A. or B.S. degrees through either Mary Baldwin’s traditional program or Adult Degree Program (ADP). Young women are encouraged to apply to Mary Baldwin’s traditional program, which accepts up to 66 transfer credits from BRCC and offers scholarship opportunities depending on grade point average. Adult men and women may transfer up to 99 credits from BRCC and other accredited colleges, attend full or part-time, and/or receive credit for work experience. Because the Adult Degree Program recognizes that adult students are juggling work, family, and community responsibilities, ADP offers independent study options in addition to traditional on-campus classes. Financial aid is available to both adult and traditional students. Mary Baldwin offers over thirty majors, as well as the opportunity to earn teacher certification. For additional information, contact Ms. Marion Ward at 234-9261, ext. 2345 or toll free at 1-888-750-2722, ext. 2345; TDD 234-0848; or in room E112 on the Weyers Cave campus. E-mail address: (wcadp@mbc.edu).

**Old Dominion University TELETECHNET Program**

In partnership with Blue Ridge Community College, Old Dominion University offers students opportunities to earn Bachelor’s and Masters degrees by taking courses at the Blue Ridge Community College campus without having to leave the Shenandoah Valley.

Eligible students seeking a Bachelor’s degree should have already completed approximately the first two years of college coursework. To assist students in the transition, a detailed academic advising guide has been created for students transferring into ODU programs.

Among the Bachelor’s degrees offered are Business Administration; Criminal Justice; Health Sciences; Human Services Counseling; Nursing; Professional Communications, Occupational and Technical Studies; Mechanical; Civil; Electrical (General or Computer Option) Engineering Technologies; and Teacher Education (PreK-6).

Masters degrees offered are Nursing, Special Education, and Occupational and Technical Studies.

For more information, call (540) 234-9345, or contact the ODU office located at BRCC in room E112. E-mail address: (ttnbrcc@odu.edu). Visit ODU’s website at (http://www.brcc.edu/odu).
Services for Students

Counseling

The Counseling Center offers educational support services to enrolled students. These services help students to acquire skills and to access resources and information that are necessary for academic success. Trained counselors and advisors are available to help students establish their occupational and educational goals, and to identify and address obstacles to academic achievement. Advisement and counseling services include, but are not limited to:

Academic Advising

Counselors work with degree and non-degree seeking students to help them select courses and programs that meet their occupational and educational goals. Counselors also provide information and resources on transfer requirements of four-year colleges and universities.

Academic Support

Through course offerings, workshops, and advising sessions, students may learn how to manage time, study more effectively, and minimize test anxiety. Counselors can also refer students to appropriate professionals and community support services if personal problems are inhibiting the learning process.

Career Services

The Division of Academic Support Services provides resources and services to assist students and graduates in carrying out decisions related to obtaining a rewarding career. Comprehensive career resources, advising sessions, and classroom presentations help students learn how to acquire self-knowledge, knowledge of careers and employers, transfer opportunities, and the lifelong ability to conduct a job search. Graduates and current students also are notified of job listings through postings on the BRCC website (www.brcc.edu), on the Weyers Cave campus and at the Harrisonburg and Augusta Centers. Students should contact the Coordinator of Career Services for additional information.

College Preparedness Testing

Students who wish to enroll in a curriculum or in English or mathematics classes are required to take an adaptive, computerized, untimed test unless they are exempt. The testing helps to ensure that students either possess at the time of admission, or acquire through appropriate developmental studies, the basic skills of reading, writing, and mathematics. Students may be required to meet minimum levels of reading proficiency in order to enroll in most credit-level courses. Students who have scores of 530/Reading, 530/Writing, and/or 520/Math on the Scholastic Aptitude Test (SAT) or ACT scores of 20 or higher Verbal/Math, or who have successfully completed developmental or college-level English and mathematics are exempt from taking all or portions of the College Preparedness Test.

Disability Services

The Office of Disability Services is part of the Blue Ridge Community College Counseling Center. Its mission is to provide disabled students with the support services needed to access the College and its programs. Any individual who has a physical or mental impairment that substantially limits one or more major life activities and who has a record of such impairment is eligible for services. Relevant documentation of a disability is required in order to obtain requested services. Students must contact the Coordinator of Disability Services to be considered for any accommodation. Individual instructors do not grant accommodations.

Peer Tutoring

The College offers one-on-one and small group academic support to students. The concept of students tutoring students has proven to be a successful, enriching endeavor for participants. This service is coordinated through the Learning Assistance Center and involves no cost for those who participate. The College pays qualified tutors a competitive wage.

Applications to become a tutor, or to receive assistance, can be obtained from the Learning Assistance Center in the Houff Student Center.
Shuttle Service

The BRCC Shuttle offers free transportation for students from Rockingham and Augusta Counties, as well as the cities of Harrisonburg and Staunton, and offers connecting service to Waynesboro. The shuttle schedule is located at http://www.brcc.edu/student/shuttle.htm.

Student Activities

The College offers a variety of student activities that cater to student interests in educational, cultural and social experiences. Student government, intramural athletics, honor societies and special interest groups operate with the approval of the Student Government Association and the College administration. The procedures and policies necessary for official recognition can be obtained from the Student Activities Director.

A student activities fund is established to support the program. The fund consists of a portion of the comprehensive student fee, receipts from student activities, and other local contributions. These funds support only student activities which have been authorized by the duly-elected student government, its advisors, the College administration and College Board. The College Board is responsible for the control of these funds under the procedures established by the Virginia Community College System. Accounts for all student organizations are maintained by the Vice President of Finance and Administration and all funds must be deposited and disbursed through that office. Off-campus accounts are prohibited.

Computers for Student Use

Computer support for students is available on campus in F112 seven days a week. Hours are posted in the Lab, on the Internet at (http://www.brcc.edu/computer_lab/) or call ext. 2219 for details. Other networked computing labs at Weyers Cave (F108, F109, F110, F115) are also available to students when they are not being used for classes. There are also networked computers available for student use in the Houff Library and Learning Assistance Center. Additional computing facilities are available at the BRCC Harrisonburg and Augusta Centers (hours may vary).

Learning Assistance Center

The Learning Assistance Center provides instructional resources in a variety of disciplines for students. College preparedness testing and make-up testing is also scheduled in the Learning Assistance Center. The Learning Assistance Center is equipped with calculators, cassette and videotape players, and microcomputers. The center is open Monday through Thursday, 8:30 a.m. until 9 p.m., and on Friday, 8:30 a.m. until 4:30 p.m.

The Houff Library

The Houff Library provides access to a broad range of print and digital resources that support courses offered at the College. The current collection includes over 50,000 volumes and approximately 10,000 print and online journal subscriptions. The library maintains a sizable children's book section and a local Virginia Collection. The library participates in resource sharing through memberships in VIVA (Virtual Library of Virginia), SOLINET (Southeastern Library Network), and the VCCS (Virginia Community College System).

Resources

Students have access to WebPac (the library's online catalog) and over 300 periodical indexes and research databases from networked computers on campus. The library also provides access to these resources from the Harrisonburg and Augusta Centers as well as 24-hour-a-day access from any internet-ready computer located off-campus. Please call ext. 2247 for assistance.

Services

The library staff provides research and instructional services to support the general curriculum and specific courses. Interlibrary Loan (ILL) services are provided, free of charge, to enable students to request books and journal articles that are not available in the Houff Library collection.

Students and community members are urged to take advantage of the library's collection and reference sources. As a community service, the Houff Library is open to the public free of charge.

Information

Hours: Monday-Thursday 7:45 a.m. to 9:00 p.m.
       Friday 7:45 a.m. to 5:00 p.m.

During breaks and holidays, hours may vary and are posted in the library and on the library's web site at (www.brcc.edu/library).
Workforce Services and Continuing Education

The primary focus of BRCC’s Division of Workforce Services and Continuing Education (WSCE) is to respond to the needs and interests of its community by offering a broad range of educational and training opportunities and services.

Programs and services include customized training and related performance improvement services to meet workforce development needs of public and private employers; personal and professional development courses for individual community members that range from the latest in computer software training to professional and career enhancement courses to leisure activities and self-improvement courses; a summer program for youth; special community services programs; and community and economic development activities.

Commercial Driving School

BRCC’s Commercial Driving School provides instruction to equip beginning or experienced drivers with the skills they need to be successful and earn either a Class A or Class B Commercial Driver’s License (CDL). A full-time, five week tractor-trailer driving (Class A) program is offered for which students can earn 12 hours of college credit. For those students unable to attend full-time, WCSE offers a part-time non-credit Class A CDL program customized to meet individual needs and schedules. Customized training for companies is also available.

All programs feature classroom, practice range, and extensive “hands-on” over-the-road training. Students apply what they have learned and gain real industry experience by hauling loads throughout Virginia and by backing into customer docks under the supervision and guidance of their professional trainers.

Career Switcher

Want to switch careers and teach? The Virginia Community College Career Switcher Program is an initiative by the Virginia Community College System (VCCS) that proves it’s never too late to teach. As a Department of Education approved alternate route to licensure in high-need areas, eligibility for the program includes qualifications such as having a bachelor’s degree from an accredited institution, five years work experience, and successful scores on the Virginia Communication and Literacy Assessment (VCLA) test (after 12/31/06) and Praxis II.

For full eligibility requirements and further details, visit: www.vccs.edu/switchers/ or contact Patty Lotts at 540-453-2340 or via email at LottsP@brcc.edu.

Computer Training Center

BRCC’s Computer Training Center provides high-quality, hands-on computer training to individuals and businesses throughout the central Shenandoah Valley. Course offerings are determined by technological change and advancement and individual and industry demands. Training can be provided on-site or in state-of-the art computer labs on the Weyers Cave campus, at the Harrisonburg Center, or at the Augusta Center on the Augusta Medical Center campus.

The Computer Training Center offers:
- Introductory computer and keyboarding courses
- Introductory and advanced training in a variety of software applications
- Web development, including site design, graphics and animation, database-driven sites, Internet programming courses, and a certificate program
- Hardware courses
- MOS certification preparation courses
- A+ preparation courses
- Specialized computer services, including one-on-one problem-solving to meet individual or specific business needs
The Computer Training Center also coordinates and administers MOS (Microsoft Office Specialist) examinations through the iQCenter located at the Harrisonburg Center.

Learning Can Be Fun

The “Learning Can Be Fun” (LCBF) summer youth program offers a “hands-on” approach to a variety of fascinating topics. Class size is kept to a minimum to allow for flexibility and individual instruction provided by a cadre of outstanding instructors. Classes are scheduled from late June through early August and usually consist of 15 hours of instruction within a one-week period. Children are generally grouped in rising grades K through 1, 2 through 4, and 5 through 8. The “LCBF Grad School” provides an opportunity for youth in rising grades 9 through 12 to continue learning and to begin some career exploration.

Leisure Activities and Self-Improvement Courses

For those who just want the opportunity to learn something new or different in a relaxed, non-threatening environment, Workforce Services and Continuing Education offers a variety of courses for many different interests. From motorcycle riding and gourmet cooking to photography and ballroom dancing, BRCC’s special interest courses can instruct, entertain, enhance leisure time, and improve the quality of life.

Professional and Career Development

A number of special interest courses and seminars focus on topics ranging from resume-writing and interviewing techniques to writing skills and active listening. Specialized professional development workshops, such as the Management and Supervision Non-Credit Certificate program, the Dental Radiation Safety Seminar, the Certified Pharmacy Technician Preparation Courses, and the Medical Office Assistant Program are offered. Other certificate programs include High Performance Manufacturing Certification, Supervisory Training Program for the Construction Industry, and Command Spanish® for the workplace.

Shenandoah Valley Small Business Development Center

The Shenandoah Valley Small Business Development Center has offices at Blue Ridge Community College and James Madison University. The Center provides prospective and existing small and medium-sized businesses with counseling, training, and specialized services regarding business formation, financing, management, and operation. High quality, in-depth, one-to-one confidential counseling services are offered free of charge. Assistance is provided to solve problems related to operations, manufacturing/engineering, technology exchange/development, personnel administration, marketing and sales, finance/accounting, business strategy development, and other topics. For information and assistance, contact the Small Business Development Center at Blue Ridge Community College (540-248-0600) or James Madison University (540-568-3227).

Women’s Resource Center

The BRCC Women’s Resource Center assists women in making informed choices that will enable them to successfully meet challenges in the workplace and in their personal lives. While the Women’s Resource Center focuses on the needs of women, men are encouraged to attend programs of mutual interest.

The Women’s Resource Center offers a growing variety of services to the College and community, such as:

- A resource library, with more than 800 books on personal growth, relationships, parenting, finances, career strategies and other “real life” topics. Area residents are welcome to borrow library materials for short-term use.

- Speakers for meetings of civic organizations and other groups.

- Special interest non-credit course offerings to promote personal and professional development.

- Temporary emergency financial assistance for BRCC students (men and women).
Workforce Services for Employers

The WSCE team provides top quality educational and training services to address existing and emerging workforce development needs of area employers.

Needs Assessment: The WSCE division works with area employers to conduct comprehensive needs assessments to help organizations identify immediate as well as long-range training goals.

Customized Training: Recognizing that each organization is unique, WSCE specializes in providing customized training tailored to meet the needs of employers and their workforce. Training programs feature flexible scheduling and convenient locations. Employers may choose to have customized training programs offered at their own facility, the College’s Plecker Workforce Center on the Weyers Cave Campus, the Harrisonburg Center, or the Augusta Center at Augusta Medical Center. Training includes topics such as: Communication Skills, including technical reading, writing, listening, speaking, and conflict resolution; Problem-Solving/Decision-Making Skills; Customer Service; Employee Relations; Computer Skills; Supervisory and Management Skills, including team building and time management; Leadership Skills; and other specialized topics, such as ISO9001 and GIS/GPS Implementation Plans. The WSCE division also offers pre-employment training and assessment services for area employers.

Job Analysis and Skills Assessment: WSCE uses both WorkKeys® and Profiles International Assessment Systems to help employers determine “job fit” between their positions and their employees. Companies that use validated assessments typically achieve substantial benefits, including: improved employee selection and advancement procedures, reduced overtime, training time, and turnover, increased productivity and employee morale, and fewer legal challenges to hiring processes.

Senior Citizen Registration

The Code of Virginia (Section 23-38.56) and Virginia Community College System policies permit senior citizens who meet the qualifying criteria listed below to take non-credit courses at Blue Ridge Community College without having to pay course tuition. If you are a senior citizen and you wish to take a non-credit course, you may qualify for free tuition (except fees established for the purpose of paying for course materials, such as laboratory materials) if you meet the following criteria:

1. You have completed and have on file in the office of the Division of Workforce Services and Continuing Education a current “Senior Citizen Application for Non-Credit Enrollment; the “Senior Citizen Application for Non-Credit Enrollment” form must be completed and filed annually. (Forms are available in the office of the Division of Workforce Services and Continuing Education.)

2. You are 60 years of age or older.

3. You have been legally domiciled in Virginia for the last 12 months.

In accordance with state and VCCS policies, senior citizen enrollment is processed on a space-available basis, and by law, registration is completed after all tuition-paying students have been accommodated. If space is available on the day before the course begins, the senior citizen may apply for admission to the course. All individuals must have completed course registration in order to attend a non-credit course.
# Programs of Study

## Accounting

Award: Associate of Applied Science Degree

## Administration of Justice

Administration of Justice
Award: Associate of Applied Science Degree

## Advanced Conversational Spanish

Award: Career Studies Certificate

## American Sign Language

Award: Career Studies Certificate

## Arboriculture

Award: Career Studies Certificate

## Art: Fine Arts

Award: Fine Arts Certificate

## Automotive Analysis and Repair

Award: Diploma

## Business Management

Management
Award: Associate of Applied Science Degree

## College/University Transfer Program

College/University Transfer
Award: Associate of Arts & Sciences Degree

### Administration of Justice

Administration of Justice
Award: Associate of Applied Science Degree

Administration of Justice
Award: Certificate

Applications in Law Enforcement
Award: Career Studies Certificate

### Advanced Conversational Spanish

Award: Career Studies Certificate

### American Sign Language

Award: Career Studies Certificate

### Arboriculture

Award: Career Studies Certificate

### Art: Fine Arts

Award: Fine Arts Certificate

### Automotive Analysis and Repair

Award: Diploma

### Business Management

Management
Award: Associate of Applied Science Degree

Management, Administrative and Information Specialization
Award: Associate of Applied Science Degree

Basic Office Skills
Award: Career Studies Certificate

Leadership and Supervision
Award: Career Studies Certificate

Quality Improvement
Award: Career Studies Certificate

### College/University Transfer Program

College/University Transfer
Award: Associate of Arts & Sciences Degree

College/University Transfer, Radiographic Technology
Award: Associate of Arts & Sciences Degree

College/University Transfer, Teacher Education Specialization
Award: Associate of Arts & Sciences Degree
Computer and Electronics Technology

Computer and Electronics Technology
Award: Associate of Applied Science Degree

Computer and Electronics Technology, Computer Network Technologies Specialization
Award: Associate of Applied Science Degree

Computer Network Technologies
Award: Career Studies Certificate

Culinary Arts and Management

Culinary Arts and Management
Award: Associate of Applied Science Degree

Gerontology

Award: Career Studies Certificate

Health Sciences

Award: Certificate

Horticulture

Award: Career Studies Certificate

Human Services

Human Services
Award: Associate of Applied Science Degree in Health Technology

Information Systems Technology

Award: Associate of Applied Science Degree
Computer Applications for Professionals
Award: Career Studies Certificate
Computer Network Technologies
Award: Career Studies Certificate
Computer Science
Award: Career Studies Certificate
E-Commerce for Small Business
Award: Career Studies Certificate
Information Technology
Award: Career Studies Certificate
Multimedia Development and Integration
Award: Career Studies Certificate
Web Design
Award: Career Studies Certificate
Web Programming
Award: Career Studies Certificate

Mechanical Engineering Technology

Mechanical Design Technology
Award: Associate of Applied Science Degree
Computer-Aided Drafting and Design Technology
Award: Certificate
Computer-Aided Drafting (CAD)
Award: Career Studies Certificate
Quality Control.............................................................................................................................................. 77, 98
Award: Career Studies Certificate

Engineering ................................................................................................................................................ 78
No Award: First year course requirements toward a Bachelor’s Degree in Engineering

Medical Coding–Hospital
Award: Career Studies Certificate................................................................................................................. 97

Medical Coding–Office
Award: Career Studies Certificate................................................................................................................. 97

Nursing
Nursing ........................................................................................................................................................ 80
Award: Associate of Applied Science Degree

Technical Studies
Technical Studies............................................................................................................................................... 85
Award: Associate of Applied Science Degree

Technical Studies, High Performance Manufacturing.................................................................................. 86
Award: Associate of Applied Science Degree

Automated Manufacturing Foundations.................................................................................................... 87
Award: Career Studies Certificate

Automation in Manufacturing....................................................................................................................... 87
Award: Career Studies Certificate

Veterinary Technology
Veterinary Technology....................................................................................................................................... 88
Award: Associate of Applied Science Degree in Animal Science

Veterinary Technology Distance Education Program..................................................................................... 89
Award: Associate of Applied Science Degree in Animal Science

Veterinary Assisting .................................................................................................................................... 90, 98
Award: Career Studies Certificate
# Accounting

**Award:** Associate of Applied Science Degree

**Major:** Accounting

Possible occupations for graduates: accounting trainee, junior accountant, accounting technician, bookkeeper, or office manager.

The A.A.S. degree program with a major in Accounting is designed for people who seek employment or professional development in the accounting or business field.

## Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I a</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC/BUS/IST</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Microcomputer Application in Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 120</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
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<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>MTH 141</td>
<td>Business Mathematics I</td>
<td>3</td>
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<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>ACC 221</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC/BUS/IST</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>FIN 215</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 231</td>
<td>Cost Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 222</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 275</td>
<td>Capstone Seminar in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts Elective b</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective b</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

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a Students who take ENG 111-112 must also take SPD 110 or BUS 270.

b Please refer to page 90 for the list of Humanities/Fine Arts electives and Social/Behavioral Science electives that are approved to fulfill these requirements.
Administration of Justice

Students who wish to pursue an education in the area of Criminal Justice have several options from which to choose. The options include:

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree in Administration of Justice</td>
</tr>
<tr>
<td>Certificate in Administration of Justice Certificate (transfer option)</td>
</tr>
<tr>
<td>Career Studies Certificate in Applications in Law Enforcement</td>
</tr>
</tbody>
</table>

Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

Administration of Justice

Award: Associate of Applied Science Degree
Major: Administration of Justice

Possible occupations for graduates (depending upon the level of education and training): police officer, trooper, deputy sheriff, jailer, correctional officer, investigator, security guard, and loss prevention manager.

The A.A.S. degree program with a major in Administration of Justice is designed to be a highly flexible and customizable program for people who seek full-time employment in the criminal justice system as well as for in-service officers. This degree is for students who do not plan to earn a bachelor’s degree.

In-service sworn personnel who document graduation from the basic law enforcement school at a Department of Criminal Justice Services Regional Academy will be eligible for credit for ADJ 100, ADJ 115, ADJ 211, ADJ 236, and 3 hours in physical education, upon successful completion of the remainder of the ADJ A.A.S. curriculum or ADJ certificate. In-service sworn personnel who document graduation from the Virginia State Police Academy will be eligible for credit for ADJ 100, ADJ 115, ADJ 211, ADJ 236, six (6) hours of ADJ electives, and 3 hours in physical education. Some additional courses offered by or through the Academies also may be eligible for college credit, but only if taken after enrolling concurrently at BRCC. Please contact the Admissions and Records Office for details.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJ 100</td>
<td>Survey of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SDV 100</td>
<td>College Success Skills</td>
<td>1</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective a</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

| Second Semester | | |
| ADJ 120 | Introduction to Courts | 3 |
| ADJ Elective | | 3 |
| MTH 103 or higher math course | | 3 |
| OR any Laboratory Science | (4) |
| ENG 112 | College Composition II | 3 |
| HLT/PED Elective | | 2 |
| | | 17 or 18 |
### Third Semester

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ 140</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 133</td>
<td>Ethics for the Criminal Justice Professional</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 215</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required**: 66 or 67

---

**Transfer Option: Administration of Justice**

**Award: Certificate**

The Administration of Justice Certificate is designed for students who anticipate careers in law enforcement, corrections, and related areas. The course work and program are designed to prepare students for entry-level jobs and career advancement. This certificate is also for students who plan to earn a bachelor’s degree.

Students who wish to earn the Associate of Arts and Sciences Degree in College/University Transfer may apply all course work from this certificate to the degree. Blue Ridge Community College has formed partnerships with selected four-year institutions, so that upon completion of both certificate and the associate degree program, students who transfer into Administration of Justice majors will have General Education requirements satisfied and will be granted junior standing. The College has these agreements with James Madison University, Radford University, and Virginia Commonwealth University.

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**Curriculum**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
| First Semester
| ADJ 100    | Survey of Criminal Justice                  | 3       |
| ADJ        | Elective                                  | 3       |
| ADJ        | Elective                                  | 3       |
| ENG 111    | College Composition I                      | 3       |
| ITE 115    | Introduction to Computer Applications and Concepts | 3       |

| Second Semester
| ADJ        | Elective                                  | 3       |
| ADJ        | Elective                                  | 3       |
| ADJ        | Elective                                  | 3       |
| ENG 112    | College Composition II                     | 3       |
| SPD 110    | Introduction to Speech Communication       | 3       |
| SOC        | Elective                                  | 3       |

**Total credits required**: 33

---

*SPA 101 is recommended. Please refer to page 90 for the list of Humanities/Fine Arts and Social/Behavioral Science electives that are approved to fulfill these requirements. SOC 235 and SOC 236 are recommended Social/Behavioral Science electives.*

*ENG 111 must be taken prior to ADJ 215.*
Career Studies Certificate Option

Applications in Law Enforcement
Award: Career Studies Certificate

Purpose: to provide a flexible set of learning experiences that will enhance the education and professional development of both in-service officers and those aspiring to criminal justice careers. Completion of this career studies certificate also will benefit people who are interested in learning how the criminal justice system works. This career studies certificate is for students who may want to earn the A.A.S. degree in Administration of Justice.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ 100</td>
<td>Survey of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 111</td>
<td>Law Enforcement Administration I</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 229</td>
<td>Law Enforcement and the Community</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 232</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective a</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 18

a SPA 150 may also be used
Art

Students who wish to pursue an education in the area of art may choose from two options. The options include:

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferable Program: Certificate in Fine Arts</td>
</tr>
<tr>
<td>Career Studies Certificate in Introduction to Studio Art</td>
</tr>
</tbody>
</table>

Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

Transfer Option: Fine Arts

**Award: Certificate**

The Fine Arts Certificate provides students with an art foundation course of study that could be used to transfer into a baccalaureate degree program in art or to develop the fundamental knowledge and skills necessary for a career in art. It allows students that have completed the Introduction to Studio Art Career Studies Certificate to continue their academic studies in art. **Students who wish to earn the Associate of Arts and Sciences Degree in College/University Transfer may apply most coursework from this certificate to the degree.**

**Curriculum**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>History of Western Civilization II</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 101</td>
<td>History &amp; Appreciation of Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Fundamentals of Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 243</td>
<td>Watercolor I</td>
<td>(4)</td>
</tr>
</tbody>
</table>

| Total credits required | 18 |

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>History &amp; Appreciation of Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 132</td>
<td>Fundamentals of Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Watercolor II</td>
<td>(3)</td>
</tr>
</tbody>
</table>

| Total credits required | 12 |

Introduction to Studio Art

**Award: Career Studies Certificate**

Purpose: to provide a foundation for individuals interested in art for personal enrichment and for those interested in a career in art. The courses generally transfer to a four-year college or university. This program balances basic skills and knowledge with expressive concerns in order to encourage individuals to find their artistic vision. Courses may be applied to the Fine Arts Certificate.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>History and Appreciation of Art I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ART 102</td>
<td>History and Appreciation of Art II</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 121</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Plus two electives from the following:</td>
<td></td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 243</td>
<td>Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Watercolor II</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Total credits required** 15
Automotive Analysis and Repair

Award: Diploma  
Major: Automotive Analysis and Repair  
Length: Four semesters (two-year) curriculum*

Possible occupation for graduates: automotive technician in a new car dealership or independent service facility.

The Diploma in Automotive Analysis and Repair is designed for people who seek employment in the area of Automotive Technology.

Automotive students may participate in the cooperative education program during each semester. Students work at an approved site and receive credit toward graduation. Due to the sequencing of courses, students may only enter the program in the Fall semester. If student demand for the program exceeds capacity, then a waiting list for admission will be maintained. Students on the waiting list who are at college-level in English and at the MTH 03 level or higher in mathematics, or who have completed all needed developmental course work, will be given priority for admission if space becomes available in the program.

The program is Master Certified in all eight Automotive areas by the National Institute for Automotive Service Excellence and has received the Award for Excellence in Post-Secondary Vocational Education from the Motor Vehicle Manufacturers of the U.S. and the American Vocational Association.

* For a full-time student; part-time enrollment is not allowed.

Curriculum

Students may enter the program in the first semester of either the A or B sequence. Completion of both the A and B sequence of courses is required for graduation.

**Group A**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT 111</td>
<td>Automotive Engines I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 136</td>
<td>Automotive Vehicle Inspection</td>
<td>2</td>
</tr>
<tr>
<td>AUT 141</td>
<td>Auto Power Trains I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 197</td>
<td>Cooperative Education in Automotive Analysis</td>
<td>1</td>
</tr>
<tr>
<td>AUT 199</td>
<td>Supervised Study in Automotive Mechanics</td>
<td>(1)</td>
</tr>
<tr>
<td>AUT 275</td>
<td>Shop Management</td>
<td>2</td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I a</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>HLT 100</td>
<td>First Aid &amp; CPR</td>
<td>(2)</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development b</td>
<td>↓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16-17</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT 142</td>
<td>Auto Power Trains II</td>
<td>4</td>
</tr>
<tr>
<td>AUT 197</td>
<td>Cooperative Education in Automotive Analysis</td>
<td>1</td>
</tr>
<tr>
<td>AUT 199</td>
<td>Supervised Study in Automotive Mechanics</td>
<td>(1)</td>
</tr>
<tr>
<td>AUT 236</td>
<td>Automotive Climate Control</td>
<td>4</td>
</tr>
<tr>
<td>AUT 267</td>
<td>Automotive Suspension and Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II a</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>HLT 100</td>
<td>First Aid &amp; CPR</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15-16</td>
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</table>
Group B

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 121</td>
<td>Automotive Fuel Systems I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 197</td>
<td>Cooperative Education in Automotive Analysis</td>
<td>1</td>
</tr>
<tr>
<td>AUT 199</td>
<td>Supervised Study in Automotive Mechanics</td>
<td>(1)</td>
</tr>
<tr>
<td>AUT 241</td>
<td>Automotive Electricity I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 273</td>
<td>Automotive Drivability and Tune-Up I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 100</td>
<td>First Aid &amp; CPR</td>
<td>(2)</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development b</td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 122</td>
<td>Automotive Fuel Systems II</td>
<td>4</td>
</tr>
<tr>
<td>AUT 197</td>
<td>Cooperative Education in Automotive Analysis</td>
<td>1</td>
</tr>
<tr>
<td>AUT 199</td>
<td>Supervised Study in Automotive Mechanics</td>
<td>(1)</td>
</tr>
<tr>
<td>AUT 217</td>
<td>Computerized Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 245</td>
<td>Automotive Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 100</td>
<td>First Aid &amp; CPR</td>
<td>(2)</td>
</tr>
</tbody>
</table>

**Total credits required**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
</tr>
</tbody>
</table>

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a ENG 137 and ENG 138 should be taken during the first year.

b SDV should be taken only once.
Business Management

Students who wish to pursue an education in the area of Business Management have several options from which to choose. The curricula offerings enable students to begin with a Career Studies Certificate and to continue their studies culminating in an A.A.S. degree in Business Management.

Students who wish to pursue more than one of the programs of study should consult with an academic advisor or counselor for assistance in scheduling. The options include:

<table>
<thead>
<tr>
<th>Credits</th>
<th>A.A.S. Degree in Business Management</th>
<th>66</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A.A.S. Degree in Business Management, Administrative and Information Specialization</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Career Studies Certificate in Basic Office Skills</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Career Studies Certificate in Leadership and Supervision</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Career Studies Certificate in Quality Improvement</td>
<td>9</td>
</tr>
</tbody>
</table>

Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

Associate Degree Options

Management

Award: Associate of Applied Science Degree
Major: Management

Possible occupations for graduates: assistant manager, management trainee, manager of a small business, supervisor, sales representative, and other positions related to the business field.

The A.A.S. degree program with a major in Management is for people who seek employment or professional development in the business field. Full-time students may complete the following associate in applied science degrees in two years; part-time students determine their own pace.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>Business Elective a</td>
<td>3</td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I b</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS</td>
<td>Business Elective a</td>
<td>3</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Computer Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 120</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>MTH 141</td>
<td>Business Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>
Third Semester

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>Applied Accounting c</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACC 211 Principles of Accounting I</td>
<td>(3)</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>FIN 215</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Social/Behavioral Science Elective d

Total credits required 18

Fourth Semester

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 200 Principles of Management</td>
<td>(3)</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>BUS</td>
<td>Business Elective a</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts Elective d

Total credits required 16

a Please refer to page 55 for the list of Business courses that are approved to fulfill these requirements. Other courses may be accepted with divisional approval. BUS 296: Coordinated Practice in Business is highly recommended.

b Students who take ENG 111-112 must also take SPD 110 or BUS 270.

c Students who take ACC 115 must also take a BUS elective in the fourth semester. ACC 211 must be followed by ACC 212.

d Please refer to page 90 for the list of Humanities/Fine Arts and Social/Behavioral Science electives that are approved to fulfill these requirements.

Management, Administrative and Information Specialization

Award: Associate of Applied Science Degree

Major: Management

Specialization: Administrative and Information

Possible occupations for graduates: administrative assistant, office services specialist, word processing specialist, office manager, and other related office administrative positions.

The A.A.S. degree program with a major in Management and an Administrative and Information Specialization is designed primarily for people who seek employment or professional development in the field of office administration. The program provides students with an opportunity to acquire skills and knowledge in new and emerging administrative and information technologies as well as basic management skills. Studies will include integrated computer software applications; organization and scheduling; project and time management; Internet services; document preparation; storage and retrieval; customer service; office procedures; and public relations.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AST 102</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS</td>
<td>Business Elective a</td>
<td>3</td>
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<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENG 111 College Composition I b</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1</td>
</tr>
<tr>
<td>Course No.</td>
<td>Title</td>
<td>Credits</td>
</tr>
<tr>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>BUS</td>
<td>Business Elective (^a)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Computer Business Applications</td>
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<tr>
<td>ECO 120</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>(3)</td>
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<td>HLT/PED</td>
<td>Health or Physical Education</td>
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<tr>
<td>MTH 141</td>
<td>Business Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 115</td>
<td>Applied Accounting (^c)</td>
<td>3</td>
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<td>or</td>
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<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>(3)</td>
</tr>
<tr>
<td>AST 243</td>
<td>Office Administration I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<td>or</td>
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<td></td>
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<tr>
<td>BUS</td>
<td>Business Elective (^a)</td>
<td>(3)</td>
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<td>AST 244</td>
<td>Office Administration II</td>
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<tr>
<td>ITD 110</td>
<td>Web Page Design I</td>
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<td>Business Elective (^a)</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities/Fine Arts Elective (^d)</td>
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</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective (^d)</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>18</td>
</tr>
</tbody>
</table>

**Total credits required** 66

\(^a\) Please refer to page 55 for the list of Business courses that are approved to fulfill these requirements. Other courses may be accepted with divisional approval. BUS 296: Coordinated Practice in Business is highly recommended.

\(^b\) Students who take ENG 111-112 must also take SPD 110 or BUS 270.

\(^c\) Students who take ACC 115 must take a BUS elective in the fourth semester. ACC 211 must be followed by ACC 212.

\(^d\) Please refer to page 90 for the list of Humanities/Fine Arts and Social/Behavioral Science electives that are approved to fulfill these requirements.
Career Studies Certificate Options

Basic Office Skills

**Award: Career Studies Certificate**

Purpose: to provide students with an opportunity to acquire basic skills and knowledge to handle tasks needed for entry-level positions. Studies will include keyboarding and word processing with emphasis on document preparation, storage and retrieval, computer hardware and software, and office procedures. Once completed, courses in this career studies certificate may be applied toward other programs offered by the College, such as the A.A.S. degree in Management, with an Administrative and Information Specialization.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AST 102 Keyboarding II</td>
<td>(3)</td>
</tr>
<tr>
<td>AST 243</td>
<td>Office Administration I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AST 244 Office Administration II</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Leadership and Supervision

**Award: Career Studies Certificate**

Purpose: to provide students with an opportunity to acquire basic skills and knowledge in the areas of Leadership and Supervision. Studies will include topics in leadership skills, problem solving, decision making, effective communications, dealing with conflict and employee relations, delegation, motivation, time management, team building, process improvement and others. Once completed, courses in this career studies certificate may be applied toward the Certificate in Supervision and the A.A.S. degree in Business Management.

**First Semester**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 118</td>
<td>Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENG 111 College Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
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<tr>
<td><strong>Total credits</strong></td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 120</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 270</td>
<td>Interpersonal Dynamics in the Business Organization</td>
<td>3</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENG 112 College Composition II</td>
<td>(2)</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
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<td><strong>24</strong></td>
</tr>
</tbody>
</table>

*This course must be chosen from the A.A.S. degree curriculum in Business Management.*
**Quality Improvement**

**Award:** Career Studies Certificate

Purpose: to provide students with a basic understanding in the area of Quality Improvement. Special emphasis is placed on problem solving, teamwork, and developing an understanding of variation, statistical process control (SPC), processes, and systems. Once completed, this career studies certificate may be applied toward the A.A.S. degree in Business Management.

**Curriculum**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Applied Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209</td>
<td>Continuous Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required**

9

**Approved Business Electives**

All ACC, AST, BUS, FIN, ITE, ITD, ITP, ITN, or REA courses are approved Business electives.
College/University Transfer

Award: Associate of Arts & Sciences Degree
Major: College/University Transfer

The College/University Transfer program offers a core of college-level general education courses equivalent in content to those taken by freshmen and sophomores at four-year colleges and universities. The goal of this program is to provide students with a broad introduction to some of the major fields of study in the liberal arts as well as to provide the foundation for upper-level college courses. The program is flexible enough to allow students to begin to fulfill the basic transfer requirements for a variety of majors offered at senior institutions. Full-time students can complete this program in two years (excluding the time needed to complete developmental studies, if required). Part-time students determine their own pace.

In order to prepare for transfer to a four-year college or university, students may consult a counselor or faculty advisor to schedule courses that meet the specific requirements of the senior institutions they are considering. Students are also encouraged to discuss their educational plans with the admissions officers at the four-year college or university. Finally, students should request a community college transfer guide directly from the college or university in which they plan to enroll or consult that institution’s website.

Nearly all four-year colleges and universities in Virginia, as well as some private institutions in the state, now abide by the Virginia State Policy on Transfer. The policy states that students who complete the Blue Ridge Community College A.A.&S. degree in College/University Transfer will have met all lower division general education requirements at participating institutions. Please note that the policy does not guarantee admission to these institutions nor does it imply that each individual community college course will transfer. A copy of the Virginia State Policy on Transfer and additional information on articulation agreements with Virginia four-year colleges and universities are available in the College Counseling Center. The Counseling Center also has a very useful academic advising guide for the most popular transfer majors. Students may consult this guide to assist them in planning which courses to enroll in if they plan to transfer to a specific major.

Please note that the following certificates or career studies certificates may be applied towards the College/University Transfer degree: Fine Arts, Administration of Justice, Computer Science, and Information Technology.

Admission Requirements: A high school diploma or the equivalent is required for entry into this program. High school graduates who enroll in the College/University Transfer Program are encouraged to have completed a college preparatory program of study in high school (or the equivalent) which included English, mathematics (algebra I & II minimum), laboratory sciences, social sciences, and foreign languages.

Students may be eligible to receive credit for some courses in this curriculum through the College’s advanced standing process. Please consult a college counselor for additional information.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
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<tr>
<td>HIS 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 111</td>
<td>History of World Civilization I</td>
<td>(3)</td>
</tr>
<tr>
<td>HIS 121</td>
<td>United States History I</td>
<td>(3)</td>
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<tr>
<td>HLT/PED</td>
<td>Health or Physical Education a</td>
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<tr>
<td>MTH</td>
<td>Mathematics I</td>
<td>3</td>
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<td>SDV</td>
<td>Student Development</td>
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<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>-------------</td>
<td>------------------------------------</td>
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<tr>
<td>ITE 120</td>
<td>Principles of Information Systems</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC 200</td>
<td>Introduction to Computer Science</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 112</td>
<td>History of World Civilization II</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 122</td>
<td>United States History II</td>
<td>(3)</td>
</tr>
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<td>HLT/PED</td>
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<tr>
<td>MTH</td>
<td>Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>SPD 110</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>Approved Elective</td>
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<tr>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 241</td>
<td>Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
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<tr>
<td>ENG 243</td>
<td>Survey of English Literature I</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Other Literature Course d</td>
<td>(3)</td>
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<tr>
<td>Social Science Elective e</td>
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<td></td>
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<tr>
<td>Approved Electives</td>
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<tr>
<td>Science with Laboratory c</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>ENG 242</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 244</td>
<td>Survey of English Literature II</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Other Literature Course d</td>
<td>(3)</td>
</tr>
<tr>
<td>Social Science Elective e</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td>f 6</td>
<td></td>
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<tr>
<td>Science with Laboratory c</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Total credits required</td>
<td>16</td>
<td></td>
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</tbody>
</table>

**Total credits required** 63

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a Total of two HLT/PED credits required in the program (excluding HLT 143-144)

b Any of the following math sequences are recommended, depending on major at four-year college or university: MTH 151-157, 163-270, 163-164, or 173-174. MTH 277, 279, and 285 may also be taken.

c BIO 101-102, CHM 101-102, CHM 111-112, PHY 201-202, either GOL 105 or NAS 130 in combination with one of these courses

d ENG 241, 242, 243, 244, 251, 252

e Minimum of six credits required in Social Science electives (economics, geography, political science, psychology, or sociology courses).

f 16 credits in approved electives required. Requirements of four-year institutions may vary. Students should consult a counselor or their faculty advisor to select electives and certain required courses that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer, that they will receive credit at the four-year institution.
College/University Transfer

Award: Associate of Applied Science Degree
Major: Radiologic Technology
(Partnership Program)

Possible occupations for graduates: radiologic technicians. With further training/education, graduates may specialize in CT imaging, sonography, nuclear medicine, angiography, mammography, radiation therapy, and MRI imaging.

Blue Ridge Community College offers an Associate in Arts and Sciences in College/University Transfer for graduates of the Rockingham Memorial Hospital Radiologic Training Program who have passed the American Registry of Radiologic Technologies (AART) licensing exam. The College/University Transfer—Radiologic Technology program is the result of an articulation agreement between Blue Ridge Community College and Rockingham Memorial Hospital. Four year colleges and universities may or may not accept in transfer the courses that are articulated through the agreement and students who complete the articulated degree are not eligible to participate in guaranteed admission agreements.

For information about general education requirements at BRCC, contact Ms. Beth Styers in the Counseling Center. For additional information about the Rockingham Memorial Hospital Radiologic Technology Program, call 540-433-4476.

RMH Radiologic Technology Program Prerequisites:

- high school graduation,
- placement at college-level in reading, writing, and mathematics or completion of any needed developmental course work (SAT or ACT scores may exempt from placement testing)
- Completion of two laboratory sciences (biology, chemistry, or physics) with grade of “C” or higher in high school or completion of BIO 101 and CHM 101 at BRCC
- Personal interview with program staff
- Submission of RMH program application and all required materials by December 1.

Curriculum

<table>
<thead>
<tr>
<th>General Education Requirements (Completed at Blue Ridge Community College)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 145 Human Anatomy and Physiology for the Health Sciences(^a)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIS Choose from HIS 101-102, HIS 121-122, or HIS 121-122</td>
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</tr>
<tr>
<td>ITE 115 Introduction to Computer Applications and Concepts</td>
<td>3</td>
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<tr>
<td>MTH 151 Math for the Liberal Arts I</td>
<td>3</td>
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<tr>
<td>MTH 157 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 225 Selected Problems in Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SPD 110 Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>SDV Student Development</td>
<td>1</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>41</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses Articulated From the RMH School of Radiologic Technology(^b)</th>
<th></th>
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<tbody>
<tr>
<td>Radiation Physics</td>
<td>4</td>
</tr>
<tr>
<td>Health/Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Radiology Electives</td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

**Total Credits Required for Associate of Arts and Science Degree—Radiologic Technology Partnership Program**  63

\(^a\) BIO 145 is completed during the summer following acceptance into the RMH program.

\(^b\) Articulated for graduates of the RMH Radiologic Technology program who successfully complete the ARRT licensing examination.
College/University Transfer

Award: Associate of Arts and Sciences Degree
Major: College/University Transfer—Specialization: Teacher Education

Possible occupations for graduates are elementary or secondary school teachers.

The A.A.& S. degree program with a major in College/University Transfer and a Teacher Education specialization is designed for students who wish to pursue a career in elementary or secondary education.

The specialization in Teacher Education prepares students with core knowledge and skills needed for entry into baccalaureate schools of education. Students should be knowledgeable about the specific requirements of the four year school of education to which they wish to transfer so that they may make appropriate course choices.

### Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 111</td>
<td>History of World Civilization I</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITE 120</td>
<td>Principles of Information Systems</td>
<td>(3)</td>
</tr>
<tr>
<td>CSC 200</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>MTH 151</td>
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<tr>
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<tr>
<td>MTH 157</td>
<td>Elementary Statistics</td>
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</tr>
<tr>
<td>MTH 163</td>
<td>Precalculus I</td>
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<td>Intro. to the Teaching Profession</td>
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<tr>
<td>ENG 241</td>
<td>Survey of American Literature I</td>
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<tr>
<td>ENG 243</td>
<td>Survey of English Literature I</td>
<td>(3)</td>
</tr>
<tr>
<td>HIS 121</td>
<td>U.S. History I</td>
<td>(3)</td>
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<tr>
<td><strong>Natural Science/Lab a</strong></td>
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Legend:
- a: Choose one natural science course with a laboratory component.
- b: Choose one approved elective course.
- c: Choose one social science course.
- d: Choose one other literature course.
### Fourth Semester

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<td>ENG 242</td>
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<td>ENG 244</td>
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<td>or</td>
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<tr>
<td></td>
<td>Other Literature Course</td>
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<tr>
<td>HIS 122</td>
<td>U.S. History II</td>
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<tr>
<td>GEO 210</td>
<td>Cultural Geography</td>
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<tr>
<td>HLT/PED</td>
<td>Health/Physical Education Electives</td>
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<tr>
<td>ECO 201</td>
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<td>3</td>
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<td></td>
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</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Economics II</td>
<td>(3)</td>
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</table>

**Total Credits Required for Associate of Arts and Sciences Degree, Teacher Education Specialization:** 63

- **a** BIO 101-102, CHM 101-102, CHM 111-112, PHY 201-202, GOL 105, or NAS 130.
- **b** 4 credits in approved electives required. Requirements of four-year institutions may vary. Students should consult a counselor or their faculty advisor to select electives and certain required courses that will satisfy baccalaureate major requirements. In addition, they should confirm with the college or university to which they plan to transfer, that they will receive credit at the four-year institution.
- **c** Choose from the list of approved Social Science electives on page 90.
- **d** ENG 241, 242, 243, 244, 251, 252. Humanities/Fine Arts course may be substituted with divisional approval.
Courses that Fulfill the Requirements for the AA&S Degree in College/University Transfer

1. All BRCC requirements and electives must be selected from the courses listed below. Any course taken that is not listed will not count toward graduation requirements unless students complete and have approved in advance, a “Program Adjustment Form”.

2. PLEASE NOTE: BRCC’s degree requirements do not necessarily fulfill the general education requirements of the college to which you wish to transfer unless there is a specific articulation agreement to that effect. Currently BRCC has such agreements for its graduates with many state-assisted and some private four-year colleges and universities. Many of the courses listed below do not transfer to every four-year college or university. It is the student’s responsibility to a) Check with a BRCC counselor or advisor, b) Consult the transfer guides of four-year colleges and universities, c) Look up transfer requirements on the college website and/or d) Check directly with the four-year institution to which one intends to transfer, in order to determine if particular courses transfer.

3. Students are responsible for ensuring that prerequisites have been met before registering for any course. Consult the course descriptions in this document for further information.

Required General Education Courses

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<tr>
<th>Subject</th>
<th>Courses</th>
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<td><strong>Required General Education Courses</strong></td>
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<tr>
<td>English (6 credits required)</td>
<td>ENG 111 College Composition I</td>
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<td>ENG 112 College Composition II</td>
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<tr>
<td>Health/Physical Education (2 credits required)</td>
<td>All HLT and PED courses except HLT 143 and HLT 144</td>
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<tr>
<td>History (6 credits required)</td>
<td>HIS 101 History of Western Civilization I</td>
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<td>HIS 102 History of Western Civilization II</td>
</tr>
<tr>
<td></td>
<td>HIS 111 History of World Civilizations I</td>
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<tr>
<td></td>
<td>HIS 112 History of World Civilizations II</td>
</tr>
<tr>
<td></td>
<td>HIS 121 United States History I</td>
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<tr>
<td></td>
<td>HIS 122 United States History II</td>
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<tr>
<td>Information Systems Technology (3 credits required)</td>
<td>ITE 115 Introduction to Computer Applications and Concepts or</td>
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<tr>
<td></td>
<td>CSC 200 Introduction to Computer Science or</td>
</tr>
<tr>
<td></td>
<td>ITE 120 Principles of Computer Information Systems</td>
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<tr>
<td>Literature (6 credits required)</td>
<td>ENG 241 Survey of American Literature I</td>
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<td>ENG 242 Survey of American Literature II</td>
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<td>ENG 243 Survey of English Literature I</td>
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<td>ENG 251 Survey of World Literature I</td>
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<td>ENG 252 Survey of World Literature II</td>
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<td>Mathematics (6 credits required)</td>
<td>MTH 151 Mathematics for the Liberal Arts I</td>
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<td>MTH 157 Elementary Statistics **</td>
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<td>MTH 163 Precalculus I</td>
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<td>MTH 164 Precalculus II</td>
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<tr>
<td></td>
<td>MTH 173 Calculus with Analytic Geometry I</td>
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<td>MTH 174 Calculus with Analytic Geometry II</td>
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<td>MTH 270 Applied Calculus</td>
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<td>MTH 277 Vector Calculus</td>
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<td>MTH 279 Ordinary Differential Equations</td>
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<td>MTH 285 Linear Algebra</td>
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<td>Natural Science/Lab (8 credits required)</td>
<td>BIO 101 General Biology I</td>
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<td>BIO 102 General Biology II</td>
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<td>CHM 101 General Chemistry I</td>
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<td>GOL 105 Physical Geology</td>
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<td>NAS 150 Elements of Astronomy</td>
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<td>PHY 201 General College Physics I</td>
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<td>SDV 100 College Success Skills</td>
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<td>SDV 101 Orientation to Health Sciences</td>
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<td>SDV 109 Leadership Development</td>
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<td>ECO 120 Survey of Economics *</td>
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<td>ECO 201 Principles of Economics I *</td>
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<tr>
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<td>GEO 210 People and Land: An Introduction to Cultural Geography</td>
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<td>GEO 220 World Regional Geography</td>
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<td>GEO 221 Regions of the World I</td>
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<td>PSY 201 Principles of Applied Psychology</td>
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<td>PSY 201 Introduction to Psychology I *</td>
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<td>SOC 215 Sociology of the Family</td>
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<td>SOC 255 Juvenile Delinquency</td>
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<td>SOC 256 Criminology</td>
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<td>SOC 255 Comparative Sociology</td>
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<td>SOC 268 Social Problems</td>
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<td>SPD 110 Introduction to Speech Communication</td>
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*(Students may receive credit for ITE 115, CSC 200, and ITE 120)*

*(Macroeconomics)*

*(Microeconomics)*
Approved Elective Courses

Each required general education course if not used to meet a requirement, can be used as an approved elective. The following list represents additional approved electives in this program. Sixteen elective credits are required.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Principles of Accounting I **</td>
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<tr>
<td>ACC 212</td>
<td>Principles of Accounting II **</td>
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<td>Computerized Accounting</td>
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<tr>
<td>ADJ 100</td>
<td>Survey of Criminal Justice</td>
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<tr>
<td>ADJ 110</td>
<td>Introduction to Law Enforcement</td>
</tr>
<tr>
<td>ADJ 111</td>
<td>Law Enforcement Organization &amp; Administration I</td>
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<td>Law Enforcement Organization &amp; Administration II</td>
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<td>Introduction to Courts</td>
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<td>ADJ 133</td>
<td>Ethics and the Criminal Justice Professional</td>
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<td>Introduction to Corrections</td>
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<td>Introduction to Computer Crime</td>
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<td>ADJ 211</td>
<td>Criminal Law, Evidence and Procedures I</td>
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<td>ADJ 216</td>
<td>Organized Crime and Corruption</td>
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<td>Terrorism and Counter-Terrorism</td>
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<td>Computer Science II****</td>
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<td>HIS 269</td>
<td>Civil War and Reconstruction</td>
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<td>HIS 276</td>
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<td>HIS 277</td>
<td>The American Experience in Vietnam</td>
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<td>HIS 279</td>
<td>Age of the American Revolution</td>
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<td>HUM 195</td>
<td>Honors Program (1 credit)</td>
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<td>HUM 201</td>
<td>Survey of Western Culture I</td>
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<td>HUM 202</td>
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<td>HUM 260</td>
<td>Survey of 20th Century Culture</td>
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<td>Designing Web Page Graphics</td>
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<td>Protocols and Communications</td>
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<td>ITP 210</td>
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<td>Java Programming I (cross lists as CSC 201)****</td>
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<td>ITP 122</td>
<td>C++ Programming</td>
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<td>ITP 200</td>
<td>Data Structures (cross lists as CSC 202)****</td>
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<td>ITP 258</td>
<td>Systems Development Project</td>
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<td>MTH 287</td>
<td>Mathematical Structures</td>
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<td>MUS 121</td>
<td>Music Appreciation I</td>
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<td>Immigrants in American Society</td>
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<td>SPA 101</td>
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<td>Beginning Spanish II</td>
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<td>Intermediate Spanish I</td>
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<td>Intermediate Spanish II</td>
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<td>SPD 131</td>
<td>Acting I</td>
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<td>Acting II</td>
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<td>SPD 136</td>
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<td>Oral Interpretation</td>
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<td>Film Appreciation I</td>
</tr>
<tr>
<td>SPD 152</td>
<td>Film Appreciation II</td>
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</tbody>
</table>

Additional elective courses may be approved with specific permission of the Vice President of Instruction and Student Services. The form students use to request such approval, “The Program Adjustment Form”, is available in the Admissions & Records Office.

* Students may not receive credit toward graduation requirements in this program of study for both PSY 200 and PSY 201, for both PSY 200 and PSY 202, for both PSY 230 and PSY 231, for ECO 120 and ECO 201, for both PSY 230 and PSY 231, for both PSY 230 and PSY 231, for ECO 120 and ECO 201, for ECO 120 and ECO 201.

** Students may not receive credit toward graduation in this program of study for both ACC 115 and ACC 211 or ACC 115 and ACC 212.

*** BUS 221 may not substitute for any math prefix course at Blue Ridge Community College. Students may not receive credit toward graduation requirements in this program of study for both BUS 221 and MTH 157.

**** Students may not receive credit for both CSC 201 and ITP 120.

***** Students may not receive credit for both CSC 201 and ITP 120.
Computer and Electronics Technology

Award: Associate of Applied Science Degree
Major: Computer and Electronics Technology

Possible occupations for graduates are: electronics technician, industrial electronics technician, instrumentation technician, consumer product repair technician, communications technician, computer network technician, and technical salesperson.

The A.A.S. degree program in Computer and Electronics Technology is designed for people who seek employment or professional development in the areas of computer and electronics technology, and is structured so that students need no previous electrical or electronics knowledge. The program provides students with knowledge and skills needed to prepare for the following certification testing: Certified Electronics Technician (ISCET) and Certified Electronics Associate (EIA).

Generally, the A.A.S. in Computer and Electronics Technology is the minimum requirement for many employment opportunities in the field.

Many BRCC Computer and Electronics Technology program graduates pursue a Bachelor of Science degree in Electrical Engineering through the Old Dominion University TELETECHNET program.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>ETR 106</td>
<td>Programming Methods for Electrical/Electronic Calculations</td>
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<tr>
<td>ETR 123</td>
<td>Electronics Applications</td>
<td>2</td>
</tr>
<tr>
<td>HLT/PED</td>
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<tr>
<td>MTH 103</td>
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</tr>
<tr>
<td>or</td>
<td></td>
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<tr>
<td>MTH 163</td>
<td>Precalculus I $^a$</td>
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<tr>
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<tr>
<td>ETR 143</td>
<td>Devices and Applications I</td>
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<td>Upgrading and Maintaining PC Hardware $^b$</td>
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<td>MTH 104</td>
<td>Applied Technical Math II</td>
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<tr>
<td>or</td>
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<td>MTH 164</td>
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<tr>
<td></td>
<td>Social/Behavioral Science Elective $^c$</td>
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<td>ETR 237</td>
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<td>ETR 241</td>
<td>Electronic Communications I</td>
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<td>ETR 273</td>
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<td>General College Physics I</td>
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<td>SPD 110</td>
<td>Introduction to Speech Communication</td>
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<td>ETR 225</td>
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<td>ETR 274</td>
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<td>ETR 296</td>
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<td>ETR 298</td>
<td>Seminar &amp; Project in Computer and Electronics</td>
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</table>

Total credits required

64
Programs of Study

Computer and Electronics Technology, Computer Network Technologies Specialization

Award: Associate of Applied Science Degree
Major: Computer and Electronics Technology
Specialization: Computer Network Technologies

Possible occupations for graduates are: networking specialist, network technician, network installation/maintenance specialist, network administrator trainee, PC repair technician, help desk specialist, end-user support specialist.

The A.A.S degree program in Computer and Electronics Technology, with a Computer Network Technologies specialization, is designed for people who seek employment or professional development in the field of network technology.

The knowledge and skills needed for success as a computer network technician include a combination of basic electronics, digital/microprocessor electronics, data communications, computer systems, LAN (Local Area Network) architecture and administration. These skills are an integral part of the Computer Network Technologies curriculum. The curriculum includes technical courses in both electronics technology and information systems technology. Instruction includes both the theoretical concepts and practical applications (hands-on) needed for future success in computer network technologies.

Employers are interested in skilled technicians who are certified in various areas. The Computer Network Technologies specialization provides students with knowledge and skills needed to prepare for the following certification examinations: A+ certification exam for Computer Technicians (CompTia), Network+ for Network Technicians (CompTia), Windows 2003 Server (Microsoft), Certified Cisco Network Associate.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>ETR 106</td>
<td>Programming Methods for Electrical/Electronic Calculations</td>
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</tr>
<tr>
<td>ETR 113</td>
<td>D.C. and A.C. Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>ETR 123</td>
<td>Electronics Applications</td>
<td>2</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
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<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTH 103</td>
<td>Applied Technical Math I or</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Precalculus I a</td>
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</tr>
<tr>
<td>MTH 163</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>ENG 111</td>
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<tr>
<td>ETR 164</td>
<td>Upgrading and Maintaining PC Hardware b</td>
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</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
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<tr>
<td>MTH 104</td>
<td>Applied Technical Math II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Precalculus II a</td>
<td>(3)</td>
</tr>
<tr>
<td>MTH 164</td>
<td>Precalculus II a</td>
<td>(3)</td>
</tr>
<tr>
<td>HLT/PED</td>
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<tr>
<td>Social/Behavioral Science Elective c</td>
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</table>

a MTH 163-164 required for transfer.
b Cross-listed as ITN 107.
c Please refer to page 90 for the list of Humanities/Fine Arts electives and Social/Behavioral Science electives that are approved to fulfill these requirements.
**Career Studies Certificate Option**

**Computer Network Technologies**

**Award:** Career Studies Certificate

Purpose: to provide students with fundamental knowledge and skills in data communications, computer systems, LAN (Local Area Network) architecture and administration. Possible entry-level career positions are: computer networking, computer service and repair, and information systems technology.

The program emphasizes the importance of certification and assists students in preparing for certification examinations. The Computer Network Technologies Career Studies Certificate provides students with basic knowledge and skills needed to prepare for the following certification examinations: A+ certification exam for Computer Technicians (CompTia), Network+ for Network Technicians (CompTia), Windows NT Workstation (Microsoft), Windows NT Server (Microsoft), NT Enterprise (Microsoft), Certified Network Associate for Network Technicians (CISCO).

All courses in this certificate may be applied to the Associate in Applied Science Degree in Computer and Electronics Technology.

**Curriculum**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETR 164</td>
<td>Upgrading and Maintaining PC Hardwarea</td>
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<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
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<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITN 208</td>
<td>Protocols and Communications</td>
<td>3</td>
</tr>
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<td>ETR 225</td>
<td>Data Communications</td>
<td>4</td>
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<tr>
<td>ITN 115</td>
<td>Windows 2003 Server</td>
<td>3</td>
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<tr>
<td>ITN 270</td>
<td>Advanced Linux Administration</td>
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</tbody>
</table>

Total credits required: 22

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\( ^a \) Cross-listed as ITN 107.
Culinary Arts and Management
(Partnership Program)

Award: Associate of Applied Science Degree
Major: Culinary Arts and Management

Possible occupations for graduates: pastry chef, roiler cook, restaurant owner, food service manager, caterer, and sous chef.

The Culinary Arts and Management associate of applied science degree program is a partnership program with Dabney S. Lancaster Community College. Students complete 27 credits of general education courses at Blue Ridge Community College and subsequently complete the remaining program requirements at Dabney S. Lancaster Community College. Students will gain the skills needed to begin, or advance in, the specialty filed of Culinary Arts and Management. In addition to food preparation principles and practice, students will also become knowledgeable about the management of food and beverage service operations.

For information about general education requirements at BRCC, contact Ms. Beth Styers in the Counseling Center. For additional information about the Culinary Arts and Management program, contact Dr. Phil McManus at 540-863-2931.

General Education Requirements (Completed at Blue Ridge Community College)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HLT 100</td>
<td>First Aid and CPRa</td>
<td>2</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MTH 141</td>
<td>Business Mathematics b</td>
<td>3</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1</td>
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<td>Humanities/Fine Arts Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
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Program Requirements (Completed at Dabney S. Lancaster Community College)

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 117</td>
<td>Human Relations/Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>HRI 119</td>
<td>Applied Nutrition/Food Service</td>
<td>3</td>
</tr>
<tr>
<td>HRI 128</td>
<td>Principles of Baking</td>
<td>3</td>
</tr>
<tr>
<td>HRI 140</td>
<td>Fundamentals of Quality Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HRI 145</td>
<td>Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>HRI 154</td>
<td>Principles of Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>HRI 158</td>
<td>Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRI 190</td>
<td>Coordinated Internship</td>
<td>3</td>
</tr>
<tr>
<td>HRI 218</td>
<td>Fruit, Vegetable and Starch Preparation</td>
<td>3</td>
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<tr>
<td>HRI 219</td>
<td>Stock, Soup and Sauce Preparation</td>
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<td>HRI 220</td>
<td>Meat, Seafood and Poultry Preparation</td>
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<td>HRI 228</td>
<td>Food Production Operations</td>
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<tr>
<td>HRI 251</td>
<td>Food and Beverage Cost Control</td>
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</table>

**Total credits required**

| Credits | 69 |

| Note | will substitute for HLT 106 at Dabney S. Lancaster Community College |
| Note | will substitute for MTH 120 at Dabney S. Lancaster Community College |
Human Services

Award: Associate of Applied Science Degree
Major: Human Services

Possible occupations for graduates—mental health worker, training counselor, clubhouse advocate, human services care lead worker, community living specialist, detox technician.

The Mental Health/Human Services program prepares students for employment as paraprofessionals in a wide variety of service agencies. As “people workers,” graduates occupy helping roles in many fields, including mental health, mental retardation, substance abuse, rehabilitation, aging, children’s and family programs, and corrections. Many graduates use this curriculum as a first step toward a four-year degree in areas such as social work, counseling, and education. Full-time students may complete the degree in two years; part-time students determine their own pace. Students may be eligible to receive credit for some courses in this curriculum through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>ENG 111</td>
<td>College Composition I a</td>
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<td>HMS 100</td>
<td>Introduction to Human Services</td>
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<tr>
<td>MEN 101</td>
<td>Mental Health Skill Training I</td>
<td>3</td>
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<td>PSY 231</td>
<td>Life Span Human Development I b</td>
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<td>SDV</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>ENG 112</td>
<td>College Composition II a</td>
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<td>HMS 190</td>
<td>Coordinated Internship in Mental Health/Human Services</td>
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<tr>
<td>PSY 232</td>
<td>Life Span Human Development II</td>
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<tr>
<td>SOC 268</td>
<td>Social Problems</td>
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<td>General Elective</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
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<td>HLT 122</td>
<td>Introduction to Alcohol Abuse and Control</td>
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<td>HMS 290</td>
<td>Coordinated Internship in Human Services</td>
<td>3</td>
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<tr>
<td>PSY 215</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>PSY 220</td>
<td>Introduction to Behavior Modification</td>
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<tr>
<td>SOC 215</td>
<td>Sociology of the Family</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>HMS 141</td>
<td>Group Dynamics I</td>
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<td>MEN 135</td>
<td>Human Services and the Law</td>
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<td>MEN 225</td>
<td>Counseling Therapy</td>
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<td>HMS 290</td>
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<td>HMS 298</td>
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<td><strong>Total credits required</strong></td>
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</tr>
</tbody>
</table>

a ENG 137-138 may be substituted for ENG 111-112.

b PSY 230 may be substituted for PSY 231. Students may not receive credit toward graduation requirements in this program of study for both PSY 200 and PSY 201, for both PSY 200 and PSY 202, nor for both PSY 230 and PSY 231.
c Please see page 90 for the list of Humanities/Fine Arts electives that are approved to fulfill this requirement.
d MTH 103 or MTH 141 are recommended Math courses for students who do not intend to transfer. Students who select science courses must document basic proficiency in arithmetic through college preparedness testing (placement at MTH 03 level or higher). Appropriate SAT/ACT scores may be submitted in lieu of preparedness testing (see College Admissions Requirements, page 7).
Information Systems Technology

Students who wish to pursue an education in the area of Information Systems Technology have several options from which to choose.

The A.A.S. degree program with a major in Information Systems Technology is designed for people who seek employment or professional development as a generalist in the area of information systems technology, with specific knowledge in various areas such as microcomputer applications, programming, and networking support.

In addition, this degree may allow the student to continue on to Old Dominion University, Mary Baldwin College, or Radford University for completion of courses needed for various baccalaureate degrees.

The College also offers certificates in Information Systems Technology areas. The options include:

<table>
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<th>Credits</th>
<th>A.A.S. Degree in Information Systems Technology 65-66</th>
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<tr>
<td></td>
<td>Career Studies Certificate in Computer Applications for Professionals 9</td>
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<tr>
<td></td>
<td>Career Studies Certificate in Computer Network Technologies 22</td>
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<tr>
<td></td>
<td>Career Studies Certificate in Computer Science 15</td>
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<td></td>
<td>Career Studies Certificate in E-Commerce for Small Business 27</td>
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<td></td>
<td>Career Studies Certificate in Information Technology 17</td>
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<td>Career Studies Certificate in Multimedia Development and Integration 15</td>
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<td>Career Studies Certificate in Web Design 25</td>
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<tr>
<td></td>
<td>Career Studies Certificate in Web Programming 24</td>
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</table>

Full-time students may complete the following associate of applied science degrees in two years; part-time students determine their own pace. Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination, credit by portfolio (experience), or by articulation agreement.

Associate Degree Options

Information Systems Technology

Award: Associate of Applied Science Degree

Major: Information Systems Technology

Possible occupations for graduates are: computer operator, help desk support, computer programmer, programmer analyst, PC support technician, and network support technician.

The A.A.S. degree program with a major in Information Systems Technology is designed for people who wish to be an Information Systems generalist with knowledge in various areas such as microcomputer applications, programming, and networking support.

The Information Systems Technology program provides students with knowledge and skills needed to prepare for the Microsoft Office Specialist (MOS) Certification, CompTia A+ Certification, CompTia Network+ Certification, and CIW Foundations.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>MTH 103</td>
<td>Applied Technical Math I a</td>
<td>3</td>
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<td>or</td>
<td>a higher level math</td>
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<td>ITN 107</td>
<td>PC Computer Hardware and Troubleshooting b</td>
<td>3</td>
</tr>
<tr>
<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I c</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Communication Processes c</td>
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<tr>
<td>ENG 137</td>
<td>Introduction to Computer Applications and Concepts d</td>
<td>3</td>
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### Second Semester

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<td>Software Design</td>
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<td>ENG 112</td>
<td>College Composition II</td>
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<td>or ENG 115</td>
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<td>or ENG 138</td>
<td>Communication Processes II</td>
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<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 270</td>
<td>Interpersonal Dynamics In the Business Organization</td>
<td>3</td>
</tr>
<tr>
<td>IT Programming Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>IT Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ITE 105</td>
<td>Careers and Cyber Ethics</td>
<td>2</td>
</tr>
<tr>
<td>ITE 160</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>ITN 208</td>
<td>Protocols and Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>ITP 296</td>
<td>On-Site Training in IT</td>
<td>3</td>
</tr>
<tr>
<td>or ITP 298</td>
<td>Capstone Project in IT</td>
<td>(3)</td>
</tr>
<tr>
<td>ECO</td>
<td>Economics Elective</td>
<td>3</td>
</tr>
<tr>
<td>or ITP 298</td>
<td>Capstone Project in IT</td>
<td>(3)</td>
</tr>
<tr>
<td>IT Elective</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>ECO</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>or ITP 298</td>
<td>Capstone Project in IT</td>
<td>(3)</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required**: 66-67

---

**a** Students should take the highest math that they are prepared for. Any student wishing to transfer should chose: MTH 151, MTH 157, MTH 165, MTH 175, or MTH 270.

**b** Cross-listed as ETR 164.

**c** Students intending to complete a four year degree in the future should select either ENG 111/112 and SPD 110 or ENG 111/115. Students who select ENG 111 must complete the English sequence with ENG 112 OR ENG 115.

**d** ITE 115 is a co-requisite or prerequisite to all other IT courses and should be taken in the first semester.

**e** ITP 100 is a prerequisite to all other IT programming courses.

**f** Students should select a programming course. Suitable courses include ITD 132, ITP 120, ITP 112, ITP 132, ITP 244 or a second level programming course. Some programming courses will be offered every other year. Prerequisite: Completion of ITE 115 and ITP 100 or permission of instructor.

**g** IT electives include BUS 226, ETR 225, ITN 151, all 100-200 level ITE, ITP, and ITN courses not already required in the program, except for ITE 150, ITE 193, and ITP 298.

**h** The internship or capstone project should be completed in the last semester of the program. Credit for these courses may not be obtained through the College’s advanced standing process.

**i** Please refer to the list of Social Science electives that are approved to fulfill this requirement.

**j** Please refer to the approved list of Humanities/Fine Arts electives to fulfill this requirement.

---

### Career Studies Certificate Options

#### Computer Applications for Professionals

**Award: Career Studies Certificate**

Purpose: to provide faculty in local elementary, middle, and secondary schools with instructional technology applications skills. Standards of Learning (SOLs) established for schools are the basis for course content. The course content and career studies certificate are valuable for other professionals...
who need to use presentation, Internet and other software applications.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 193</td>
<td>Introduction to Microcomputer Software</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 130</td>
<td>Introduction to Internet Services</td>
<td>3</td>
</tr>
<tr>
<td>ITE 298</td>
<td>Seminar and Project</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 9

### Computer Network Technologies

**Award: Career Studies Certificate**

Purpose: to provide students with fundamental knowledge and skills in data communications, computer systems, LAN (Local Area Network) architecture and administration. The program emphasizes the importance of certification and assists students to prepare for certification exams.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITN 208</td>
<td>Protocols and Communications</td>
<td>3</td>
</tr>
<tr>
<td>ITN 107</td>
<td>PC Computer Hardware and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITN 151</td>
<td>Introduction to Routing and Switching</td>
<td>4</td>
</tr>
<tr>
<td>ITN 270</td>
<td>Advanced Linux Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>ITN 115</td>
<td>Windows 2003 Server</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 22

*a* Cross-listed as ETR 164.  
*b* Cross-listed as ETR 225.

### Computer Science

**Award: Career Studies Certificate**

Purpose: to provide the student the opportunity to undertake a foundational curriculum in Computer Science. These courses form the requisite lower division requirements at most institutions in Computer Science. This certificate follows the guidelines outlined in Association for Computing Machinery Associate Degree in Computer Science (2003).

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ITP 220</td>
<td>Java Programming II</td>
<td>4</td>
</tr>
<tr>
<td>ITP 200</td>
<td>Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>ITP 258</td>
<td>System Development Project</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 17

### E-Commerce for Small Business

**Award: Career Studies Certificate**

Purpose: The E-Commerce for Small Business Career Studies Certificate provides students with an opportunity to acquire the skills to implement and use computer application packages for business and managerial functions. Students may begin with the certificate and continue their studies to complete the A.A.S. degree in Information Systems Technology. Full-time students may complete the certificate in two semesters; part-time students determine their own pace.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITE 160</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>ITD 110</td>
<td>Web Page Design I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 115</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITD 210</td>
<td>Web Page Design II</td>
<td>3</td>
</tr>
<tr>
<td>ITD 196</td>
<td>Capstone Project in E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>ITD 220</td>
<td>E-Commerce Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 27
ITE 115 is a prerequisite to all other IST courses and should be taken in the first semester.

Information Technology

Award: Career Studies Certificate

Purpose: to provide the student an opportunity to explore various technical areas within Information Technology. These courses will provide an overview of the discipline for those interested in expanding their knowledge but will also provide an appropriate background for continuing academic studies. This certificate follows the guidelines for transfer options in Information Systems prepared by the Association for Computing Machinery Two-Year College education committee.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ITN 208</td>
<td>Protocols and Communications</td>
<td>3</td>
</tr>
<tr>
<td>ITP</td>
<td>Programming elective (^a)</td>
<td>4</td>
</tr>
<tr>
<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITE 105</td>
<td>Careers and Cyber Ethics</td>
<td>2</td>
</tr>
<tr>
<td>ITP 258</td>
<td>System Development Project</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^a\) Total credits required 19

\(^a\) Students should select from one of the following: ITP 112, ITP 132, ITP 220

Multimedia Development and Integration

Award: Career Studies Certificate

Purpose: to provide faculty in local elementary, middle, and secondary schools, as well as Technology Resource Teachers (TRTs) with advanced instructional technology applications skills. The career studies certificate will fulfill their technology requirements for recertification. The course content and career studies certificate provide valuable knowledge and skills for other professionals who also need to use multimedia, and web development applications.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 170</td>
<td>Multimedia Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITE 200</td>
<td>Technology Skills for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITD 110</td>
<td>Web Design I</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 270</td>
<td>Advanced Multimedia Development</td>
<td>3</td>
</tr>
<tr>
<td>ITD 298</td>
<td>Seminar and Project in IST</td>
<td></td>
</tr>
</tbody>
</table>

\(^a\) Total credits required 12

Web Design

Award: Career Studies Certificate

Purpose: to provide students with the skills necessary for employment or professional development in the area of web page design. This certificate provides students with the aesthetics, technical knowledge, and communication skills required for the creation and delivery of information through World Wide Web sites and Intranets.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITD 110</td>
<td>Web Page Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Fundamentals of Design I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts (^a)</td>
<td>3</td>
</tr>
<tr>
<td>ITP 100</td>
<td>Software Design (^b)</td>
<td>3</td>
</tr>
<tr>
<td>ITD 210</td>
<td>Web Page Design II</td>
<td>3</td>
</tr>
<tr>
<td>ITD 112</td>
<td>Designing Web Page Graphics (^c)</td>
<td>3</td>
</tr>
<tr>
<td>ITP 244</td>
<td>ASP.NET - Server Side Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITE 160</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^a\) ITE 115 is a prerequisite to all other IT courses and should be taken prior to or concurrently with ITD 110.

\(^b\) ITP 100 is a prerequisite to all programming courses.

\(^c\) Students would benefit from having taken ART 131 prior to taking ITD 112.
Web Programming

Award: Career Studies Certificate

Purpose: to provide students with advanced skills for employment or professional development in the area of Web programming. This certificate provides students with the technical skills required to develop and to maintain today’s data driven web sites on the backend. This certificate will cover many of the objectives identified in the CIW Web Developer certification.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITP 112</td>
<td>Visual Basic .NET I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 220</td>
<td>Java Programming II</td>
<td>4</td>
</tr>
<tr>
<td>ITP 240</td>
<td>Server Side Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITP 258</td>
<td>Systems Development Project</td>
<td>3</td>
</tr>
<tr>
<td>ITP 244</td>
<td>ASP.NET - Server Side Programming</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
Mechanical Engineering Technology

Students who wish to pursue an education in the area of Mechanical Engineering Technology have several options from which to choose. The curricula offerings enable students to begin with a career studies certificate and to continue their studies culminating in a certificate or associate degree. The College also offers the first year course requirements toward a Bachelor’s degree in Engineering.

**The options include:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A.S. Degree in Mechanical Design Technology (transferable)</td>
<td>68 or 69</td>
<td></td>
</tr>
<tr>
<td>First-Year of Engineering Program (transferable)</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Certificate in Computer-Aided Drafting Design Technology</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Career Studies Certificate in Computer-Aided Drafting</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Career Studies Certificate in Quality Control</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

Full-time students may complete the associate of applied science degree in two years; part-time students determine their own pace. Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

**Associate Degree Option**

**Mechanical Design Technology**

Award: Associate of Applied Science Degree

Major: Mechanical Design Technology

Possible occupations for graduates: engineering assistant, mechanical engineer technician, industrial engineer technician, quality control technician, material testing technician, and technical salesperson.

The A.A.S. degree program in Mechanical Design Technology is designed for people who seek employment or professional development in the area of mechanical engineering technology. Technical electives can be selected to suit the student’s specific career objectives.

Many graduates continue on to Old Dominion University (ODU) or other four-year colleges for their junior and senior level courses in pursuit of a Bachelor of Science degree in Engineering Technology. The ODU courses can be taken on campus at BRCC via satellite (TELETECHNET).

Admission Requirements: Applicants should have a high school diploma or the equivalent. Other prerequisites include completion of algebra I and geometry. Computer-aided drafting design technology, mechanical drawing, or basic machine shop classes are also helpful.

**Curriculum**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGR 110</td>
<td>Engineering Graphics or</td>
<td>3</td>
</tr>
<tr>
<td>DRF 111</td>
<td>Technical Drawing I</td>
<td>(3)</td>
</tr>
<tr>
<td>EGR 127</td>
<td>Introduction to Computer Programming</td>
<td>2</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MEC 111</td>
<td>Materials for Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 103</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 163</td>
<td>Precalculus I a</td>
<td>(3)</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 112</td>
<td>Technical Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 120</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>MEC 112</td>
<td>Processes of Industry</td>
<td>3</td>
</tr>
<tr>
<td>MEC 225</td>
<td>Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>MTH 104</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>or MTH 164</td>
<td>Precalculus II ^a</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective ^b</td>
<td></td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 225</td>
<td>Machine Drawing and Design</td>
<td>3</td>
</tr>
<tr>
<td>DRF 231</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 130</td>
<td>Statics and Strengths of Materials for Engineering Technology</td>
<td>5</td>
</tr>
<tr>
<td>PHY 201</td>
<td>General College Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Technical Elective ^c</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective ^b</td>
<td></td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 199</td>
<td>Supervised Study in Dynamics ^d</td>
<td>1</td>
</tr>
<tr>
<td>EGR 245</td>
<td>Engineering Mechanics - Dynamics ^d</td>
<td>3</td>
</tr>
<tr>
<td>EGR 247</td>
<td>Mechanics of Materials Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>MEC 211</td>
<td>Machine Design I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 202</td>
<td>General College Physics II</td>
<td>4</td>
</tr>
<tr>
<td>or Technical Elective ^c</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts Elective ^b</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Total credits required**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>67 - 69</td>
</tr>
</tbody>
</table>

---

^a MTH 173 may be substituted. Students who wish to transfer should take MTH 163-164 or MTH 173.

^b Please refer to page 90 for the list of Humanities/Fine Arts electives and Social/Behavioral Science electives that are approved to fulfill these requirements.

^c Please refer to page 79 for the list of Technical Electives for the Mechanical Design Technology degree that may fulfill this requirement.

^d EGR 199 and EGR 245 should be taken concurrently.

---

**Certificate Options**

### Computer-Aided Drafting and Design Technology

**Award:** Certificate

Possible occupations for graduates: drafter, CADD (computer-aided drafting and design) operator, or engineering technician.

The Certificate in Computer-Aided Drafting and Design Technology is designed for students who seek employment or professional development in the area of computer-aided drafting and design.

Many of the credits for the Certificate in Computer-Aided Drafting and Design Technology may be applied toward completion of the Associate of Applied Science Degree in Mechanical Design Technology.

Full-time students may complete the certificate in two semesters; part-time students determine their own pace.
Curriculum

Course No. | Title | Credits
--- | --- | ---
ARC 121 | Architectural Drafting I | 3
DRF 111 | Technical Drafting I | 3
DRF 199 | Supervised Study in Drafting | 1
ENG 137 | Communication Processes I<sup>a</sup> | 3
MEC 111 | Materials for Industry | 3
MTH 103 | Applied Technical Mathematics I<sup>a</sup> | 3
SDV | Student Development | 1

First Semester

17

Second Semester

DRF 112 | Technical Drawing II<sup>b</sup> | 3
DRF 212 | Advanced Technical Drafting II | 3
MEC 112 | Processes of Industry | 3
General Elective | 3
Technical Elective<sup>c</sup> | 2

Total credits required | 32

<sup>a</sup> The following courses can be substituted:
- ENG 111 may be substituted for ENG 137
- MTH 163 may be substituted for MTH 103

<sup>b</sup> Computer-Aided Drafting is used in this class.

<sup>c</sup> Please refer to page 79 for the list of Technical Electives for Certificates that may fulfill this requirement.

Career Studies Certificate Options

Computer-Aided Drafting (CAD)

Award: Career Studies Certificate

Purpose: to train students in the fundamentals of design and drafting and the use of computer software applications in various drafting disciplines. This career studies certificate provides the minimum preparation for employment as a draftsperson or CAD operator.

Course No. | Title | Credits
--- | --- | ---
DRF 111 | Technical Drafting I | 3
DRF 112 | Technical Drafting II | 3
DRF 231 | Computer-Aided Drafting I | 3
ARC 121 | Architectural Drafting I | 3
or
DRF 212 | Advanced Technical Drafting II | 3

Total credits required | 12

Quality Control

Award: Career Studies Certificate

Purpose: to give students training in quality control techniques. This career studies certificate prepares students for assembly line quality assurance jobs.

Curriculum

Course No. | Title | Credits
--- | --- | ---
DRF 161 | Blueprint Reading I | 2
IND 145 | Introduction to Metrology | 3
IND 146 | Statistical Quality Control | 3
MEC 111 | Materials for Industry | 3
MEC 112 | Processes of Industry | 2

Total credits required | 14
Engineering

Award: no award

First year course requirements toward a Bachelor’s Degree in Engineering

Major: Engineering

Program: Two-semester (one-year) curriculum*

Blue Ridge Community College provides the first-year requirements for an engineering major*. BRCC engineering students have transferred to the University of Virginia, Virginia Polytechnic Institute and State University, and Old Dominion University.

Most first-year engineering courses at BRCC can be applied toward the Associate of Applied Science Degree in Mechanical Design Technology at BRCC.

Admission requirements: applicants should have a high school diploma or the equivalent. Prerequisites include the following high school units:

- 4 units of English
- 4 units of mathematics (2 units of algebra, 1 unit of plane geometry, and 1 unit advanced mathematics such as trigonometry or solid geometry)
- 1 unit of laboratory science
- 1 unit of social science

* Second year engineering courses are not offered at Blue Ridge Community College. Students may complete the second year at other Virginia Community College System institutions.

Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 110</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 120</td>
<td>Introduction to Engineering</td>
<td>2</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 173</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>CHM 112</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EGR 125</td>
<td>Introduction to Engineering Methods</td>
<td>3</td>
</tr>
<tr>
<td>EGR 140</td>
<td>Engineering Mechanics-Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 174</td>
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<td>First year total credits</td>
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### Technical Electives: Mechanical Design Technology Degree

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 121</td>
<td>Architectural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 122</td>
<td>Architectural Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>DRF 132</td>
<td>Electrical and Electronic Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>DRF 232</td>
<td>Computer-Aided Drafting II (3D Modeling)</td>
<td>3</td>
</tr>
<tr>
<td>DRF 246</td>
<td>Sheet Metal Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>IND 145</td>
<td>Introduction to Metrology</td>
<td>3</td>
</tr>
<tr>
<td>IND 146</td>
<td>Statistical Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>MEC 256</td>
<td>Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 173</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
</tbody>
</table>

### Technical Electives: Computer-Aided Drafting and Design Technology Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 225</td>
<td>Machine Drawing &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>DRF 231</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>DRF 232</td>
<td>Computer-Aided Drafting II (3D Modeling)</td>
<td>3</td>
</tr>
<tr>
<td>MTH 104</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>MEC 225</td>
<td>Metallurgy</td>
<td>3</td>
</tr>
</tbody>
</table>

Students in the certificate program may also select from technical electives approved for the Mechanical Design Technology degree program.
Nursing

Award: Associate of Applied Science Degree in Health Technology
Major: Nursing
Length of Clinical Component:

Option 1: five semesters
Option 2: five semesters
Option 3: for LPN’s, three semesters

The Associate of Applied Science degree in Health Technology with a major in nursing is designed to prepare selected students to qualify as contributing members of the health team, rendering direct patient care as beginning practitioners of nursing in a variety of health service facilities. Graduates will be eligible to take the National Council Licensure Examination leading to licensure as a Registered Nurse (RN). Licensure is required in order to be employed as a registered nurse. The nursing program is accredited by the State Board of Nursing and by the National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006; telephone 212-363-5555).

The nursing law of Virginia addresses criteria for application for licensure. The Virginia State Board of Nursing has the power to deny opportunity to procure a license through testing if the applicant has willfully committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States. Upon acceptance to the clinical component of the nursing program, students will be required to pay for a criminal background check. Students will also be required to pay for a drug screen if required by the clinical site.

Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

Application and Admission to the Clinical Component

Acceptance to the college does not guarantee admission to the clinical component of the nursing program. Nursing faculty serve as academic advisors to those students who have taken the College Preparedness Test, whose transcripts are on file in the Admissions and Records Office, and who have been placed in the nursing curriculum by a BRCC counselor. Students must apply for admission to the clinical portion of the nursing program. Applications for the clinical portion of the nursing program must be completed in the calendar year in which students expect to begin the clinical phase. Clinical work begins in May for the LPN to RN group and consists of a total of three semesters. Clinical work for Commonwealth Nursing Program online students begins in January and August and includes a total of five semesters of clinical experience. Clinical work for traditional students begins in August and includes a total of five semesters of clinical experience. Students must satisfy the graduation requirements listed in the BRCC Catalog and Student Handbook in effect at the time they begin the clinical component of the program.

Since the number of applicants generally exceeds the space available in the clinical program, some applicants may not be accepted even if the minimum requirements for admission are met. First priority is given to residents in the BRCC service area—Harrisonburg, Staunton, Waynesboro, Augusta County, Rockingham County, and Highland County.

Information for out-of-state residents interested in pursuing a nursing degree: The nursing program is very popular within the BRCC service region and the state of Virginia, thus, admission into the clinical component is highly competitive. When enrollments must be limited for any curriculum, such as nursing, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the College and then to Virginia residents not having access to a given program at their local Virginia community college. Please be aware that the qualified Virginia resident applicant pool may more than fill our limit of enrollment for the nursing clinical component; therefore the College may not be able to honor your request for admission in to the nursing clinical component.
To receive consideration for admission to the clinical portion of the nursing program, applicants must have earned a high school diploma or the equivalent, completed the general college admissions process, attended a nursing information session, and attained a 50% score on the math and reading comprehension portions of the NET test. LPNs are exempt from the NET test. In lieu of the NET test, scores from NLN, HESI, and ATI will be evaluated by the Nursing Program Head. Registration for the NET test is arranged through the Nursing Department at ext. 2326. In addition, the following high school-level courses or college equivalents are required:

- 2 units of science (with a minimum grade of “C”)
  1 unit of high school biology with laboratory (or BIO 101)
  1 unit of high school chemistry with laboratory (or CHM 101)
  (Science requirements must be met before enrolling in BIO 141)
- College Preparedness Test score demonstrating competency in arithmetic (or MTH 02), or SAT math score of 520
- 1 unit of high school algebra (with a “C” or better) or MTH 03

Deficiencies may be corrected through appropriate courses at BRCC. A “C” average in academic work is considered minimum for selection to the clinical portion of the nursing curriculum. When appropriate, the academic courses may be taken out of sequence. It is strongly recommended that students complete as many academic courses as possible prior to beginning clinical nursing courses.

Admission preference will be given to applicants who have met all program prerequisites and have completed BIO 141-142. For students who have not met the biology and math prerequisites prior to enrolling at BRCC, the nursing faculty strongly recommend that students successfully complete those requirements before enrolling in the BIO 141-142 sequence. BIO 141-142 must be completed within 10 years of acceptance into the nursing curriculum. In addition, students should not enroll in two science courses during the same semester.

To be eligible for the clinical portion of the Commonwealth Nursing online program, students must attend a Commonwealth Nursing Program Information session, be 18 years of age or older or have program head approval, hold a high school diploma or GED, take all required developmental English and mathematics courses, have completed HS or college algebra, biology and chemistry with a grade of C or better, take all required prerequisite courses, have a minimum GPA of 3.0, and attain a 60% score on the math and reading comprehension portions of the NET Test. In lieu of the NET Test, scores from NLN, HESI and ATI will be evaluated by the Commonwealth Nursing Program Head. The following individuals are exempt from the NET (NLN, HESI, ATI) exam: LPNs who have a valid, unrestricted Virginia LPN license, Paramedics who hold a state or national paramedic certification, and individuals who hold a baccalaureate or higher degree.

The application process includes receipt of a Nursing program application form, official transcripts of all secondary and post-secondary courses attempted or completed (including LPN transcripts for students who completed LPN training), personal/professional recommendations, appropriate scores on tests, and a written plan of action for completion of the non-nursing course requirements.

Any student who receives a final grade lower than 80% in any of the courses in the clinical nursing sequence may not continue the major. The student must reapply to the program and, if accepted, repeat the course and earn a final grade of 80% or higher before taking the next course in the sequence. Students will only be readmitted once to the clinical component of the nursing program. In order to graduate, students must maintain a cumulative grade point average of 2.0.

Program Options

The Nursing Program at BRCC offers four options for the potential student:

Option 1—The Nursing Department offers an opportunity for recent high school graduates and other eligible adults to complete the Nursing degree program in two years of full-time attendance (five semesters including summer). This is a rigorous and academically challenging program for a limited number of students each year.

The following prerequisites must be completed for application consideration:
1. Application for admission;
2. High school credit in biology, chemistry, algebra (with a minimum grade of C in each). Applicants with Advanced Placement (AP) classes, more than one year of a subject, or higher grades will be given priority;
3. Scholastic Aptitude Test (SAT) scores of 530 or higher/Verbal, 520 or higher/Math OR BRCC College Preparedness Test (Compass) scores of 81+ for reading, 76+ for writing, 34+ for arithmetic, and 36+ for algebra. Students who score 34 or higher for arithmetic do not need to take MTH 02. Students who score 36 or lower for algebra must take MTH 03 unless they have achieved a grade of “C” or higher on a high school algebra course. For corresponding College Preparedness Test (Accuplacer) scores, please consult an academic counselor or the nursing program secretary.
4. High School transcript; current high school students must submit an official transcript (A final official transcript is required in June for high school candidates with tentative acceptance.);
5. NET test—Nursing Entrance Test taken at BRCC ($15.00 fee). A minimum score of 50 is required;
6. Two reference checklists from either teachers or employers, or one checklist and evaluation of volunteer work in a hospital over at least one summer.

Curriculum for Option 1

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fall Semester (1st semester)</strong></td>
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</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 141</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 108</td>
<td>Nursing Principles and Concepts I</td>
<td>5</td>
</tr>
<tr>
<td>NUR 136</td>
<td>Principles of Pharmacology I</td>
<td>1</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td></td>
</tr>
</tbody>
</table>

|            | **Spring Semester (2nd semester)**          |         |
| ENG 112    | College Composition II                      | 3       |
| BIO 142    | Human Anatomy and Physiology II             | 4       |
| NUR 109    | Nursing Principles and Concepts II          | 5       |

|            | **Summer Semester (3rd semester)**          |         |
| NUR 226    | Health Assessment                           | 3       |
| NUR 247    | Psychiatric/Mental Health Nursing           | 3       |
| ITE 115    | Introduction to Computer Applications and Concepts | 3 |
| PHI 225    | Selected Problems in Applied Ethics         | 3       |

|            | **Fall Semester (4th semester)**            |         |
| NUR 245    | Maternal-Newborn Nursing                    | 3       |
| NUR 137    | Principles of Pharmacology II               | 1       |
| NUR 213    | Second Level Nursing III                    | 7       |
| PSY 230    | Developmental Psychology                    | 3       |

|            | **Spring Semester (5th semester)**          |         |
| NUR 214    | Second Level Nursing IV                     | 8       |
| NUR 254    | Dimensions of Nursing                       | 2       |
| SOC 215    | Sociology of the Family                     | 3       |

|            | **Total credits required**                  | 66      |

*LPNs who qualify for this option do not take NUR 108 and NUR 109 but take NUR 115 and NUR 136 in the summer.*
Curriculum for Option 2

Option 2 is for those students who need some prerequisites, and/or must work and wish to attend part-time. This option can take three years or longer because students may wish to take only one pre-clinical class per semester.

Pre-clinical studies for Traditional Students

ENG 111 and 112 - College Composition
BIO 141 and 142 - Human Anatomy and Physiology
SOC 215 Sociology of the Family
PHI 225 Selected Problems in Applied Ethics
PSY 230 Developmental Psychology
ITE 115 Introduction to Computer Applications and Concepts
SDV Student Development

Clinical Component: 5 semesters

Fall:  NUR 108  Nursing I
        NUR 136  Principles of Pharmacology I
Spring: NUR 109  Nursing II
Summer: NUR 226  Health Assessment
        NUR 247  Psychiatric/Mental Health Nursing
Fall:  NUR 245  Maternal/Newborn Nursing
        NUR 247  Principles of Pharmacology II
        NUR 213  Second Level Nursing III
Spring: NUR 214  Second Level Nursing IV
        NUR 254  Nursing Dimensions

Curriculum for Option 3

Option 3 is for those students who are LPNs, need some prerequisites, and/or work and wish to attend part-time. This option can take two years or longer.

Pre-clinical studies for LPN Students

ENG 111 and 112 - College Composition
BIO 141 and 142 - Human Anatomy and Physiology
PSY 230 - Developmental Psychology
SDV - Student Development
SOC 215 - Sociology of the Family
PHI 225 - Selected Problems in Applied Ethics
ITE 115 - Introduction to Computer Applications and Concepts

Clinical Component: 3 semesters

Summer: NUR 115  LPN Transition
        NUR 136  Principles of Pharmacology I a
        NUR 247  Psychiatric/Mental Health Nursing
        NUR 226  Health Assessment
Fall:  NUR 245  Maternal/Newborn Nursing b
        NUR 213  Second Level Nursing III
        NUR 137  Principles of Pharmacology II
Spring: NUR 214  Second Level Nursing IV
        NUR 254  Nursing Dimensions

All of these options are fully explained in regularly scheduled Nursing Information Sessions conducted by BRCC Counseling Center staff and the nursing faculty. Dates and times for upcoming Nursing Information Session may be obtained by calling the Nursing Department at ext. 2326.

a LPNs who have graduated from nursing school within the last five years and have received a score of 50% or greater on the NLN medication administration test or received a score of 60% or greater on the ERI medication administration test are exempt from NUR 136.

b LPNs who have graduated from nursing school within the last five years and have received a score of 50% or greater on the NLN maternity nursing test or received a score of 60% or greater on the ERI maternity nursing test are exempt from NUR 245.
Curriculum for Option 4

Option 4 is an asynchronous Commonwealth Nursing Program online AAS degree with “hands-on” clinical and laboratory experiences in the BRCC service area. This option takes two years or longer.

Pre-clinical studies for online students

- ENG 111 and 112 - College Composition
- NAS 161 and 162 or BIO 141 and BIO 142 - Human Anatomy and Physiology
- PSY 230 - Developmental Psychology
- SDV - Student Development
- SOC 200 or SOC 215 - Intro to Sociology or Sociology of the Family
- HUM elective or PHI 225 - Selected Problems in Applied Ethics
- ITE elective or ITE 115 - Introduction to Computer Applications and Concepts
- HLT 250 - Pharmacology

Clinical Component: 5 semesters

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 111</td>
<td>Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>NUR 135</td>
<td>Dosage/Calculations</td>
<td>1</td>
</tr>
<tr>
<td>NUR 112</td>
<td>Med-Surg Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 226</td>
<td>Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NUR 202</td>
<td>Med-Surg/Community Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 245</td>
<td>Maternity Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 246</td>
<td>Pediatric Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 208</td>
<td>Med-Surg/Critical Care Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 254</td>
<td>Nursing Dimensions/Trends</td>
<td>2</td>
</tr>
<tr>
<td>NUR 247</td>
<td>Psychiatric Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

Health Sciences

Award: Certificate

Purpose: to prepare students who wish to enter allied health and veterinary technology programs with competitive admissions procedures at Blue Ridge Community College or at other colleges. Students should consult the catalogs of the transfer institution they wish to attend for admission requirements for competitive health programs such as dental assisting, dental hygiene, physical therapy assisting, respiratory therapy, or other allied health programs.

Successful completion of the Health Sciences Certificate will strengthen the academic record of students applying for admission to Blue Ridge Community College’s Registered Nursing and Veterinary Technology Programs. Please note, however, that not all courses listed will be required in every allied health program. Some allied health programs may require more prerequisite courses prior to admission. Students should carefully follow the admission procedures published for the particular health program of interest.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition</td>
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</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
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</tr>
<tr>
<td>CHM</td>
<td>Chemistry Elective a</td>
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<tr>
<td>SOC SCI</td>
<td>Social Science Elective a</td>
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<tr>
<td>PSY</td>
<td>Psychology Elective a</td>
<td>3</td>
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<tr>
<td>HUM</td>
<td>Humanities Elective a</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Career Field Electives a</td>
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<tr>
<td></td>
<td>Total credits required</td>
<td>30-31</td>
</tr>
</tbody>
</table>

*refer to table on page 91
Technical Studies

Award: Associate of Applied Science Degree
Major: Students select a plan of study, based upon career goals

Possible occupations for graduates: entry-level positions in highly skilled technical fields.

The Technical Studies degree is designed to provide a broad foundation of general education and technical knowledge, including a focused concentration of study that is based upon the student’s identified career path and/or an industry’s need.

Full-time students may complete the associate of applied science degree in two years; part-time students determine their own pace. Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination or by articulation agreement.

Curriculum

<table>
<thead>
<tr>
<th>Curricular Area</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education</strong></td>
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<tr>
<td>English Composition</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Mathematics/Natural Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Wellness</td>
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<td>2</td>
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<tr>
<td>Student Development</td>
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<td><strong>Technical Foundations</strong></td>
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<td>18</td>
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<tr>
<td>Principles of Technology</td>
<td></td>
<td>3</td>
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<tr>
<td>Microcomputers/Programming/Software</td>
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<td>6-9</td>
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<tr>
<td>Technical Writing</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Quality Control</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Team Concepts/Problem-Solving</td>
<td></td>
<td>3-6</td>
</tr>
<tr>
<td><strong>Content Skills and Knowledge</strong></td>
<td></td>
<td>15-27</td>
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<tr>
<td>Option 1: Courses selected from a single existing certificate or Diploma, plus electives to define a content area</td>
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<td></td>
</tr>
<tr>
<td>Option 2: Two or more content areas of 6-12 credits each (courses selected to meet student goals and employer needs) plus related courses and electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work-Based Learning</strong></td>
<td></td>
<td>6-15</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td></td>
<td>65-69</td>
</tr>
</tbody>
</table>
Technical Studies

Award: Associate of Applied Science Degree

Plan of Study: Manufacturing Technology

Possible occupations for graduates: control technician, instrumentation technician, process automation technician, manufacturing technologist, electromechanical technician, and industrial technician.

The Associate of Applied Science degree in Manufacturing Technology, specialization (concentration) in Manufacturing Technology, is designed to provide the technical skills and knowledge needed for people who seek employment or professional development in an automated manufacturing environment.

The knowledge and skills needed for success as an industrial/manufacturing technician include a combination of drafting, materials, basic electronics, digital/microprocessor electronics, instrumentation, relay ladder logic, PLC systems/programming and troubleshooting experiences. The curriculum is structured so that students do not need previous electrical or electronics knowledge.

Curriculum

<table>
<thead>
<tr>
<th>First Semester</th>
<th>3</th>
</tr>
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<tbody>
<tr>
<td>DRF 111 Technical Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ETR 113 AC/DC Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>IND 181 World Class Manufacturing I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 103/163 Applied Technical Math I/ Pre-calculus I a</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>16</th>
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</thead>
<tbody>
<tr>
<td>DRF 112 Technical Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 115 Technical Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>ETR 114 AC/DC Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>IND 116 Applied Technology b</td>
<td>3</td>
</tr>
<tr>
<td>MEC 111 Materials for Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 104/164 Applied Technical Math II/Pre-calculus II a</td>
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<tr>
<td>SDV Student Development</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ETR 273 Computer Electronics I</td>
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<tr>
<td>HLT/PED Health/Physical Education Elective</td>
<td>2</td>
</tr>
<tr>
<td>HUM Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>IND 250 Intro to Basic Computer-Integrated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETR 237 Industrial Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETR 274 Computer Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>IND 251 Automated Manufacturing Systems</td>
<td>4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Work-based Learning c</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>67</td>
</tr>
</tbody>
</table>

a Based on math placement testing. Students placing at the calculus level will only need one semester of math if MTH 173 is successfully completed.

b Students who wish to transfer may elect to take PHY 201-202 in lieu of this course.

c Approved apprenticeships or internships. Can be taken prior to beginning the curriculum (typical of apprenticeships), during the summer between the first and second year, during the second academic year or after completing the academic curriculum.
Automated Manufacturing Foundations

Award: Career Studies Certificate

Purpose: to provide students with the fundamental knowledge and skills necessary for employment or professional development in an automated manufacturing environment with a focus on computer integrated manufacturing. This career studies certificate prepares students for manufacturing occupations such as control technician, instrumentation technician, manufacturing technologist, electromechanical technician, and industrial technician. Upon completion of the career studies certificate, credits may be applied toward the Associate of Applied Science Degree with a concentration in Manufacturing Technology.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 181</td>
<td>World Class Manufacturing I</td>
<td>3</td>
</tr>
<tr>
<td>IND 250</td>
<td>Introduction to Basic Computer Integrated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>IND 251</td>
<td>Automated Manufacturing Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Automation in Manufacturing

Award: Career Studies Certificate

Purpose: to provide students with the knowledge and skills necessary for employment or professional development in an automated manufacturing environment. Special emphasis is placed on the applications of globalized manufacturing, computer integrated systems, automated systems, and electronics. This career studies certificate prepares students for manufacturing occupations such as control technician, instrumentation technician, manufacturing occupations such as control technician, instrumentation technician, manufacturing technologist, electromechanical technician, and industrial technician. Upon completion of the career studies certificate, credits may be applied toward the Associate of Applied Science Degree with a concentration in Manufacturing Technology.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 116</td>
<td>Applied Technology</td>
<td>3</td>
</tr>
<tr>
<td>IND 181</td>
<td>World Class Manufacturing I</td>
<td>3</td>
</tr>
<tr>
<td>DRF 111</td>
<td>Technical Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ETR 113</td>
<td>AC/CD Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>IND 250</td>
<td>Introduction to Basic Computer Integrated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>ETR 114</td>
<td>AC/CD Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>ETR 237</td>
<td>Industrial Electronics</td>
<td>3</td>
</tr>
<tr>
<td>IND 251</td>
<td>Automated Manufacturing Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>
Veterinary Technology

Students who wish to pursue an education in the area of veterinary science have two options from which to choose: a Career Studies Certificate in Veterinary Assisting or an Associate of Applied Science degree in Veterinary Technology. After completion of the career studies certificate, a student may choose to apply for admission into the Veterinary Technology Associate Degree program. If accepted into the program, one of the courses in the career studies certificate, VET 236, will count towards the Associate of Applied Science degree. Two programs of instruction are available for the Associate Degree program: the full-time day program at the Weyers Cave campus and, for students in the Tidewater, Richmond, and Roanoke regions of Virginia, a part-time program through the Compressed Video Network transmitted to the Virginia Beach campus of Tidewater Community College, the Midlothian Campus of John Tyler Community College, and to Virginia Western Community College.

Veterinary Technology

Award: Associate of Applied Science Degree in Animal Science  
Major: Veterinary Technology  
Length: Five-semesters including one summer (two-year) curriculum *

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.

* For a full-time student; part-time enrollment is not recommended due to sequencing of the required classes.

The Associate of Applied Science degree in Veterinary Technology is designed for people who seek employment in the area of veterinary technology. The objectives of the program are to prepare graduates for employment in private veterinary hospitals and other related fields.

A coordinated externship, required during the summer between the first and second year, includes 400 hours of work in a veterinary hospital. The College staff will assist students in obtaining the externship placement.

Students must pass each VET-prefix course in the Veterinary Technology curriculum in order to continue in the program. A minimum GPA of 2.0 is required for graduation.

Admission Requirements

To be admitted to the Veterinary Technology program, applicants should:

1) be a high school graduate or equivalent;
2) have successfully completed algebra and biology with a laboratory;
3) complete an application for admission and submit official transcripts from high school and all colleges and universities attended;
4) observe in a veterinary hospital for 16 hours;
5) complete an interview with a member of the Veterinary Technology staff;
6) have good organizational and study skills;
7) have documentation of current CPR certification;
8) submit a letter of recommendation from a veterinarian or licensed veterinary technician.

Since admission to the Veterinary Technology program is competitive, applicants are encouraged to complete the admissions requirements by January 1 of the year they wish to enroll. Experience in the animal health field or working with animals is advantageous.

Graduates of the program are eligible to take the state licensing examination administered by the State Board of Veterinary Medicine.
## Curriculum

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENG 111 College Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1</td>
</tr>
<tr>
<td>VET 100</td>
<td>Introduction to Animal Science</td>
<td>4</td>
</tr>
<tr>
<td>VET 105</td>
<td>Introduction to Veterinary Technology</td>
<td>3</td>
</tr>
<tr>
<td>VET 111</td>
<td>Anatomy and Physiology of Domestic Animals</td>
<td>4</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM 110</td>
<td>Survey of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>VET 115</td>
<td>Laboratory Techniques I</td>
<td>4</td>
</tr>
<tr>
<td>VET 121</td>
<td>Clinical Practices I</td>
<td>4</td>
</tr>
<tr>
<td>VET 216</td>
<td>Animal Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Summer Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VET 290</td>
<td>Coordinated Practice in Veterinary Technology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VET 236</td>
<td>Companion Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
<tr>
<td>VET 215</td>
<td>Laboratory Techniques II</td>
<td>4</td>
</tr>
<tr>
<td>VET 221</td>
<td>Advanced Clinical Practices III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT/PED</td>
<td>Health or Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>VET 210</td>
<td>Animal Diseases and Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>VET 217</td>
<td>Introduction to Laboratory, Zoo</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>and Wildlife Medicine</td>
<td></td>
</tr>
<tr>
<td>VET 222</td>
<td>Advanced Clinical Practices IV</td>
<td>4</td>
</tr>
<tr>
<td>VET 230</td>
<td>Veterinary Hospital Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Total credits required</td>
<td></td>
<td>72</td>
</tr>
</tbody>
</table>

* Please refer to page 90 for the list of Humanities/Fine Arts electives that are approved to fulfill this requirement.

## Veterinary Technology Distance Education Program

**Award:** Associate of Applied Science Degree in Animal Science  
**Major:** Veterinary Technology  
**Length:** Eight semesters including two summers

This program is designed for those students who for personal or financial reasons cannot travel to Weyers Cave for the residential program. Courses are interactive, two-way audio and video, transmitted over the VCCS Compressed Video Network. Courses are transmitted to the Virginia Beach campus of Tidewater Community College, the Midlothian Campus of John Tyler Community College, and Virginia Western Community College. The following courses are transmitted: VET 100, VET 105, VET 111, VET 115, VET 121, VET 216, VET 236, VET 210, VET 215, VET 221, VET 217, VET 222, and VET 230. These courses must be completed elsewhere: ENG 137 or ENG 111, ITE 115, SDV 100, CHM 110, Humanities/Fine Arts, HLT/PED, PSY elective, and Social Science elective. The program begins at each site every three years.
Applicants must:
1. have completed or be in the process of completing the general education courses required for the Associate of Applied Science degree in Veterinary Technology;
2. work for at least 20 hours per week with a veterinarian willing to provide supervision and opportunities to practice the tasks taught in the various courses;
3. be committed to enrolling in all the courses for this program as they are offered.
4. have documentation of current CPR certification.

The distance learning program has limited space and students will be selected on a competitive basis. An interview is required.

Students must pass each VET-prefix course in the Veterinary Technology curriculum in order to continue in the program. A minimum GPA of 2.0 is required for graduation.

Veterinary Assisting

Award: Career Studies Certificate

Purpose: to assist people presently employed in veterinary hospitals and who want professional development. Individuals with other pet-related interests, such as pet shop personnel, dog breeders, and pet owners, may also benefit from this set of courses. All courses except VET 236 may be taken in any order for completion of the certificate. VET 101 or VET 102 must be completed before VET 236.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 101</td>
<td>Introduction to Veterinary Assisting</td>
<td>3</td>
</tr>
<tr>
<td>VET 102</td>
<td>Care and Maintenance of Small Domestic Animals</td>
<td>3</td>
</tr>
<tr>
<td>VET 103</td>
<td>Veterinary Office Assisting</td>
<td>3</td>
</tr>
<tr>
<td>VET 236</td>
<td>Companion Animal Behavior</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

Approved Humanities/Fine Arts Electives and Social/Behavioral Science Electives for Associate of Applied Science (A.A.S.) Degree Programs

Humanities/Fine Arts Electives

ART: All college-level courses
ASL 101, ASL 102, 201
ENG 211, ENG 237, ENG 241, ENG 242, ENG 243, ENG 244, ENG 251, ENG 252
HUM 201, HUM 202
MUS 121, MUS 122
PHI 101, PHI 102, PHI 115, PHI 211, PHI 212, PHI 225
REL 231, REL 232
SPD 130
SPD 131
SPD 132
SPD 136
SPD 137
All Foreign Language Courses

Social/Behavioral Science Electives

ECO 120, ECO 201, ECO 202
GEO: All college-level courses
HIS: All college-level courses
PLS 135
PSY: All college-level courses
SOC: All college-level courses

* Students may not receive credit toward graduation requirements in this program of study for both PSY 200 and PSY 201, for both PSY 200 and PSY 202, nor for both PSY 230 and PSY 231.
Health Sciences

Award: Certificate

Purpose: to prepare students who wish to enter allied health and veterinary technology programs with competitive admissions procedures at Blue Ridge Community College or at other colleges. Students should consult the catalogs of the transfer institution they wish to attend for admission requirements for competitive health programs such as dental assisting, dental hygiene, physical therapy assisting, respiratory therapy, or other allied health programs.

Successful completion of the Health Sciences Certificate will strengthen the academic record of students applying for admission to Blue Ridge Community College’s Registered Nursing and Veterinary Technology Programs. Please note, however, that not all courses listed will be required in every allied health program. Some allied health programs may require more prerequisite courses prior to admission. Students should carefully follow the admission procedures published for the particular health program of interest.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SDV</td>
<td>Student Development</td>
<td>1</td>
</tr>
<tr>
<td>CHM</td>
<td>Chemistry Elective (^a)</td>
<td>3-4</td>
</tr>
<tr>
<td>SOC SCI</td>
<td>Social Science Elective (^a)</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology Elective (^a)</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities Elective (^a)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Career Field Electives (^a)</td>
<td>10-11</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>30-31</td>
</tr>
</tbody>
</table>

\(^a\) see table below

Academic Advising Table for Specific Allied Health Programs

<table>
<thead>
<tr>
<th>Students pursuing admission to the BRCC Registered Nursing AAS Degree</th>
<th>Students pursuing admission to the BRCC Veterinary Technology AAS Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Chemistry Elective students should select:</td>
<td>For Social Science Elective students should select:</td>
</tr>
<tr>
<td>CHM 101 General Chemistry I &amp; lab</td>
<td>SOC 215 Sociology of the Family</td>
</tr>
<tr>
<td>any Chemistry course</td>
<td>Choose any ECO, GEO, HIS, PLS, PSY or SOC course</td>
</tr>
<tr>
<td>For Psychology Elective students should select:</td>
<td>For Psychology Elective students should select:</td>
</tr>
<tr>
<td>PSY 230 Developmental Psychology</td>
<td>PHI 225 Ethics</td>
</tr>
<tr>
<td>Choose any PSY course</td>
<td>Choose any ART, HUM, PHI, REL, Literature, or foreign language course</td>
</tr>
<tr>
<td>For Humanities Elective students should select:</td>
<td>For Career Field Electives students should select:</td>
</tr>
<tr>
<td>PHI 225 Ethics</td>
<td>BIO 141 Anatomy and Physiology I</td>
</tr>
<tr>
<td>Choose any ART, HUM, PHI, REL, Literature, or foreign language course</td>
<td>BIO 142 Anatomy and Physiology II</td>
</tr>
<tr>
<td></td>
<td>ENG 112 College Composition II</td>
</tr>
<tr>
<td></td>
<td>VET 102 Intro to Biology II</td>
</tr>
<tr>
<td></td>
<td>Choose any two of VET 101, VET 102, VET 103, and VET 236</td>
</tr>
</tbody>
</table>
Career Studies Certificates

Many specialized certificates are available for students who wish to pursue a special interest course of study. Each Career Studies curriculum is usually equivalent to one semester of full-time community college work. However, completion time varies for each student and each certificate.

Admission Requirements: Career Studies students apply for admission to the College and register for the appropriate classes. Students should complete a Career Studies Certificate Acceptance Form in the Counseling Center sometime during their first semester.

To be eligible for graduation, a student must:
1. fulfill all course and credit-hour requirements specified in the program option (approved courses may be substituted for minimum requirements);
2. earn a minimum of 50% of the credits required at Blue Ridge Community College;
3. earn a minimum grade point average of 2.0;
4. resolve all financial obligations to the College;
5. complete an Application for Graduation form in the Admissions and Records Office.

Students who complete requirements for Career Studies Certificates are not eligible for graduation honors. Appropriate courses taken in this program may be applicable toward other programs at the College.

Students may be eligible to receive credit for some courses in these curricula through the College’s advanced standing process. Examples include credit by examination and by articulation agreement.

Advanced Conversational Spanish

Purpose: to provide native English speakers with the opportunity to gain proficiency in conversational Spanish at the “intermediate high” or “advanced low” levels. Completion of the career studies certificate will benefit law enforcement officers, medical personnel, teachers, business employees, and other professionals.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 293</td>
<td>Immigration and Immigrants in American Society</td>
<td>3</td>
</tr>
<tr>
<td>SPA 202</td>
<td>Intermediate Spanish</td>
<td>4</td>
</tr>
<tr>
<td>SPA 211</td>
<td>Intermediate Spanish Conversation I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 212</td>
<td>Intermediate Spanish Conversation II</td>
<td>3</td>
</tr>
<tr>
<td>SPA 241</td>
<td>Intermediate Spanish Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPA 293</td>
<td>Spanish for Professionals a</td>
<td>3</td>
</tr>
<tr>
<td>SPA 295</td>
<td>Topics in Spanish Immersion b</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

a SPA 211, 212, 241, and SOC 255 must be taken prior to SPA 293.

b SPA 202 must be taken prior to SPA 295.

American Sign Language

Purpose: to provide a basic knowledge of American Sign Language and deaf culture. The completed career studies certificate will provide a foundation for those students who wish to pursue more advanced preparation for ASL interpreter certification.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 101</td>
<td>American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 102</td>
<td>American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>ASL 201</td>
<td>American Sign Language III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
Applications in Law Enforcement

Purpose: to provide a flexible set of learning experiences that will enhance the education and professional development of both in-service officers and those aspiring to criminal justice careers. Completion of this career studies certificate also will benefit people who are interested in learning how the criminal justice system works.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ 111</td>
<td>Law Enforcement I</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 229</td>
<td>Law Enforcement and the Community</td>
<td></td>
</tr>
<tr>
<td>ADJ 232</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>ADJ</td>
<td>Elective a</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>18</td>
</tr>
</tbody>
</table>

a SPA 150 may also be selected.

Arboriculture

Purpose: to provide students with basic knowledge and skills of tree care and urban forestry. Following completion of the program, graduates will be prepared for entry-level jobs in arboriculture and tree care.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR 265</td>
<td>Urban Forestry</td>
<td>4</td>
</tr>
<tr>
<td>HRT 127</td>
<td>Horticultural Botany</td>
<td>3</td>
</tr>
<tr>
<td>HRT 207</td>
<td>Plant Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>HRT 259</td>
<td>Arboriculture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>13</td>
</tr>
</tbody>
</table>

Art (Introduction to Studio Art)

Purpose: to provide a foundation for individuals interested in art for personal enrichment and for those interested in a career in art. The courses generally transfer to a four-year college or university. This program balances basic skills and knowledge with expressive concerns in order to encourage individuals to find their artistic vision.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>History and Appreciation of Art I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>History and Appreciation of Art II</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 121</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>Plus two electives from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 243</td>
<td>Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Watercolor II</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>15</td>
</tr>
</tbody>
</table>

Automated Manufacturing Foundations

Purpose: to provide students with the fundamental knowledge and skills necessary for employment or professional development in an automated manufacturing environment with a focus on computer integrated manufacturing. This career studies certificate prepares students for manufacturing occupations such as control technician, instrumentation technician, manufacturing technologist, electromechanical technician, and industrial technician. Upon completion of the career studies certificate, credits may be applied toward the Associate of Applied Science Degree with a concentration in Manufacturing Technology.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 181</td>
<td>World Class Manufacturing I</td>
<td>3</td>
</tr>
<tr>
<td>IND 250</td>
<td>Introduction to Basic Computer Integrated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>IND 251</td>
<td>Automated Manufacturing Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>10</td>
</tr>
</tbody>
</table>
Automation in Manufacturing

Purpose: to provide students with the knowledge and skills necessary for employment or professional development in an automated manufacturing environment. Special emphasis is placed on the applications of globalized manufacturing, computer integrated systems, automated systems, and electronics. This career studies certificate prepares students for manufacturing occupations such as control technician, instrumentation technician, manufacturing occupations such as control technician, instrumentation technician, manufacturing technologist, electromechanical technician, and industrial technician. Upon completion of the career studies certificate, credits may be applied toward the Associate of Applied Science Degree with a concentration in Manufacturing Technology.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 116</td>
<td>Applied Technology</td>
<td>3</td>
</tr>
<tr>
<td>IND 181</td>
<td>World Class Manufacturing I</td>
<td>3</td>
</tr>
<tr>
<td>DRF 111</td>
<td>Technical Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ETR 113</td>
<td>AC/CD Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>IND 250</td>
<td>Introduction to Basic Computer Integrated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>ETR 114</td>
<td>AC/CD Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>ETR 237</td>
<td>Industrial Electronics</td>
<td>3</td>
</tr>
<tr>
<td>IND 251</td>
<td>Automated Manufacturing Systems</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required 27

Basic Office Skills

Purpose: to provide students with an opportunity to acquire basic skills and knowledge to handle tasks needed for entry-level positions such as information clerk, receptionist, or office assistant. Studies will include keyboarding and word processing with emphasis on document preparation, storage and retrieval, and office procedures. Once completed, courses in this career studies certificate may be applied toward current programs offered by the College such as the Associate of Applied Science degree in Business Management, with an Administrative and Information Specialization. This career studies certificate may be completed in one semester.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AST 102 Keyboarding II</td>
<td></td>
</tr>
<tr>
<td>AST 243</td>
<td>Office Administration I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AST 244 Office Administration II</td>
<td></td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 9

Computer-Aided Drafting

Purpose: to provide entry-level knowledge and skills in the fundamentals of design and drafting and the use of computer software applications in various drafting disciplines. This career studies certificate provides the minimum preparation for employment as a draftsperson or CAD operator.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 111</td>
<td>Technical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>DRF 112</td>
<td>Technical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>DRF 231</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 121</td>
<td>Architectural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>DRF 212 Advanced Technical Drafting II</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required 12
Computer Applications for Professionals

Purpose: to provide faculty in local elementary, middle, and secondary schools with instructional technology applications skills. Standards of Learning (SOLs) established for schools are the basis for course content. The course content and career studies certificate are valuable for other professionals who need to use presentation, Internet and other software applications.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 193</td>
<td>Introduction to Microcomputer Software</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 130</td>
<td>Introduction to Internet Services</td>
<td>3</td>
</tr>
<tr>
<td>IST 298</td>
<td>Seminar and Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>9</td>
</tr>
</tbody>
</table>

Computer Network Technologies

Purpose: to provide students with fundamental knowledge and skills in data communications, computer systems, LAN (Local Area Network) architecture and administration. Possible entry-level career positions are: computer networking, computer service and repair, and information systems technology.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITN 106</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITN 208</td>
<td>Protocols and Communications</td>
<td>3</td>
</tr>
<tr>
<td>ETR 164</td>
<td>Upgrading and Maintaining PC Hardware a</td>
<td>3</td>
</tr>
<tr>
<td>ITN 270</td>
<td>Advanced Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>ETR 225</td>
<td>Data Communications</td>
<td>4</td>
</tr>
<tr>
<td>ITN 115</td>
<td>Windows 2003 Server</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>22</td>
</tr>
</tbody>
</table>

a Cross-listed as ITN 107: PC Computer Hardware and Troubleshooting

Computer Science

Purpose: The Career Studies Certificate in Computer Science will allow the student to undertake a foundational curriculum in Computer Science. These courses form the requisite lower division requirements at most institutions in Computer Science. This certificate follows the guidelines outlined in Association for Computing Machinery Associate Degree in Computer Science (2003).

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ITP 220</td>
<td>Java Programming II</td>
<td>4</td>
</tr>
<tr>
<td>ITP 200</td>
<td>Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>ITP 258</td>
<td>System Development Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total credits required</td>
<td>15</td>
</tr>
</tbody>
</table>

E-Commerce for Small Business

Purpose: The E-Commerce for Small Business Career Studies Certificate provides students with an opportunity to acquire the skills to implement and use computer application packages for business and managerial functions. Students may begin with the certificate and continue their studies to complete the A.A.S. degree in Information Systems Technology. Full-time students may complete the certificate in two semesters; part-time students determine their own pace.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts a</td>
<td>3</td>
</tr>
<tr>
<td>ITE 160</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>ITD 110</td>
<td>Web Page Design I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 115</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>
Gerontology

Purpose: to promote an understanding of the aging process, discuss disease processes unique to this age group, and to provide resources for caregivers that will improve the care for the elder members of society. Participation in this program will provide opportunities for continuing education credits for healthcare providers. Completion of this certificate program will result in graduates who make a difference in the community, augment skills and/or provide skills necessary for entry level healthcare jobs.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS 236</td>
<td>Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HLT 230</td>
<td>Principles of Nutrition and Human Development</td>
<td>3</td>
</tr>
<tr>
<td>HLT 272</td>
<td>Medical Management of the Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>HMS 238</td>
<td>Selected Topics in Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLT 271</td>
<td>Physical Care Management of the Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>HMS 106</td>
<td>Working with Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Horticulture

Purpose: to provide the knowledge and skills needed for entry-level positions in horticulture. This program is also appropriate for individuals who desire personal enrichment.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 115</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HRT 116</td>
<td>Home Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HRT 126</td>
<td>Home Landscaping</td>
<td>3</td>
</tr>
<tr>
<td>HRT 201</td>
<td>Landscape Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>HRT 246</td>
<td>Herbaceous Plants</td>
<td>2</td>
</tr>
<tr>
<td>HRT Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Information Technology

Purpose: The Career Studies Certificate in Information Technology will allow the student an opportunity to explore various technical areas within Information Technology. These courses will provide an overview of the discipline for those interested in expanding their knowledge but will also provide an appropriate background for continuing academic studies. This certificate follows the guidelines for transfer options in Information Systems prepared by the Association for Computing Machinery Two-Year College education committee.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ITN 208</td>
<td>Protocols and Communications</td>
<td>3</td>
</tr>
<tr>
<td>ITP</td>
<td>Programming elective a</td>
<td>4</td>
</tr>
<tr>
<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITP 258</td>
<td>System Development Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

a Students should select from one of the following: ITP 112, ITP 132, ITP 220.
Leadership and Supervision

Purpose: to provide students with an opportunity to acquire basic skills and knowledge in the areas of Leadership and Supervision. Studies will include topics in leadership skills, problem solving, decision making, effective communications, dealing with conflict and employee relations, delegation, motivation, time management, team building, process improvement and others. Once completed, courses in this career studies certificate may be applied toward the Certificate in Supervision and the A.A.S. degree in Business Management.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 118</td>
<td>Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 137</td>
<td>Communication Processes I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 120</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 270</td>
<td>Interpersonal Dynamics in the Business Organization</td>
<td>3</td>
</tr>
<tr>
<td>ENG 138</td>
<td>Communication Processes II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Composition II</td>
<td>(2)</td>
</tr>
<tr>
<td>Total credits required</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Medical Coding–Hospital

Purpose: to provide students with fundamental knowledge and skills in health records, medical coding, and reimbursement processes. The program’s primary focus is on ICD-9 coding for hospital applications and preparation for the Certified Coding Associate and/or Certified Coding Specialist exams.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 143</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 141</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>HIT 253</td>
<td>Coding for Health Records (Emphasizes ICD-9)</td>
<td>4</td>
</tr>
<tr>
<td>HLT 144</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 142</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HIT 254</td>
<td>Advanced Coding and Reimbursement (Emphasizes CPT)</td>
<td>4</td>
</tr>
<tr>
<td>HIT 190</td>
<td>Coordinated Internship</td>
<td>2</td>
</tr>
<tr>
<td>Total credits required</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Medical Coding–Office

Purpose: to help students who possess extensive medical coding experience to become better prepared for the Certified Professional Coder (CPC) examination. Enrollees should have extensive coding experience or have completed the Medical Coding–Hospital career studies certificate. Program prerequisites: successful completion of BIO 141-142: Anatomy and Physiology I-II required; previous coding experience in the physician office setting recommended.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 150</td>
<td>Health Records Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 249</td>
<td>Supervision and Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>HIT 250</td>
<td>Health Data Classification Systems I: ICD-9-CM</td>
<td>4</td>
</tr>
<tr>
<td>HIT 255</td>
<td>Health Data Classification Systems II: CPT</td>
<td>2</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
## Multimedia Development and Integration

Purpose: to provide faculty in local elementary, middle, and secondary schools, as well as Technology Resource Teachers (TRTs) with advanced instructional technology applications skills. The career studies certificate will fulfill their technology requirements for recertification. The course content and career studies certificate provide valuable knowledge and skills for other professionals who also need to use multimedia, and web development applications.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 170</td>
<td>Multimedia Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITE 200</td>
<td>Technology Skills for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Web Design I</td>
<td>(3)</td>
</tr>
<tr>
<td>ITD 110</td>
<td>Advanced Multimedia Development</td>
<td>3</td>
</tr>
<tr>
<td>ITD 298</td>
<td>Seminar and Project in IST</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

## Quality Control

Purpose: to give students training in quality control techniques. This career studies certificate prepares students for assembly line quality assurance jobs.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 161</td>
<td>Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>IND 145</td>
<td>Introduction to Metrology</td>
<td>3</td>
</tr>
<tr>
<td>IND 146</td>
<td>Statistical Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>MEC 111</td>
<td>Materials for Industry</td>
<td>3</td>
</tr>
<tr>
<td>MEC 112</td>
<td>Processes of Industry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

## Quality Improvement

Purpose: to give students a basic understanding in the area of Quality Improvement. Special emphasis is placed on problem solving, teamwork, and developing an understanding of variation, statistical process control (SPC), processes, and systems. Once the career studies certificate is completed, it may be applied toward the Associate of Applied Science Degree with a major in Business Management.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Applied Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209</td>
<td>Continuous Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

## Veterinary Assisting

Purpose: to assist people presently employed in veterinary hospitals who want professional development. Individuals with other pet-related interests, such as pet shop personnel, dog breeders, and pet owners, may also benefit from this set of courses. All courses except VET 236 may be taken in any order for completion of the career studies certificate. VET 101 or VET 102 must be completed prior to VET 236.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 101</td>
<td>Introduction to Veterinary Assisting</td>
<td>3</td>
</tr>
<tr>
<td>VET 102</td>
<td>Care and Maintenance of Small Domestic Animals</td>
<td>3</td>
</tr>
<tr>
<td>VET 103</td>
<td>Veterinary Office Assisting</td>
<td>3</td>
</tr>
<tr>
<td>VET 236</td>
<td>Companion Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
Web Design

Purpose: to provide students with skills for employment or professional development in the area of web page design. This certificate provides students with the aesthetics, technical knowledge, and communication skills required for the creation and delivery of information through worldwide web sites and Intranets.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITD 110</td>
<td>Web Page Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Fundamentals of Design I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Introduction to Computer Applications and Concepts a</td>
<td>3</td>
</tr>
<tr>
<td>ITP 100</td>
<td>Software Design b</td>
<td>3</td>
</tr>
<tr>
<td>ITD 210</td>
<td>Web Page Design II</td>
<td>3</td>
</tr>
<tr>
<td>ITD 112</td>
<td>Designing Web Page Graphics c</td>
<td>3</td>
</tr>
<tr>
<td>ITP 244</td>
<td>ASP.NET - Server Side Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITE 160</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: 25

\[a\] ITE 115 is a prerequisite to all IT courses and should be taken prior to or concurrently with ITD 110.

\[b\] ITP 100 is a prerequisite to all programming courses.

\[c\] Students would benefit from having taken ART 131 prior to taking ITD 112.

Web Programming

Purpose: to provide students with advanced skills for employment or professional development in the area of Web programming. This certificate provides students with the technical skills required to develop and maintain today's data-driven web sites on the backend. This certificate will cover many of the objectives identified in the CIW Web Developer certification.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP 120</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ITD 130</td>
<td>Database Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITP 112</td>
<td>Visual Basic.Net</td>
<td>3</td>
</tr>
<tr>
<td>ITP 220</td>
<td>Java Programming II</td>
<td>4</td>
</tr>
<tr>
<td>ITP 240</td>
<td>Server Side Web Programming</td>
<td>3</td>
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<tr>
<td>ITP 258</td>
<td>Systems Development Project</td>
<td>3</td>
</tr>
<tr>
<td>ITP 244</td>
<td>ASP.NET - Server Side Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

Total credits required: 24
Course Descriptions

Course Numbers

Courses numbered 01-09 are courses for developmental studies. The credits earned in these courses are not used in computing grade point average and do not apply toward graduation or transfer. However, such courses carry credit for the purpose of tuition payment. Students may re-register, with instructor's permission, for these courses in subsequent semesters.

Courses numbered 10-99 are basic occupational courses for diploma and certificate programs. The credits earned in these courses are applicable toward diploma and certificate programs but are not applicable toward an associate degree.

Courses numbered 100-199 are freshman courses applicable toward an associate degree and/or certificate and diploma programs.

Courses numbered 200-299 are sophomore courses applicable toward an associate degree and/or certificate and diploma programs.

Course Offerings

All courses are not offered each semester and some are offered only every other year. Students are advised to refer to the current Schedule of Classes.

Course Hours

The educational programs combine the teaching of theoretical concepts in “lecture” with an appropriate amount of application of principles and practical training in “laboratory” under faculty supervision. The teaching of theoretical concepts in lectures, seminars, discussions, and other similar classes is identified as “lecture” and the teaching of the application of principles and practical training in laboratories, seminars, shop, clinical training, supervised work experiences, and other similar classes is identified as “laboratory.”

The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. The total number of lecture and laboratory hours in class each week is also called “contact” hours because it is time spent under the direct supervision of a faculty member. In addition to attending the required lecture and laboratory hours as listed in the course descriptions, students also must spend time on out-of-class assignments. Each credit hour usually requires two hours of out-of-class study per week. Credits are indicated in the course description section.

Course Prerequisites

If any prerequisites are required to enroll in a course, these prerequisites will be identified in the course description in the College Catalog and Student Handbook. The Catalog also indicates which courses must be taken in sequence (i.e. CHM 111-112). 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 appropriate Dean and the instructor.

Students must ensure that any required prerequisite (including college preparedness testing) is documented in their student record prior to registration. The College reserves the right to administratively withdraw students from courses for which they have not met the prerequisites.
Accounting

**ACC 115 (3-4 CR)**
Applied Accounting
Presents practical accounting procedures for retail stores, professional individuals in firms, and personal service occupations. Covers the accounting cycle, journals, ledgers, preparation of financial statements and payrolls, and checking account management. Lecture 3-4 hours per week.

**ACC 124 (3 CR)**
Payroll Accounting
Presents accounting systems and methods used in computing and recording payroll to include payroll tasks and compliance with federal and state legislation. Lecture 3 hours per week.

**ACC 211 (3 CR)**
Principles of Accounting I
Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Studies services, merchandising, and includes internal controls. Lecture 3 hours per week.

**ACC 212 (3 CR)**
Principles of Accounting II
**Prerequisite:** ACC 211.
Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. Lecture 3 hours per week.

**ACC 215 (3-4 CR)**
Computerized Accounting
**Prerequisite:** ACC 211 or equivalent.
Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Lecture 3-4 hours per week.

**ACC 221 (3 CR)**
Intermediate Accounting I
**Prerequisite:** ACC 212 or equivalent.
Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Lecture 3 hours per week.

**ACC 222 (3 CR)**
Intermediate Accounting II
**Prerequisite:** ACC 221 or equivalent.
Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Lecture 3 hours per week.

**ACC 231 (3 CR)**
Cost Accounting I
**Prerequisite:** ACC 212 or equivalent.
Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control and other topics. Lecture 3 hours per week.
ACC 275 (3 CR)
Capstone Seminar in Accounting
Prerequisite: ACC 211, ACC 212, ACC 221. Prerequisite or Co-requisite: ACC 222.
Integrates knowledge in financial accounting, managerial/cost accounting, computer
techniques, business ethics, general ledger, and communication skills in preparing a
professional student portfolio. Provides a learning experience that allows the student
to apply broad knowledge of the accounting profession through discipline and specific
projects; involves the integration of individual and team activities to simulate workplace
situations. Lecture 3 hours per week.

Administration of Justice

ADJ 100 (3 CR)
Survey of Criminal Justice
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 110 (3 CR)
Introduction to Law Enforcement
Studies the philosophy and history of law enforcement, presenting an overview of the
crime problem and policy response issues. Surveys the jurisdictions and organizations of
local, state, and federal law enforcement agencies. Examines the qualification requirements
and career opportunities in the law enforcement profession. Lecture 3 hours per week.

ADJ 111-112 (3 CR) (3 CR)
Law Enforcement Organization and Administration I-II
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 120 (3 CR)
Introduction to Courts
Presents an overview of the American judiciary—the federal and 50 state judicial systems—
with emphasis on criminal court structures, functions, and personnel; surveys the judicial
system in Commonwealth of Virginia. Lecture 3 hours per week.

ADJ 133 (3 CR)
Ethics and the Criminal Justice Professional
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 140 (3 CR)
Introduction to Corrections
Focuses on societal responses to the offender. Traces the evolution of practices based
on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary
correctional activities and their relationships to other aspects of the criminal justice system.
Lecture 3 hours per week.

ADJ 161 (3 CR)
Introduction to Computer Crime
Provides a basic introduction to the nature of computer crimes, computer criminals,
relevant law, investigative techniques, and emerging trends. No prerequisites. Basic
knowledge of computer use is recommended. Lecture 3 hours per week.
ADJ 162 (3 CR)
Introduction to Sex Crimes
Provides a basic introduction to sex crimes. Topics covered will include relevant law, investigative techniques, cybersex crimes and criminals, application of criminal investigative analysis, and future trends. Lecture 3 hours per week.

ADJ 164 (3 CR)
Case Studies in Murder/Violent Crime
Introduces the student to the investigation of murder and other violent crimes by means of classic case studies and, to the extent feasible, local case files. Topics covered will include methodology, strategy and tactics, analysis, relevant law, and future trends. While evidentiary techniques and technologies will be discussed, the primary focus will be on critical thinking applied to serious violent crime. Lecture 3 hours per week.

ADJ 211-212 (3 CR) (3 CR)
Criminal Law, Evidence and Procedures I-II
Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.

ADJ 215 (3 CR)
Report Writing
BRCC prerequisite: ENG 111
Introduces the basic mechanics and procedures of report writing; emphasizes clear, concise and accurate writing of communications as they relate to law enforcement records, investigations, and research. Lecture 3 hours per week.

ADJ 216 (3 CR)
Organized Crime and Corruption
Addresses judicial efforts against and involvement in corruption, drug, vice, and white-collar crimes, both individual and organized. Lecture 3 hours per week.

ADJ 228 (3 CR)
Narcotics and Dangerous Drugs
Surveys the historical and current usage of narcotics and dangerous drugs. Teachers the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage.

ADJ 229 (3 CR)
Law Enforcement and the Community
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 232 (3 CR)
Domestic Violence
Surveys historical issues that have affected family violence. Examines current trends in the context of the criminal justice system. Lecture 3 hours per week.
ADJ 234 (3 CR)
Terrorism and Counter-Terrorism
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. Lecture 3 hours per week.

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

ADJ 245 (3 CR)
Management of Correctional Facilities
Describes management options and operational implications for staffing, security, safety and treatment. Considers impact of changes in public policy on corrections. Lecture 3 hours per week.

Administrative Support Technology

AST 101 (3 CR)
Keyboarding I
Teaches alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. Lecture 3 hours per week.

AST 102 (3 CR)
Keyboarding II
Prerequisite: AST 101 or keyboarding competence.
Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Lecture 3 hours per week.

AST 243 (3 CR)
Office Administration I
Prerequisite: AST 101 or divisional approval. May be taken out of sequence.
Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving and job performance skills in a business office environment. Lecture 3 hours per week.

AST 244 (3 CR)
Office Administration II
Prerequisite: AST 243 or divisional approval. May be taken out of sequence.
Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues, and career development. Lecture 3 hours per week.
American Sign Language

ASL 101-102
American Sign Language I-II
Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ASL 201
American Sign Language III
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. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

Architecture

ARC 121
Architectural Drafting I
Introduces techniques of architectural drafting, including lettering, dimensioning, and symbols. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ARC 122
Architectural Drafting II
Prerequisite: ARC 121 or equivalent.
A continuation of Architectural Drafting I. Requires development of a limited set of working drawings, including a site plan and related details, and pictorial drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Art

ART 101-102
History and Appreciation of Art I-II
May be taken out of sequence.
Presents the history and interpretation of architecture, sculpture and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week.

ART 121-122
Drawing I-II
Must be taken in sequence.
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 hour. Studio instruction 4 hours. Total 5 hours per week.
Art 131-132 (3 CR) (3 CR)
Fundamentals of Design I-II
May be taken out of sequence.
Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

ART 241-242 (3 CR) (3 CR)
Painting I-II
Prerequisite: ART 122 or divisional approval. Must be taken in sequence.
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.

ART 243-244 (3 CR) (3 CR)
Watercolor I-II
Prerequisite: ART 122 or divisional approval. Must be taken in sequence.
Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Lecture 1-2 hour. Studio instruction 4 hours. Total 5-6 hours per week.

ART 283-284 (3-4 CR) (3-4 CR)
Computer Graphics I-II
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.

Astronomy
See Natural Science

Automotive

AUT 111 (4 CR)
Automotive Engines I
Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 121-122 (4 CR) (4 CR)
Automotive Fuel Systems I-II
Must be taken in sequence.
Analyzes major domestic and foreign automotive fuel systems to include carburetors and fuel injection systems. Includes detailed inspection and discussion of fuel tanks, connecting lines, instruments, filters, fuel pumps, superchargers, and turbo charger. Also includes complete diagnosis, troubleshooting, overhaul and factory adjustment procedures of all major carbureted and fuel injection systems. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AUT 136 (2 CR)
Automotive Vehicle Inspection
Presents information on methods for performing automotive vehicle safety inspection. Lecture 1 hour per week. Laboratory 2 hours. Total 3 hours per week.
AUT 141-142  
Auto Power Trains I-II  
Must be taken in sequence.  
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 hours. Laboratory 6 hours. Total 8 hours  
per week.

AUT 197  
Cooperative Education in Automotive Analysis  
Supervised on-the-job training for pay in approved business, industrial and service firms  
coordinated by the College. May be repeated for credit. Variable hours.

AUT 199  
Supervised Study in Automotive Analysis  
Assigns problems for independent study incorporating previous instruction and supervised  
by the instructor. May be repeated for credit. Variable hours.

AUT 217  
Computerized Fuel Systems  
BRCC prerequisite: AUT 241 or instructor approval.  
Introduces devices which sense the engine condition and control fuel mixture to produce  
economical fuel consumption. Teaches theory of operation, testing, adjustment and repair  
or replacement of these devices. Variable lecture/laboratory hours per week.

AUT 236  
Automotive Climate Control  
Introduces principles of refrigeration, air conditioning controls, and adjustment and general  
servicing of automotive air conditioning systems. Lecture 3 hours. Laboratory 3 hours. Total  
6 hours per week.

AUT 241-242  
Automotive Electricity I-II  
Must be taken in sequence.  
Introduces electricity and magnetism, symbols and circuitry as applied to the alternators,  
regulators, starters, lighting systems, instruments and gauges. Lecture 3 hours. Laboratory 3  
hours. Total 6 hours per week.

AUT 245  
Automotive Electronics  
BRCC prerequisite: AUT 241 or instructor approval.  
Introduces field of electronics as it applies to the modern automobile. Emphasizes basic  
circuit operation, diagnosis and repair of digital indicator and warning systems. Lecture 3  
hours. Laboratory 3 hours. Total 6 hours per week.

AUT 267  
Automotive Suspension and Braking Systems  
Presents the operation, design, construction, repair and servicing of braking and  
suspension systems. Explains use of tools and test equipment, evaluation of test results,  
estimation and repair cost, front and rear suspension alignment, power and standard  
steering, and power, standard and disc brakes. Lecture 3 hours. Laboratory 3 hours. Total 6  
hours per week.
AUT 273-274  
Automotive Driveability and Tune-Up I-II  
Must be taken in sequence.  
Presents diagnostic and service procedures for automatic electrical and mechanical systems.  
Teaches use of tools and test equipment, evaluation of test results, estimation of repair cost.  
Emphasizes performance of required service.  
Lecture 2 hours.  
Laboratory 3 hours.  
Total 5 hours per week.

AUT 275  
Shop Management  
Studies shop layout, personnel management, cost analysis, record keeping and quality control.  
Discusses shop manager, service salesman, and service writer's roles in customer relations.  
Lecture 2 hours per week.

Aviation

ARO 121  
Private Pilot Ground School  
Presents the fundamental principles of flight including theory of flight, aircraft standards and specifications, basic aircraft construction, weight and balance, navigation, meteorology, principles of radio communication and application of aero physics.  
Prepares students for the FAA examination for private pilot rating.  
Lecture 3-4 hours per week.

ARO 235  
Private Pilot-Airplane Flight Training  
Provides basic flight training leading to the attainment of the FAA Private Pilot Airplane license.  
Consists of a minimum of 40 hours of flight training and additional training necessary to meet FAA requirement.  
Requires a special fee.  
Laboratory 4 hours per week.

Biology

BIO 101-102  
General Biology I-II  
Must be taken in sequence.  
Completion of high school chemistry or CHM 101 is strongly encouraged.  
Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles.  
Introduces the diversity of living organisms, their structure, function and evolution.  
Lecture 3 hours.  
Recitation and laboratory 3 hours.  
Total 6 hours per week.

BIO 141-142  
Human Anatomy and Physiology I-II  
Must be taken in sequence.  
Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body.  
Integrates concepts of chemistry, physics, and pathology.  
Lecture 3 hours.  
Laboratory 2-3 hours.  
Total 5-6 hours per week.

BIO 145  
Human Anatomy and Physiology for the Health Sciences  
Introduces human anatomy and physiology primarily to those planning to pursue an AAS degree in nursing.  
Covers basic chemical concepts, cellular physiology, as well as the anatomy and physiology of human organ systems.  
Lecture 3-4 hours.  
Laboratory 3 hours.  
Total 6-7 hours per week.
BIO 205  (4 CR)
General Microbiology
Prerequisites: One year of college biology and one year of college chemistry or divisional approval.
Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

Business Management and Administration

BUS 100  (3 CR)
Introduction to Business
Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance and risk management. Develops business vocabulary. Lecture 3 hours per week.

BUS 118  (3 CR)
Concepts of Supervision
Teaches the five functions of management: planning, organizing, staffing, directing and controlling. Includes instruction in leadership skills, problem-solving and decision-making, effective communications, dealing with conflict and employee relations, time management, delegation, and motivation. Lecture 4 hours per week.

BUS 165  (3 CR)
Small Business Management
Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

BUS 200  (3 CR)
Principles of Management
Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 202  (3 CR)
Applied Management Principles
Prerequisite: BUS 200 or divisional approval.
Focuses on management practices and issues. May use case studies and/or management decision models to analyze and develop solutions to management problems. Lecture 3 hours per week.

BUS 205  (3 CR)
Human Resource Management
Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, employee evaluation systems, compensation and labor relations. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.
BUS 209  
**Continuous Quality Improvement**  
Presents the different philosophies in quality control. Introduces students to process improvement, team development, consensus building, and problem-solving strategies. Identifies methods for process improvement in manufacturing and service organizations which includes statistical process control when used in the quality control function of business and industry. Lecture 3 hours per week.

BUS 221  
**Business Statistics I**  
Prerequisite: MTH 163 or divisional approval.  
Focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution and hypotheses for means and proportions. (This course may not substitute for any math prefix course at Blue Ridge Community College. Students may not receive credit toward graduation in any program of study for both BUS 221 and MTH 157). Lecture 3 hours per week.

BUS 226  
**Computer Business Applications**  
Prerequisite: keyboarding competence and ITF 115 or equivalent.  
Provides a practical application of software packages including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

BUS 241  
**Business Law I**  
Presents a broad introduction to the legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

BUS 242  
**Business Law II**  
Prerequisite: BUS 241 or divisional approval.  
Develops a basic understanding of the uniform commercial code, business organization, bankruptcy, and personal and real property. Lecture 3 hours per week.

BUS 270  
**Interpersonal Dynamics in the Business Organization**  
Focuses on intra-and interpersonal effectiveness in the business organization. Includes topics such as planning and running effective meetings, networking and politicking, coaching and mentoring, making effective and ethical decisions, developing interpersonal skills that are essential to effective managers, and to improve skills in verbal, non-verbal, and written communication. Lecture 3 hours. Total 3 hours per week.

BUS 296  
**On-Site Training in Business**  
Offers opportunities for career orientation and training without pay in selected business and industry. Supervised and coordinated by the College. Credit/work ratio not to exceed 1-5 hours. Variable hours per week.
Chemistry

CHM 101-102  (4 CR) (4 CR)
General Chemistry I-II
BRCC prerequisite: proficiency in algebra.
Must be taken in sequence.
Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 110  (3 CR)
Survey of Chemistry
Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required. Lecture 3 hours per week.

CHM 111-112  (4 CR) (4 CR)
College Chemistry I-II
Must be taken in sequence. BRCC prerequisite: Two units of high school algebra or equivalent (with a minimum grade of C).
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 241-242  (3 CR) (3 CR)
Organic Chemistry I-II
Prerequisite: CHM 111-112
Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Corequisite CHM 243-244. Lecture 3 hours per week.

CHM 243-244  (1 CR) (1 CR)
Organic Chemistry Laboratory I-11
Is taken concurrently with CHM 241 and CHM 242. Laboratory 3 hours per week.

Computer Science

CSC 200  (3 CR)
Introduction to Computer Science
Prerequisite: Successful completion of algebra I and II in high school or MTH 03-04 or MTH 103-104 and keyboarding skills.
Provides broad introduction to computer science. Discusses architecture and function of computer hardware, including networks and operating systems, data and instruction representation and data organization. Covers software, algorithms, programming languages and software engineering. Discusses artificial intelligence and theory of computation. Includes a hands-on component. Lecture 3 hours per week.

CSC 201  (4 CR)
Computer Science I
BRCC prerequisite CSC 200. Co-requisite: CSC 100 or equivalent and MTH 173 or equivalent or divisional approval.
Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. Students may not receive credit toward graduation requirements for both CSC 201 and ITP 120. Lecture 4 hours per week.
CSC 202 (4 CR)
Computer Science II
Prerequisite CSC 201. Co-requisite MTH 174. Students may not receive credit toward graduation requirements for both CSC 202 and ITP 200.
Examines data structures and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (including searching and sorting methods), and file structures. Lecture 4 hours per week.

CSC 210 (3-4 CR)
Programming with C++
Prerequisites: CSC 201 and 202, or EGR 125, or instructor permission.
Includes language syntax, problem-solving techniques, top-down refinement, procedures definition, loop invariance, theory of numerical errors and debugging. Covers the syntax of the C++ language. Lecture 3-4 hours per week.

Drafting

DRF 111-112 (3 CR) (3 CR)
Technical Drawing I-II
Must be taken in sequence.
Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and application of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 1-2 hours. Laboratory 2-6 hours. Total 3-7 hours per week.

DRF 132 (3 CR)
Electrical and Electronic Drafting I
Teaches the design of block and logic, schematic and wiring diagrams, house wiring plans, printed circuit boards and card cages. Lecture 2 hour. Laboratory 3 hours. Total 5 hours per week.

DRF 161 (2 CR)
Blueprint Reading I
Teaches the application of basic principles, visualization, orthographic projection, detail of drafting shop process and terminology, assembly drawings and exploded views. Considers dimensioning, changes and corrections, classes of fits, tolerances and allowances, sections and convention in blueprint reading. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 162 (2 CR)
Blueprint Reading II
Prerequisite: DRF 161 and DRF 111 or equivalent.
Emphasizes industrial prints, auxiliary views, pictorial drawings, simplified drafting procedures, production drawing, operation sheets, tool drawing, assembly drawings, and detailed prints. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 195 (1-5 CR)
Topics in Drafting
Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.
DRF 199  (1-5 CR)
Supervised Study in Drafting
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

DRF 211  (3 CR)
Advanced Technical Drafting I
Teaches use of drafting equipment and applications, emphasizing knowledge and skill required for industrial drawing. Includes piping, gearing, geometric and positional tolerances and 2D/3D drawing layout. Lecture 2 hours. Laboratory 2-3 hours. Total 4-5 hours per week.

DRF 212  (3 CR)
Advanced Technical Drafting II
Teaches concepts of sheet metal fabrication including radii, fillets and tolerances, electrical and electronics symbols and drawing, and advanced design drafting techniques. Lecture 2 hours. Laboratory 2-3 hours. Total 4-5 hours per week.

DRF 225  (3 CR)
Machine Drawing and Design
BRCC prerequisites: DRF 111 or EGR 110 and DRF 112.
Teaches design of basic machine elements and the analysis of linear and geometric tolerancing including the preparation of complete design and production drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 231  (3 CR)
Computer-Aided Drafting I
BRCC prerequisite: DRF 111 or instructor approval.
Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

DRF 232  (3 CR)
Computer-Aided Drafting II
Prerequisite: DRF 231 or equivalent.
Teaches advanced operation in computer-aided drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

DRF 246  (3 CR)
Sheet Metal Drafting
Teaches principles of sheet metal layout, development and common intersections. Explains development of patterns, templates and stretch-outs. Teaches calculation and computation of bends and radii, as well as datum line, coordinate and dimensioning of sheet metal layouts. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Economics

ECO 120  (3 CR)
Survey of Economics
Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economics. Provides some comparison with other economic systems. Includes some degree of exposure of microeconomic and macroeconomic concepts. Lecture 3 hours per week.
ECO 201 (3 CR)
Principles of Economics I–Macroeconomics
May be taken out of sequence.
Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week.

ECO 202 (3 CR)
Principles of Economics II–Microeconomics
May be taken out of sequence.
Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week.

Education

EDU 200 (3 CR)
Introduction to Teaching as a Profession
Prerequisites: Successful completion of 24 credits of transfer courses, including ENG 111-112.
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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Electronics Technology

ETR 106 (2 CR)
Programming Methods for Electrical/Electronic Calculations
Studies all purpose symbolic instruction code (BASIC). Focuses on applications of BASIC to electrical problem solving and circuit analysis. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

ETR 113-114 (4 CR) (3 CR)
D.C. and A.C. Fundamentals I-II
Must be taken in sequence. Prerequisite for ETR 114: ETR 113. BRCC co-requisite for ETR 113: MTH 163 or MTH 103.
Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

ETR 123-124 (2 CR) (2 CR)
Electronic Applications I-II
Must be taken in sequence. BRCC co-requisite for ETR 123: ETR 113.
Provides laboratory and shop assignment/jobs as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.
ETR 143 (4 CR)
Devices and Applications I
BRCC prerequisites: ETR 113 and ETR 114.
Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJT/S), amplifiers and their parameters, fets, and op amps. May include UJT/S, oscillators, RF amplifiers, thermionic devices, and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 164 (3 CR)
Upgrading and Maintaining PC Hardware
Co-requisite: ITE 115
Teaches upgrading of the system CPU, memory, drives, multimedia components, modem, and video card in a microcomputer. Covers hardware as well as software related maintenance issues. Lecture 2 hours. Cross-listed as ITN 107. Laboratory 2-3 hours. Total 4-5 hours per week.

ETR 225 (4-5 CR)
Data Communications
Prerequisite: ITE 115.
Studies computer communication devices including configurations and protocols. May include modems multiplexing, teletex and interfacing with telecommunication systems such as local and area networks, microwave and satellite and delivery systems, fiber optic systems and packet systems. Lecture 3-4 hours. Laboratory 0-6 hours. Total 4-9 hours per week.

ETR 237-238 (3 CR) (3 CR)
Industrial Electronics I-II
Must be taken in sequence.
BRCC prerequisite: ETR 113.
Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ETR 241 (4 CR)
Electronic Communications I
BRCC prerequisites: ETR 143 and ETR 114.
Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 273-274 (4 CR) (4 CR)
Computer Electronics I-II
Must be taken in sequence. BRCC prerequisite: ETR 106.
Applies principles of digital electronics and microprocessors to familiarize the student with typical circuits used to interface computer and/or controllers with various I/O devices. May include exposure to high level programming as well as assembly language routines. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 296 (2 CR)
On-Site Training in Electronics
Offers opportunities for career orientation and training in electronics without pay in selected businesses and industry. Supervised and coordinated by the college. Variable hours per week.
ETR 298 (1-5 CR)
Seminar and Project in Computer and Electronics
BRCC prerequisites: ETR 114 and ETR 143.
Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

Engineering

EGR 110 (3 CR)
Engineering Graphics
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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EGR 120 (2 CR)
Introduction to Engineering
Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer, operating systems and processing; engineering problem solving; and graphic techniques. Lecture 2 hours per week.

EGR 125 (3 CR)
Introduction to Engineering Methods
BRCC prerequisite: MTH 173 or equivalent.
Applies problem-solving techniques to engineering problems utilizing computer programming and algorithms in a higher level computer language such as FORTRAN. Includes advanced graphics techniques. Lecture 3 hours per week.

EGR 127 (2 CR)
Introduction to Computer Programming
Introduces programming in a higher level language such as FORTRAN, BASIC or PASCAL, on the microcomputer. Uses the operating system, packaged software and peripheral devices. Emphasizes engineering program problem solving. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

EGR 130 (5 CR)
Statics and Strength of Materials for Engineering Technology
BRCC prerequisites: MTH 103-104 or MTH 163-164 or equivalent.
Presents principles and applications of free-body diagrams of force systems in equilibrium. Analyzes frames and trusses. Presents principles and applications to problems in friction, centroids and moments of inertia. Includes properties of materials, stress, strain, elasticity, design of connections, shear and bending in statically determinate beams, and axially loaded columns. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

EGR 140 (3 CR)
Engineering Mechanics - Statics
BRCC prerequisite: MTH 173.
Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two-force and multi-force members. Lecture 3 hours per week.
EGR 195  (1-5 CR)
Topics in Engineering
Provides an opportunity to explore topical areas of interest to or needed by students. May be repeated for credit. Variable hours.

EGR 199  (1-5 CR)
Supervised Study in Dynamics
Concurrent enrollment in EGR 245 required.
BRCC prerequisite: EGR 130.
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

EGR 245  (3 CR)
Engineering Mechanics - Dynamics
Concurrent enrollment in EGR 199 required.
BRCC prerequisite: EGR 130.
Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton’s second law, work-energy and power, impulse and momentum, and problem solving using computers. Lecture 3 hours per week.

EGR 247  (1 CR)
Mechanics of Materials Laboratory
BRCC prerequisite: EGR 130.
Examines mechanical behavior of bars, rods, shafts, tubes and beams subjected to various types of loading. Introduces experimental stress analysis techniques, such as the use of strain gages and data reduction. Laboratory 2 hours per week.

English

ENG 01  (1-6 CR)
Preparing for College Writing I
Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance to their respective curricula. Guides students through the processes of starting, composing, revising, and editing. Variable hours per week.

ENG 03  (1-6 CR)
Preparing for College Writing II
Prerequisite: a placement recommendation for ENG 03.
Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Variable hours per week.

ENG 04  (1-6 CR)
Reading Improvement I
Prerequisite: a placement recommendation for ENG 04. Placement into ENG 04 limits enrollment in many other college courses until successful completion of this course.
Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques, and ways to control reading pace. Variable hours per week.
ENG 05  (1-6 CR)
Reading Improvement II
Prerequisite: a placement recommendation for ENG 05.
Helps students read critically and increase appreciation of reading. Guides students in making inferences, drawing conclusions, detecting relationships between generalizations and supporting details. Includes interpreting graphic aids and basic library skills. Variable hours per week.

ENG 111 (3 CR)
College Composition I
Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

ENG 112 (3 CR)
College Composition II
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.

ENG 115 (3 CR)
Technical Writing
Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Lecture 3 hours per week.

ENG 137-138 (3 CR) (3 CR)
Communication Processes I-II
Covers content, form and procedures for research writings, which may include reports, articles, summaries, essays and correspondence. Stresses editing, proofreading skills, sentence structure, and paragraph development. Offers instruction and practice in oral communications skills. May use reading selection for discussion and writing assignment. Lecture 3 hours per week.

ENG 211-212 (3 CR)
Creative Writing I-II
Prerequisite: ENG 112 or divisional approval.
Must be taken in sequence.
Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Lecture 3 hours per week.

ENG 241-242 (3 CR) (3 CR)
Survey of American Literature I-II
Prerequisite: ENG 112 or divisional approval.
May be taken out of sequence.
Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Lecture 3 hours per week.
ENG 243-244  
Survey of English Literature I-II  
Prerequisite: ENG 112 or divisional approval.  
May be taken out of sequence.  
Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Lecture 3 hours per week.

ENG 251-252  
Survey of World Literature I-II  
Prerequisite: ENG 112 or divisional approval.  
May be taken out of sequence.  
Examines major works of world literature. Involves critical reading and writing. Lecture 3 hours per week.

ENG 271-272  
The Works of Shakespeare I-II  
Prerequisite: ENG 112 or divisional approval.  
Examines selected works of Shakespeare. Involves critical reading and writing. Lecture 3 hours per week.

ENG 279  
Film and Literature  
Prerequisite: ENG 112 or divisional approval.  
Examines the translation of literature into film viewing and writing. Lecture 3 hours per week.

Equine Management
EQU 136  
Equine Health Care, Nutrition, and Breeding  
Covers diseases affecting equine species. Includes symptoms, care and prevention, treatment of major diseases and problems affecting horses, terminology and the application of basic nutritional principles to equine feeding. Includes the evaluation of common feeds for nutritional content and formulation into balanced rations. Teaches breeding systems, breeding contracts, and accurate record-keeping. Stresses reproductive anatomy, physiology, and horse genetics. Lecture 3 hours per week.

Financial Services
FIN 107  
Personal Finance  
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.

FIN 215  
Financial Management  
Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision making. Lecture 3 hours per week.
### Forestry

**FOR 265 (4 CR)**  
Urban Forestry  
Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### Geographical Information Systems

**GIS 200 (4 CR)**  
Geographical Information Systems I  
Prerequisite: ITE 115 or instructor permission.  
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. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**GIS 201 (4 CR)**  
Geographical Information Systems II  
Prerequisite: GIS 200.  
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. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### Geography

**GEO 210 (3 CR)**  
People and the Land: An Introduction to Cultural Geography  
Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material, and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

**GEO 220 (3 CR)**  
World Regional Geography  
Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Lecture 3 hours per week.

### Geology

**GOL 105 (4 CR)**  
Physical Geology  
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. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**GOL 110 (4 CR)**  
Earth Science  
For Non-Science Majors: Examines the dynamics of the earth and its relation to the solar system. Applies the principles of geology, oceanography, meteorology, and astronomy in a multi-disciplinary science environment. Stresses the effects of geologic processes on the environment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
<table>
<thead>
<tr>
<th>Course</th>
<th>CR</th>
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<tbody>
<tr>
<td><strong>Health</strong></td>
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<tr>
<td>HLT 100</td>
<td>2 CR</td>
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<tr>
<td>First Aid and Cardiopulmonary Resuscitation</td>
<td>Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2 hours per week.</td>
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<tr>
<td>HLT 110</td>
<td>3 CR</td>
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<tr>
<td>Concepts of Personal and Community Health</td>
<td>Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.</td>
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<tr>
<td>HLT 116</td>
<td>3 CR</td>
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<tr>
<td>Introduction to Personal Wellness Concepts</td>
<td>Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 2 hours per week.</td>
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<tr>
<td>HLT 122</td>
<td>1 CR</td>
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<tr>
<td>Introduction to Alcohol Abuse and Control</td>
<td>Explores the physiological, psychological, sociological effects of alcohol. Studies why people drink, disease concepts, alcohol tolerance curves, and alcohol's effect on the operation of a motor vehicle. Lecture 1 hour per week.</td>
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<tr>
<td>HLT 143-144</td>
<td>3 CR</td>
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<tr>
<td>Medical Terminology I-II</td>
<td>Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week.</td>
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<tr>
<td>HLT 145</td>
<td>2 CR</td>
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<tr>
<td>Ethics for Health Care Professionals</td>
<td>Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients and associates, and an awareness of health care facilities. Lecture 2 hours per week.</td>
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<tr>
<td>HLT 215</td>
<td>2-3 CR</td>
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<tr>
<td>Personal Stress and Stress Management</td>
<td>Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 2-3 hours per week.</td>
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<tr>
<td>HLT 230</td>
<td>3 CR</td>
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<tr>
<td>Principles of Nutrition and Human Development</td>
<td>Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced weight, weight control, and the nutritional needs of an individual. Lecture 3 hours per week.</td>
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<tr>
<td>HLT 250</td>
<td>2-3 CR</td>
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<tr>
<td>General Pharmacology</td>
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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. Lecture 2-3 hours per week.

HLT 271  (3 CR)  
Physical Care Management of the Older Adult  
Introduces the physiology of aging; integrates caretaker guidelines; demonstrates skills to care for aging at a variety of functional levels. Lecture 3 hours per week.

HLT 272  (3 CR)  
Medical Management of the Older Adult  
Introduces common medical problems associated with the aging; examines preventive and restorative care associated with common illnesses. Focuses on assessments, evaluation, and safe administration of medications. Includes emergency care and CPR. Lecture 3 hours per week.

Health Information Technology

HIT 150  (3 CR)  
Health Records Management  
Presents documentation format and content of the medical record relevant to the coding function. Introduces application of standard techniques for filing, maintenance, and acquisition of health information. Examines the processes of collecting, computing, analyzing, interpreting, and presenting data related to health care services. Includes legal and regulatory guidelines for the control and use of health information data. Lecture 3 hours per week.

HIT 190  (2 CR)  
Coordinated Internship in Medical Coding  
Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/practice ratio not to exceed 1:5 hours. Variable hours per week.

HIT 249  (3 CR)  
Supervision and Management Practices  
Introduces supervision and management principles with emphasis on the application of these principles in the health information setting. Lecture 3 hours per week.

HIT 250  (4 CR)  
Health Data Classification Systems I: ICD-9-CM  
Prerequisite(s): HIT 110 and HIT 111 plus either BIO 141/142 or NAS 150 or permission of instructor  
Focuses on diagnosis and procedure classification using ICD-9-CM. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. Lecture 4 hours per week.

HIT 253  (4-5 CR)  
Health Records Coding  
BRCC prerequisite: BIO 141-142.  
Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Lecture 3-4 hours. Laboratory 0-3 hours. Total 3-7 hours per week.
HIT 254 (3-4 CR)
Advanced Coding and Reimbursement
BRCC prerequisite: HIT 253.
Stresses advanced coding skills through practical exercises using actual medical records.
Introduces CPT-4 coding system and guidelines for out-patient/ambulatory surgery coding.
Introduces prospective payment system and its integration with ICD-9-CM coding. Lecture 3-4 hours. Laboratory 0-3 hours. Total 3-6 hours per week.

HIT 255 (2 CR)
Health Data Classification Systems II: CPT
Prerequisite(s): HIT 110 and HIT 111 plus either BIO 141/142 or NAS 150 or permission of instructor.
Focuses on procedure classification using CPT. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. Lecture 2 hours per week.

History

HIS 101-102 (3 CR) (3 CR)
History of Western Civilization I-II
May be taken out of sequence.
Examines the development of western civilization from ancient times to the present. The first semester ends with the 17th century; the second semester continues through modern times. Lecture 3 hours per week.

HIS 111-112 (3 CR) (3 CR)
History of World Civilization I-II
Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Lecture 3 hours per week.

HIS 121-122 (3 CR) (3 CR)
United States History I-II
May be taken out of sequence.
Surveys United States history from its beginning to the present. Lecture 3 hours per week.

HIS 211-212 (3 CR) (3 CR)
History of England I-II
May be taken out of sequence.
Surveys the history of the British Isles from pre-Celtic times to the present. Lecture 3 hours per week.

HIS 267 (3 CR)
The Second World War
Examines causes and consequences of the Second World War. Includes the rise of totalitarianism, American neutrality, military developments, the home fronts, diplomacy, and the decision to use the atomic bomb. Lecture 3 hours per week.

HIS 269 (3 CR)
Civil War and Reconstruction
Studies factors that led to the division between the States. Examines the war, the home fronts and the era of Reconstruction. Lecture 3 hours per week.

HIS 276 (3 CR)
United States History Since World War II
Investigates United States history from 1946 to the present, studying both domestic developments and American involvement in international affairs. Lecture 3 hours per week.
HIS 277 (3 CR)
The American Experience in Vietnam
Analyzes American involvement in Vietnam from World War I through the Nixon and Ford years. Includes Roosevelt's plan of trusteeship, the Geneva Conference, the American military role, and the search for peace. Lecture 3 hours per week.
HIS 279 (3 CR)
Age of the American Revolution
Examines the factors that led to the separation of the American British colonies from Great Britain. Covers the Revolutionary War, the problems faced by the revolutionary government, and postwar events that led to the adoption of the United States Constitution. Lecture 3 hours per week.

Horticulture

HRT 115 (3 CR) Plant Propagation
Teaches principles and practices of sexual and asexual methods. Examines commercial and home practices. Provides experience in techniques using seed-spores, cuttings, grafting, budding, layering and division. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 116 (3 CR) Home Horticulture
Introduces basic plant science. Covers soils and fertilizers, plant selection, and plant pests. Also covers installation, maintenance, and basic gardening techniques. Lecture 3 hours per week.

HRT 126 (3 CR) Home Landscaping
Studies current approaches to improving home landscapes. Emphasizes planning, proper implementation, and methods of caring for the landscape. Lecture 3 hours per week.

HRT 127 (3 CR) Horticultural Botany
Studies taxonomy, anatomy, morphology, physiology, and genetics of plants as applied to identification, propagation and culture. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 201-202 (3-4 CR) Landscape Plant Materials I-II
May be taken out of sequence.
Studies in detail landscape use of various plant materials. Considers ornamental value, growth habit, identification, and limitations. Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week.

HRT 207 (3 CR) Plant Pest Management
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 226  (3 CR)
Greenhouse Management
Discusses the theoretical and applied practices of managing a greenhouse facility. Emphasizes greenhouse construction and design, environmental control, energy conservation, and related topics. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 246  (2-3 CR)
Herbaceous Plants
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 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week.

HRT 247  (2 CR)
Indoor Plants
Studies identification, culture, and uses of indoor plants in interior landscaping. Includes tropical, subtropical and non-hardy temperate plants. Teaches scientific and common names of plants. Lecture 1-2 hours per week. Laboratory 2 hours. Total 3-4 hours per week.

HRT 249  (2-3 CR)
Perennial Plants
Considers the perennial plants used in the landscape. Includes site selection and evaluation for perennial culture, perennial plant selection, perennial culture under various environmental conditions, taxonomic identification, and control of insects and diseases. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week.

HRT 259  (3 CR)
Arboriculture
Studies the techniques of tree care. Covers surgery, pruning, insect and disease recognition and control, fertilization, cabling, and lightning rod installation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 260  (3 CR)
Introduction to Floral Design
Serves as a practical introduction to floral designs. Teaches basic methods of design and floral arrangement. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Human Services

HMS 100  (3 CR)
Introduction to Human Services
Introduces human service agencies, roles and careers. Presents a historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week.

HMS 106  (3 CR)
Working With Death and Dying
Studies the hospice concept emphasizing the management of providing services associated with terminal illness, while providing human services for the family as well as the patient. Explores the unique role of each member of the hospice care team as to how each assists the patient and family in coping with the effects of the illness. Emphasizes understanding grief and loss. Focuses on the dying person and emphasizes the social and moral aspects of death and dying. Lecture 3 hours per week.
HMS 141  
Group Dynamics I  
(3 CR)  
BRCC Prerequisites: HMS 100, MEN 101, HMS 190, PSY 215, PSY 231 or PSY 230, PSY 232, SOC 215, and one concurrent enrollment in HMS 290 or completion of one semester of HMS 290.  
Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics. Lecture 3 hours per week.

HMS 190  
Coordinated Internship in Mental Health/Human Services  
(1-5 CR)  
BRCC prerequisites: HMS 100 and MEN 101.  
Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/practice ratio maximum 1/5 hours. May be repeated for credit. Variable hours.

HMS 236  
Gerontology  
(3 CR)  
Examines the process of aging; its implications in relation to health, recreation, education, transportation, meaningful work or activity, and community resources. Emphasizes experiencing the aging process, facilitating retirement, and application of the helping relationship to work with older adults. Lecture 3 hours per week.

HMS 238  
Selected Topics in Aging  
(3 CR)  
Provides students with an opportunity to explore a variety of major current issues in aging. Topics may include care giving and the elderly, elderly drug use and misuse, protective services, crisis interventions, homecare, elder-abuse, and other current topics. Lecture 3 hours per week.

HMS 290  
Coordinated Internship in Mental Health/Human Services  
(1-5 CR)  
BRCC prerequisite: HMS 190, PSY 215, PSY 231 or 230, PSY 232, SOC 215  
Includes supervised practice in selected business, industrial or service firms coordinated by the College. Credit/practice ratio maximum 1/5 hours. Variable hours.

HMS 298  
Seminar and Project in Mental Health/Human Services  
(3 CR)  
BRCC prerequisites: HMS 100, MEN 101, HMS 190, PSY 215, PSY 231 or PSY 230, PSY 232, SOC 215 and concurrent enrollment or completion of one semester of HMS 290  
Requires completion of a project or research report related to the student’s occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Lecture 3 hours per week.

Humanities

HUM 195  
Honors Seminar  
(1 CR)  
An in-depth project providing additional, extensive study or research of a selected topic coordinated by the respective instructor and the coordinator of the Honors Program. Lecture 1 hour per week.
HUM 201 (3 CR)
Survey of Western Culture I
May be taken out of sequence.
Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: ancient and classical, early Christian and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week.

HUM 202 (3 CR)
Survey of Western Culture II
May be taken out of sequence.
Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic, and Modern. Lecture 3 hours per week.

HUM 260 (3 CR)
Survey of Twentieth-Century Culture
Explores literature, visual arts, philosophy, music, and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

Industrial Engineering Technology

IND 145 (3 CR)
Introduction to Metrology
Studies principles of measurement and calibration control, application of statistics to measurement processes, and standards of measurements in calibration. May include the use of gauges and instruments in modern production and dimensional control concepts. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 146 (3 CR)
Statistical Quality Control
Studies essentials and application of statistics in quality control function. May include definitions and uses of averages, standard deviations, ranges, and sampling plans. May discuss dependent and independent variables, and distribution probabilities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Information Technology Database

ITD 110 (3-4 CR)
Web Page Design I
Prerequisite: ITE 115.
Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Course content includes headings, lists, links, images, image maps, tables, forms, and frames. Lecture 2 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 129.

ITD 112 (3-4 CR)
Designing Web Page Graphics
Prerequisite: ITD 110.
Explores the creation of digital graphics for web design. Basic design elements such as color and layout will be explored utilizing a computer graphics program(s). Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 225.
ITD 130
Database Fundamentals
Prerequisite: ITE 115.
Introduces the student to Relational Database and Relational Database theory. Course content includes planning, defining, and using a database; table design, linking, and normalization; types of databases, database description and definition. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 133.

ITD 132
Structured Query Language
Prerequisite: ITE 115.
Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 148.

ITD 196
On-Site Training in E-Commerce
Offers opportunities for career orientation and training without pay in selected businesses and industry. Supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. Variable hours per week.

ITD 210
Web Page Design II
Prerequisite: ITD 110.
Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 226.

ITD 220
E-Commerce Administration
Recommended prerequisite is ITD 110.
Emphasizes techniques to plan and to design a platform independent commerce Web site. Course content 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 a business-to-business site. Lecture 3 hours. Laboratory 0-2. Total 3-5 hours per week.

ITD 298
Seminar and Project
Prerequisite: instructor approval.
This course requires completion and presentation of a project related to the student’s occupational objective. Formerly IST 298.

Information Technology Essentials

ITE 105
Careers and Cyber Ethics
Career paths in Information Technology will be explored to help the student determine the appropriate degree plan. Career paths will include but not be limited to software development, computer science, database, networking, system administration and operations, end user support, web design, and management. The student will learn ethical concerns in business and information technology, including the ACM Code of Ethics. Lecture 2 hours per week.
ITE 115 (3-4 CR)  
Introduction to Computer Applications and Concepts  
Prerequisite: keyboarding skills.  
Covers computer concepts and internet skills and use of a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 114.

ITE 120 (3-4 CR)  
Principles of Information Systems  
Provides an overview of the fundamentals of computer information systems. Focuses on the role of computers in business today including hardware, software, analysis, design and implementation of information systems. Includes an introduction to computer ethics, and business and personal security. Exposes students to techniques used in programming and system development. A hands-on component utilizing spreadsheets, databases, and web design applications is integrated into this course.

ITE 130 (3-4 CR)  
Introduction to Internet Services  
Provides instruction to provide students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engines, ftp, file compression, and other services using a variety of software packages. This course provides instruction for basic web page construction. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 128.

ITE 140: (3-4 CR)  
Spreadsheet Software  
Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics will include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, styles, insert headers and footers, and filter data. This course covers MOS Excel objectives. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITE 160  (3-4 CR)  
Introduction to E-Commerce  
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 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITE 170 (3 CR)  
Multimedia Software  
Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Lecture 3 hours. Total 3 hours per week.

ITE 180 (3-4 CR)  
Help Desk Support Skills  
Emphasizes instruction in customer support techniques required for analyzing and coordinating software and hardware solutions for end-user needs. This course includes evaluation and communication techniques required to provide help desk support necessary to transfer knowledge and enable implementation of a solution. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.
ITE 193  1-5 CR)
Studies in: Microcomputer Software
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. Variable hours per week.

ITE 200  (3-4 CR)
Technology for Teachers (TSIP)
Provides K-12 classroom teachers with the knowledge and skills needed to fulfill the Commonwealth of Virginia's Technology Standards for Instructional Personnel. Students will finish the course with a solid understanding of educational technology, including how to use computers, how to access information on the World Wide Web, and how to integrate computers and educational technology into the classroom curriculum. Students will learn how to base technology integration decisions on contemporary learning theories. Lecture 3 -4 hours per week.

ITE 270  (3 CR)
Advanced Multimedia Development
Prerequisite: ITE 170
Refines multimedia skills, focusing on project development using digital media; video clips, still images, and audio (sounds, music, and narration). Lecture 3 hours per week.

ITE 298  (3 CR)
Seminar and Project
Prerequisite: instructor approval.
This course requires completion and presentation of a project related to the student's occupational objective. Formerly IST 298.

Information Technology Networking

ITN 106  (3-4 CR)
Microcomputer Operating Systems
Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to Comptia A+ software. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 107  (3-4 CR)
Personal Computer Hardware and Troubleshooting
Includes specially designed instruction to give students a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components. Maps to Comptia A+ hardware certification. Cross-listed as ETR 164. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 115  (3-4 CR)
Windows 2003 Server
BRCC Prerequisite ITN 208
Teaches students how to manage and maintain a Microsoft Windows Server 2003 environment. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. New course.


ITN 151 (3-4 Credits)
**Introductory Routing and Switching–Cisco**

Encompasses instruction in the advantages of LAN segmentation using bridges, routers, and switches. Includes Spanning Tree Protocol and Virtual LANs as well as multiprotocol support and traffic filtering. Includes network design issues and differences between the following WAN services: LAPB, Frame Relay, ISDN, HDLC and PPP. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 208 (3-4 CR)
**Protocols and Communications**

Centers on providing an understanding of the TCP/IP suite and the details of its implementation. The details of implementation are treated by discussing IP addressing, the structure of frames and protocol headers that enable communication between two computers. Discusses IP routing, tunneling, SNMP, and security. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 202.

ITN 260 (3-4 CR)
**Network Security Basics**

Provides instruction in the basics of network security in depth. Course content includes security objectives, security architecture, security models and security layers. Course content also includes risk management, network security policy, and security training. Course content includes the security keys, confidentiality, integrity, availability, accountability, and audit ability. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 261 (3-4 CR)
**Network Attacks, Computer Crime, and Hacking**

Encompasses in-depth exploration of various methods for attacking and defending a network. Course content explores network security concepts from the viewpoint of hackers and their attack methodologies. Course content also includes topics about hackers, attacks, Intrusion Detection Systems (IDS), malicious code, computer crime, and industrial espionage. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 267 (3-4 CR)
**Cyberlaw**

Conveys an in-depth exploration of the civil and common law issues that apply to network security. Course content explores statutes, jurisdictional, and constitutional issues related to computer crime and privacy. Course content also includes rules of evidence, seizure and evidence handling, course presentation and computer privacy in the digital age. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITN 270 (3-4 CR)
**Advanced Linux Network Administration**

Focuses instruction on the configuration and administration of the Linux operating system as a network server. Course content emphasizes the configuration of common network services such as routing, http, dns, dhcp, ftp, telnet, smb, nfs, and nis. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 205.

**Information Technology Programming**

ITP 100 (3-4 CR)
**Software Design**

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. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 153.
ITP 112
Visual Basic.NET I
BRCC Prerequisite: ITP 100 or CSC 200.
Provides instruction in fundamentals of object-oriented programming using Visual Basic.
NET and the.NET framework. Emphasizes program construction, algorithm development,
coding, debugging, and documentation of graphical user interface applications. Lecture 3
hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 160.

ITP 120
Java Programming I
BRCC Prerequisite: ITP 100 or CSC 200.
Provides instruction in fundamentals of object-oriented programming using JAVA.
Emphasizes program construction, algorithm development, coding, debugging, and
documentation of console and graphical user interface applications. Lecture 3 hours.
Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 149.

ITP 132
C++ Programming
BRCC Prerequisite: ITP 100 or CSC 200.
Provides instruction in fundamentals of object-oriented programming and design using
C++. Emphasizes program construction, algorithm development, coding, debugging, and
documentation of C++ applications. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours
per week. Formerly IST 172.

ITP 200
Data Structures and Algorithms
BRCC Prerequisite: CSC 201 or ITP 120 or ITP 132 or divisional approval.
Introduces searching and sorting algorithms and basic data structures. Students will
examine data structures and algorithms in a given computer language including sets,
strings, stacks, queries, arrays, linked lists, and trees. Lecture 3 hours. Laboratory 0-2
hours. Total 3-5 hours per week.

ITP 220
Java Programming II
Prerequisite: ITP 120 or CSC 201
Imparts instruction in application of advanced object-oriented techniques to application
development using Java. Course content emphasizes database connectivity, inner classes,
collection classes, networking, and threads. Lecture 3 hours. Laboratory 0-2 hours. Total
3-5 hours per week. Formerly IST 249.

ITP 232: C++ Programming II
Recommended prerequisite: ITP 132.
Presents in-depth instruction of advanced object-oriented techniques for data structures
using C++. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ITP 240
Server Side Programming
Prerequisite: ITP 100.
Centers around instruction in fundamentals of Internet application design, development,
and deployment. Course content includes implementation of server component models,
security, and database connectivity using server-side programming. Lecture 3 hours.
Laboratory 0-2 hours. Total 3-5 hours per week. New course.
ITP 244 (3-4 CR)  
**ASP.NET—Server Side Programming**  
**BRCC Prerequisite:** ITP 112 and ITD 110.  
Entails instruction in creation of ASP.NET Web applications to deliver dynamic content to a Web site utilizing server controls, web forms, and web services to accomplish complex data access tasks. Lecture 3 hours. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 228-229.

ITP 258 (3-4 CR)  
**System Development Project**  
**BRCC Prerequisite** ITP 112, ITP 120, or ITP 132  
Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design, and system implementation practices. 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. Laboratory 0-2 hours. Total 3-5 hours per week. Formerly IST 251.

ITP 296 (3 CR)  
**On-Site Training in Information Systems**  
Offers opportunities for career orientation and training without pay in selected business and industry. Supervised and coordinated by the College. Credit/work ratio not to exceed 1-5 hours. Variable hours per week. This is a second-year course, subject to instructor approval.

ITP 298 (3 CR)  
**Seminar and Project**  
**Prerequisite:** Instructor approval.  
This course requires completion and presentation of a project related to the student’s occupational objective. Subject to instructor approval.

**Machine Technology**

MAC 126 (3 CR)  
**Introductory CNC Programming**  
**BRCC prerequisite:** instructor approval.  
Introduces programming of computerized numerical control machines with hands-on programming and operation of CNC machines. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MAC 127 (3 CR)  
**Advanced CNC Programming**  
**BRCC prerequisite:** MAC 126.  
Provides in-depth study of programming computerized numerical control machines. Lecture 3 hours per week.

**Marketing**

MKT 100 (3 CR)  
**Principles of Marketing**  
Presents principles, methods and problems involved in the marketing of goods, services, and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical, and international considerations in marketing. Lecture 3 hours per week.
Mathematics

MTH 02 (1-5 CR)
Basic Arithmetic
Prerequisite: a placement recommendation for MTH 02.
Covers arithmetic principles and computations. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Variable hours per week.

MTH 03 (1-5 CR)
Basic Algebra I
Prerequisites: a placement recommendation for MTH 03 and Arithmetic or equivalent.
Develops mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Variable hours per week.

MTH 04 (1-5 CR)
Basic Algebra II
Prerequisites: a placement recommendation for MTH 04 and Algebra I or equivalent.
Develops the mathematical proficiency in intermediate algebra necessary for selected curriculum entrance. Credits not applicable toward graduation. Variable hours per week.

MTH 103-104 (3 CR) (3 CR)
Applied Technical Mathematics I-II
Must be taken in sequence.
Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent.
Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Lecture 3 hours per week.

MTH 141-142 (3 CR) (3 CR)
Business Mathematics I-II
Must be taken in sequence. Prerequisites: a placement recommendation for MTH 141 and one unit of high school mathematics or equivalent.
Provides instruction, review, and drill in percentage, cash and trade discounts, mark-up, payroll, sales, property and other taxes, simple and compound interest, bank discounts, loans, investments, and annuities. Lecture 3 hours per week.

MTH 151 (3 CR)
Mathematics for the Liberal Arts I
Prerequisites: a placement recommendation for MTH 151 and algebra I, algebra II and geometry or equivalent.
Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Lecture 3 hours per week.

MTH 157 (3 CR)
Elementary Statistics
Prerequisites: a placement recommendation for MTH 157 and algebra I, algebra II and geometry.
Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. Students may not receive credit toward graduation in any program of study for both MTH 157 and BUS 221. Lecture 3 hours per week.
MTH 163  (3 CR)
Precalculus I
Prerequisites: a placement recommendation for MTH 163 and algebra I, algebra II, and geometry or equivalent.

Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. (Credit will not be awarded for both MTH 163 and MTH 166). Lecture 3 hours per week.

MTH 164  (3 CR)
Precalculus II
Prerequisite: MTH 163 or equivalent.

Presents trigonometry, analytic geometry, and sequences and series. (Credit will not be awarded for both MTH 164 and MTH 168). Lecture 3 hours per week.

MTH 173  (5 CR)
Calculus with Analytic Geometry I
Prerequisites: a placement recommendation for MTH 173, or SAT quantitative score of 520 or higher, or completion of MTH 163-164, and four units of high school mathematics including algebra I, algebra II, geometry and trigonometry or equivalent.

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. Lecture 5 hours per week.

MTH 174  (5 CR)
Calculus with Analytic Geometry II
Prerequisite: MTH 173 or equivalent.

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. Lecture 4-5 hours per week.

MTH 250  (3 CR)
College Geometry
Prerequisite: a placement recommendation for MTH 250 and MTH 174 or equivalent.

Presents topics in Euclidean and non-Euclidean geometries chosen to prepare individuals for teaching geometry at the high school level. Studies Euclid’s geometry and its limitations, axiomatic systems, techniques of proof, and Hilbert’s geometry, including the parallel postulates for Euclidean, hyperbolic, and elliptic geometries. Lecture 3 hours per week.

MTH 270  (3 CR)
Applied Calculus
Prerequisite: MTH 163 or MTH 166 or equivalent.

Introduces limits, continuity, differentiation and integration of algebraic and transcendental functions, techniques of integration, and partial differentiation. (Credit will not be awarded for both MTH 270 and MTH 271). Lecture 3 hours per week.

MTH 277  (4 CR)
Vector Calculus
Prerequisite: MH 174 or equivalent

Presents vector valued functions, partial derivatives, multiple integrals, and topics from the calculus of vectors. Designed for mathematical, physical, and engineering science programs. Lecture 4 hours per week.
MTH 279 (4 CR)
Ordinary Differential Equations
Prerequisite: MTH 174 or equivalent
Introduces ordinary differential equations. Includes first order of differential equations, second and higher order ordinary differential equations with application. Designed for mathematical, physical, and engineering science programs. Lecture 4 hours per week.

MTH 285 (3 CR)
Linear Algebra
Prerequisite: MTH 174 or equivalent
Covers matrices, linear spaces, determinants, solutions of systems of linear equations, bases and dimensions, eigen values, and eigen vectors. Designed for mathematical, physical, and engineering science programs. Lecture 3 hours per week.

MTH 287 (3 CR)
Mathematical Structures
Prerequisite: MTH 166 or equivalent.
Presents topics in mathematical structures of value to students majoring in Computer Science or other disciplines requiring programming skills. Covers logic, set theory, number theory, combinatorics, functions, relations, and graph theory. Lecture 3 hours per week.

Mechanical Engineering Technology

MEC 111 (3 CR)
Materials for Industry
Studies the nature, structure, properties, and typical applications of metallic, polymeric, ceramic, and composite materials. Promotes job entry understanding of basic material concepts. Focuses on applications of materials as well as the behavior of materials subjected to external stresses. Addresses as required the earth's limited material resources, energy efficient materials, dependence on foreign sources of materials, material systems, thermal processing, and electronic-related materials. Lecture 3 hours per week.

MEC 112 (3 CR)
Processes of Industry
Analyzes the processes of manufacturing products from materials for industry/engineering. Includes machining casting, forming molding, hot/cold working, chipless machining, and welding. Addresses quality assurance and inspection procedures. Lecture 3 hours per week.

MEC 119 (2-3 CR)
Introduction to Basic CNC and CAM
Teaches the basic concepts of Computer Numerical Control (CNC) programming of Numerical Control Machinery with emphasis on Computer Aided Manufacturing (CAM)/Computer Aided Drafting (CAD). Program writing procedures will be based on using the following: basic G-code programming language for CNC machinery, CAD/CAM programming systems to produce correct code for CNC Machinery, basic computer usage, CAD/CAM integration, and Code-to-machine transfer via Distributive Numeric Control (DNC). Lecture 1-2 hours. Laboratory 2-4 hours. Total 3-5 hours per week.

MEC 211-212 (4 CR)
Machine Design I-II
Must be taken in sequence. BRCC prerequisite: EGR 130 or equivalent.
Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems, and power shafting. Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
MEC 225  (3 CR)
Metallurgy  
Teaches fundamentals of metallurgy, grain size, effect on carbon content, and hardness testing devices. Tests different alloys to determine the effect of heat treatment. Requires preparation of weekly laboratory reports. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

MEC 256  (3 CR)
Thermodynamics  
Introduces basic laws of thermodynamics and energy conversions. Analyzes energy, cycles, temperature, entropy, and enthalpy. Covers thermodynamic systems and processes. Lecture 3 hours per week.

Mental Health

MEN 101  (3 CR)
Mental Health Skill Training I  
Develops skills necessary to function as a mental health worker, with emphasis on guided practice in counseling skills as well as improved self-awareness. Includes training in problem-solving, goal-setting, and implementation of appropriate strategies and evaluation techniques relating to interaction involving a variety of client needs. Lecture 3 hours per week.

MEN 135  (3 CR)
Human Services and the Law  
Examines current issues in mental health and impact of federal and state laws on delivery of services. Considers issues of civil commitment of the mentally ill, confidentiality, and rights of clients. Lecture 3 hours per week.

MEN 225  (3 CR)
Counseling Therapy  
BRCC prerequisites: HMS 100, MEN 101, PSY 215, PSY 231 or PSY 230, PSY 232, SOC 215 and concurrent enrollment in or completion of one semester of HMS 190. Studies various models of counseling theories and appropriate application of counseling techniques in the helping profession. Lecture 3 hours per week.

Music

MUS 121-122  (3 CR) (3 CR)  
Music Appreciation I-II  
May be taken out of sequence. 
Increase the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

MUS 137  (1-2 CR)  
Chorus Ensemble  
Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3-6 hours per week.
Natural Science

NAS 130
Elements of Astronomy
(required: BRCC)
BRCC prerequisite: familiarity with basic algebra.
Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars, and galaxies. Lecture 3 hours per week. Recitation and laboratory 3 hours. Total 6 hours per week.

Nursing

NUR 27
Nurse Aide I
Teaches care of older patients with emphasis on the social, emotional, and spiritual needs. Covers procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. May include Laboratory or clinical hours. Lecture 2-4 hours. Laboratory 3-9 hours. Total 6-11 hours per week.

NUR 108
Nursing Principles and Concepts I
Introduces principles of nursing, health, and wellness concepts, and the nursing process. Identifies nursing strategies to meet the multidimensional needs of individuals. Includes math computational skills, basic computer instruction related to the delivery of nursing care, introduction to the profession of nursing, nursing process, documentation, basic needs related to integumentary system, teaching/learning, stress, psychosocial, safety, nourishment, elimination, oxygenation, circulation, rest, comfort, sensory, fluid and electrolyte and mobility needs in adult clients. Also, care of the pre/post-operative client. Provides supervised learning experiences in college nursing labs and/or cooperating agencies. Lecture 1-5 hours. Laboratory 2-15 hours. Total 7-16 hours per week.

NUR 109
Nursing Principles and Concepts II
Focuses on nursing care of individuals and/or families experiencing alterations in health. Includes math computational skills, basic computer instruction related to the delivery of nursing care, Immunological, gastrointestinal, musculoskeletal, oncological and diabetic disorders and pre/post-operative care in adult and pediatric clients. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 1-5 hours. Laboratory 2-15 hours. Total 7-16 hours per week.

NUR 111
Nursing I
Introduces nursing principles including concepts of health and wellness and the nursing process. Develops nursing skills to meet the biopsychosocial 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 in college nursing laboratories and/or cooperating agencies. Lecture 1-7 hours. Laboratory 2-21 hours. Total 9-22 hours per week.
NUR 112  (7-8 CR)
Nursing II
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, sensor-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 1-7 hours. Laboratory 3-21 hours. Total 9-22 hours per week.

NUR 115  (2-7 CR)
LPN Transition
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 1-7 hours. Laboratory 0-18 hours. Total 2-19 hours per week.

NUR 135  (1-2 CR)
Drug Dosage Calculations
Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. Lecture 1-2 hours per week.

NUR 136  (1-2 CR)
Principles of Pharmacology I
Focuses on principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Lecture 1-2 hours per week.

NUR 137  (1-2 CR)
Principles of Pharmacology II
Continues discussion on principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Lecture 1-2 hours per week.

NUR 202  (3-4 CR)
Medical/Surgical Nursing I
Focuses on the care of individuals/families requiring complex or surgical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care; cardiac, neurological, renal, burn disorders and clients experiencing shock. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 1-3 hours. Laboratory 2-9 hours. Total 5-10 hours per week.

NUR 208  (5-6 CR)
Acute Medical-Surgical Nursing
Focuses on the use of nursing process to provide care to individuals/families with acute medical or surgical problems or to prevent such problems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in cooperating agencies. Lecture 1-5 hours. Laboratory 2-15 hours. Total 7-16 hours per week.
NUR 213  (7-8 CR)
Second Level Nursing III
Emphasizes complex nursing care of individuals, families, and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care; cardiovascular, respiratory, endocrine, neurological and renal disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 1-7 hours. Laboratory 3-21 hours. Total 9-22 hours per week.

NUR 214  (7-8 CR)
Second Level Nursing IV
Emphasizes complex nursing care of individuals, families, and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care related to chronic disorders throughout the lifespan including immunological; hematological; infectious; burn; integumentary; sensory, and neurological disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 1-7 hours. Laboratory 3-21 hours. Total 9-22 hours per week.

NUR 226  (3 CR)
Health Assessment
Teaches the systematic approach to obtaining a health history and performing a physical assessment. Lecture 0-2 hours per week. Laboratory 3-9 hours per week. Total 4-9 hours per week.

NUR 230  (3 CR)
Pharmacology
Teaches general principles of drug action, pharmacology of the major drug classes, and specific agents within each class. Includes math calculations necessary to adapt dosages to the multidimensional needs of individuals across the lifespan. Lecture 3 hours per week.

NUR 245  (3 CR)
Maternal/Newborn Nursing
Develops nursing skills in caring for families in the antepartum, intrapartum, and postpartum periods. Lecture 3 hours per week.

NUR 246  (3-4 CR)
Parent/Child Nursing
Develops nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development and the family as a unit. Lecture 1-3 hours. Laboratory 0-9 hours. Total 3-9 hours per week.

NUR 247  (3-4 CR)
Psychiatric/Mental Health Nursing
Develops nursing skills in caring for individuals, families, and/or groups with mental health needs. Explores various treatment models, diagnostic categories, and rehabilitative measures. Lecture 1-3 hours. Laboratory 2-9. Total 2-9 hours per week.

NUR 254  (2 CR)
Dimensions of Professional Nursing
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.
Philosophy

PHI 101-102  (3 CR) (3 CR)
Introduction to Philosophy I-II
May be taken out of sequence.
Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

PHI 115  (3 CR)
Practical Reasoning
Studies informal logic and language techniques as they relate to reasoning and argument. Provides practice in analyzing arguments and constructing sound arguments. Lecture 3 hours per week.

PHI 211-212  (3 CR) (3 CR)
The History of Western Philosophy I-II
May be taken out of sequence.
Provides historical survey of representative philosophers from the pre-Socratics to the present. Introduces the student to development of philosophical thought through selected readings of original works and appropriate critical materials. Lecture 3 hours per week.

PHI 225  (3 CR)
Selected Problems in Applied Ethics
Analyzes and discusses significant contemporary ethical issues and problems existing throughout the various professions such as business, medicine, law, education, journalism, and public affairs. Lecture 3 hours per week.

Photography

PHT 264  (3 CR)
Digital Photography
Prerequisites: PHT 101 and ART 283, or PHT 135, or divisional approval.
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. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Physical Education and Recreation

PED 103-104  (1 CR) (1 CR)
Aerobic Fitness I-II
Must be taken in sequence.
Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Laboratory 2 hours. Total 2 hours per week.

PED 107-108  (1 CR) (1 CR)
Slimnastics I-II
Must be taken in sequence.
Provides the student with a full body workout through flexibility, strength, and cardiovascular endurance exercises. Includes fitness evaluation, nutrition analysis, and weight control. Laboratory 2 hours. Total 2 hours per week.
PED 109  (1-2 CR)
Yoga
Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 111-112  (1 CR) (1 CR)
Weight Training I-II
Must be taken in sequence.
Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Laboratory 2 hours. Total 2 hours per week.

PED 113-114  (1-2 CR) (1-2 CR)
Lifetime Activities I-II
Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 117  (1 CR)
Fitness Walking
Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level. Laboratory 2 hours. Total 2 hours per week.

PED 121-122  (1 CR) (1 CR)
Racketball I-II
Must be taken in sequence.
Teaches racketball skills and strategies for team and individual play. Includes terminology, scoring, etiquette, equipment selection, and safety. Laboratory 2 hours. Total 2 hours per week.

PED 123-124  (1 CR) (1 CR)
Tennis I-II
Must be taken in sequence.
Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Laboratory 2 hours. Total 2 hours per week.

PED 128  (1-2 CR)
Horseback Riding
Prerequisite: appropriate riding skills or instructor's permission for advanced course.
Presents riding seats and preparation for riding, care and grooming of a horse, selection, use and care of equipment and safety. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

PED 129  (1-2 CR)
Self-Defense
Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense, emphasizing mental and physical discipline. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.
PED 133-134   (1 CR) (1 CR)
Golf I-II
Must be taken in sequence.
Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Laboratory 2 hours. Total 2 hours per week.

PED 135-136   (1 CR) (1 CR)
Bowling I-II
Must be taken in sequence.
Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Laboratory 2 hours. Total 2 hours per week.

PED 137-138   (1 CR) (1 CR)
Martial Arts I-II
Must be taken in sequence.
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. Laboratory 2 hours. Total 2 hours per week.

PED 147   (1 CR)
Hiking
Introduces physical and mental benefits of walking or hiking as a form of physical exercise. Skills developed include how to plan for a hike, what to take, and how to select a trail relative to individual abilities. Provides hiking opportunities to explore local regions. Develops awareness of safety, weather, and ecological considerations. Laboratory 2 hours. Total 2 hours per week.

PED 148   (1 CR)
Snowboarding
Teaches basic skills of snowboarding, selection and use of equipment, terminology, and safety rules. Laboratory 2 hours. Total 2 hours per week.

PED 150   (1 CR)
Soccer
Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning. Laboratory 2 hours. Total 2 hours per week.

PED 156   (1 CR)
Softball
Emphasizes skills, techniques, strategies, rules. Laboratory 2 hours. Total 2 hours per week.

PED 163   (1 CR)
Jazz I
Introduces dance through contemporary jazz movements. Includes floor stretches, isolations, dance patterns and locomotor movements. Total 2 hours per week.

PED 176   (1 CR)
Camping
Introduces camping techniques; equipment, site selection and use; safety procedures; and camping ecology. Laboratory 2 hours. Total 2 hours per week.

PED 181-182   (1 CR) (1 CR)
Downhill Skiing I-II
Must be taken in sequence.
Teaches basic skills of downhill skiing; selection and use of equipment; terminology and safety rules. Includes field experience. Laboratory 2 hours. Total 2 hours per week.
Physics

PHY 201-202  (4 CR) (4 CR)
General College Physics I-II
Must be taken in sequence. BRCC prerequisite: proficiency with algebra and familiarity with basic trigonometry and plane geometry.
Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Political Science

PLS 135  (3 CR)
American National Politics
Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their interrelationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.

Psychology

PSY 100  (2-3 CR)
Principles of Applied Psychology
Introduces the general principles of psychology as they are applied to work, relationships, and growth. Includes perception, learning, development, motivation, emotion, therapy, communication, attitudes. Lecture 2-3 hours per week.

PSY 105  (3 CR)
Psychology of Personal Adjustment
Introduces psychological principles that contribute to a well-adjusted personality. Considers the effects of stress and coping with the problems of everyday life. Lecture 3 hours per week.

PSY 126  (3 CR)
Psychology for Business and Industry
Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications. May include techniques for selection and supervision of personnel. Lecture 3 hours per week.

PSY 200  (3 CR)
Principles of Psychology
Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics such as: physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Students may not receive credit toward graduation requirements for both PSY 200 and PSY 201 or for both PSY 200 and PSY 202. Lecture 3 hours per week.

PSY 201-202  (3 CR) (3 CR)
Introduction to Psychology I-II
May be taken out of sequence.
Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Students may not receive credit toward graduation requirements for both PSY 200 and PSY 201 or for both PSY 200 and PSY 202. Lecture 3 hours per week.
PSY 215  (3 CR)
Abnormal Psychology
Prerequisite: PSY 200 or PSY 201 or divisional approval.
Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Lecture 3 hours per week.

PSY 216  (3 CR)
Social Psychology
Prerequisite PSY 200, PSY 201, or PSY 202.
Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Lecture 3 hours per week.

PSY 220  (3 CR)
Introduction to Behavior Modification
Studies the history of behaviorism and the principles and applications of behavior modification. Emphasizes observation and application of behavior modification principles. Lecture 3 hours per week.

PSY 230  (3 CR)
Developmental Psychology
Studies the development of the individual from conception to death. Follows a lifespan perspective on the developmental tasks of the person’s physical, cognitive and psychosocial growth. Lecture 3 hours per week.

PSY 231-232  (3 CR)  (3 CR)
Life Span Human Development I-II
May be taken out of sequence.
Investigates human behavior through the life cycle. Describes physical, cognitive and psycho-social aspects of human development from conception to death. Lecture 3 hours per week.

PSY 236  (3 CR)
Adolescent Psychology
Studies development of the adult personality. Investigates physical, intellectual, social and emotional factors of the individual from late childhood to early adulthood. Lecture 3 hours per week.

PSY 266  (3 CR)
Psychology of Death and Dying
Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Lecture 3 hours per week.

Real Estate

REA 100  (4 CR)
Principles of Real Estate
Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate. Lecture 4 hours per week.
REA 215 (3 CR)  
Real Estate Brokerage  
Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

Religion  
REL 231-232 (3 CR) (3 CR)  
Religions of the World I-II  
May be taken out of sequence.  
Studies religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

Safety  
SAF 126 (3 CR)  
Principles of Industrial Safety  
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.

Social Science  
SSC 107 (3 CR)  
Problems of People in the Modern World  
Analyzes contemporary social, psychological, political, and economic problems related to industrialization, urbanization, the role of government, and national and international tensions. Lecture 3 hours per week.

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

SOC 207 (3 CR)  
Medical Sociology  
Surveys the social, economic, cultural, and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics, and policy. Lecture 3 hours per week.

SOC 215 (3 CR)  
Sociology of the Family  
Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative life-styles. Lecture 3 hours per week.

SOC 235 (3 CR)  
Juvenile Delinquency  
Studies demographic trends, casual theories and control of juvenile delinquency. Presents juveniles' interaction with family, schools, police, courts, treatment programs, and facilities. Lecture 3 hours per week.
SOC 236  (3 CR)  
Criminology  
Studies research and causal theories of criminal behavior. Examines crime statistics, crime victims, and types of criminal offenses. Introduces role of police, judicial and correctional system in treatment and punishment of offenders. Lecture 3 hours per week.

SOC 268  (3 CR)  
Social Problems  
Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Lecture 3 hours per week.

SOC 293  (3 CR)  
Immigration and Immigrants in American Society  
An introduction to contemporary immigration and immigrant issues in the United States, with a special focus on the college’s service area. Lecture 3 hours per week.

Spanish

SPA 101-102  (4 CR)  
Beginning Spanish I-II  
Must be taken in sequence.  
Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Lecture 4 hours per week.

SPA 105-106  (2 CR)  
Beginning Spanish Ia-Ib  
Must be taken in sequence. Both courses must be completed to equal SPA 101. This course introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. SPA 105 covers the first half of Spanish 101. SPA 106 covers the last half of Spanish 101. Lecture 2 hours per week.

SPA 107-108  (2 CR)  
Beginning Spanish IIa-Iib  
Must be taken in sequence. Both courses must be completed to equal SPA 102. Introduces understanding speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. SPA 107 covers the first half of SPA 102. SPA 108 covers the last half of SPA 102. Lecture 2 hours per week.

SPA 150  (3 CR)  
Spanish for Law Enforcement  
Introduces Spanish to those in the criminal justice field. Emphasizes oral communication and practical first-hand police and justice vocabulary. May include oral drill and practice. Lecture 3 hours per week.

SPA 201-202  (4 CR)  
Intermediate Spanish I-II  
Prerequisite: SPA 102 or equivalent and permission of instructor. May be taken out of sequence with permission from instructor. Continues to develop understanding, speaking, reading, and writing skills. Lecture 4 hours per week.
SPA 211-212  
Intermediate Spanish Conversation I-II  
Prerequisite: SPA 202 or equivalent and permission of instructor.  
May be taken out of sequence.  
Continues to develop fluency through emphasis on idioms and other complex sentence structures. Lecture 3 hours per week.

SPA 241  
Intermediate Spanish Composition I  
Prerequisite: SPA 202 or equivalent  
Develops skills in written Spanish, emphasizing grammatical correctness. Lecture 3 hours per week.

SPA 293  
Studies in: Spanish for Professionals  
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. Variable hours per week.

SPA 295  
Topics in: Spanish Immersion  
Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline. Variable hours per week.

Speech

SPD 110  
Introduction to Speech Communication  
Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

SPD 130  
Introduction to the Theatre  
Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

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

SPD 136  
Theatre Workshop  
Enables students to work on various activities of play production. The student participates in play production, set design, stage carpentry, sound, costuming, light, stage managing, props, promotion, or stage crew. May be repeated for credit. Lecture 3 hours per week.

SPD 137  
Oral Interpretation  
Studies the theory and practice of performing various types of literature: prose, poetry, and drama. Emphasizes the relationship among the oral interpreter, the literary work, and the audience. Lecture 3 hours per week.
SPD 151-152 (3 CR) (3 CR)
Film Appreciation I-II
Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Lecture 3 hours per week.

Student Development

SDV 100 (1 CR)
College Success Skills
Assists students in transition to colleges. 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. Lecture 1 hour per week.

SDV 101 (1-3 CR)
Orientation to Health Sciences
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

SDV 107 (1 CR)
Career Education
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 109 (1 CR)
Student Leadership Development
Provides opportunities for students to learn leadership theory and skills for application in campus organizations, committees and groups. Lecture 1 hour per week.

Truck Driving

TRK 101 (2 CR)
DOT Safety Rules and Regulations
Co-requisite TRK 102 and 103.
Includes an intensive study of the Department of Transportation and state and local laws and regulations governing the motor carrier industry as applied to the professional operation of commercial vehicles. Lecture 2 hours per week.

TRK 102 (1 CR)
Preventive Maintenance for Truck Drivers
Co-requisite TRK 101 and 103
Focuses on the fundamentals of preventive maintenance and inspection procedures for gasoline and diesel powered tractor-trailers. Includes drivelines, brake systems, electrical system and accessories encountered by the professional truck driver. Lecture 1 hour per week.
TRK 103  
Tractor Trailer Driving  
Co-requisite TRK 101 and 102.  
Prepares the prospective driver to operate a motor vehicle in a safe and responsible manner. Provides practical training in over-the-road and city driving, including backing skills, and pre-trip inspection. Emphasizes defensive driving. Lecture 3 hours. Laboratory 12 hours. Total 15 hours per week.

**Veterinary Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 100</td>
<td>Introduction to Animal Science</td>
<td>4 CR</td>
</tr>
<tr>
<td>VET 101</td>
<td>Introduction to Veterinary Assisting</td>
<td>3 CR</td>
</tr>
<tr>
<td>VET 102</td>
<td>Care and Maintenance of Small Domestic Animals I</td>
<td>3 CR</td>
</tr>
<tr>
<td>VET 103</td>
<td>Veterinary Office Assisting</td>
<td>3 CR</td>
</tr>
<tr>
<td>VET 105</td>
<td>Introduction to Veterinary Technology</td>
<td>3 CR</td>
</tr>
<tr>
<td>VET 111</td>
<td>Anatomy and Physiology of Domestic Animals</td>
<td>4 CR</td>
</tr>
<tr>
<td>VET 115</td>
<td>Laboratory Techniques I</td>
<td>4 CR</td>
</tr>
<tr>
<td>VET 121</td>
<td>Clinical Practices I</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Surveys the common breeds of small and large domestic animals, including identification, management, and restraint. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Presents basic information about assisting the veterinarian. Includes information about companion animals, primarily dogs and cats. Lecture 3 hours per week.

Provides information concerning animal hygiene, parasitology, first aid, disease detection, sanitation, principles of environmental control, and other topics related to the care and maintenance of small animals. Lecture 3 hours per week.

Presents basic information about common business procedures used in veterinary practice. Includes client and staff relationships and veterinary regulations. Lecture 3 hours per week.

Introduces the role of veterinary technicians in veterinary practice. Includes medical terminology, ethics, professionalism, and basic concepts of patient care. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

Introduces the structure and function of the animal and of all the organ systems of common domestic animals. Includes histology, embryology, and genetics. Includes laboratory dissection and demonstrations. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Introduces techniques in hematology, urinalysis, and parasitology. Includes other laboratory tests performed in veterinary practice. Lecture 2-3 hours. Laboratory 3-6 hours. Total 6 hours per week.

Presents advanced clinical techniques commonly performed in veterinary practice. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
VET 210 (4 CR)
Animal Diseases and Microbiology
Surveys infectious and noninfectious diseases of domestic animals. Includes aspects of disease such as etiology, clinical signs, treatment, prevention, and pathology. Presents identification and drug sensitivity of common disease-causing organisms. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 215 (4 CR)
Laboratory Techniques II
Prerequisite: VET 115.
Expands concepts introduced in VET 115 including clinical chemistry, cytology, and other laboratory tests performed in veterinary practice. Lecture 2-3 hours. Laboratory 3-6 hours. Total 5-9 hours per week.

VET 216 (3 CR)
Animal Pharmacology
Studies drugs and other medical substances of veterinary importance. Includes their characteristics, usage, measurement, dosage, administration, and also pharmacy management. Lecture 3 hours per week.

VET 217 (3 CR)
Introduction to Laboratory, Zoo and Wildlife Medicine
Focuses on the identification, captive management, restraint and diseases of fish, reptiles, birds, rodents, rabbits, ferrets, primates, wild carnivores, and wild herbivores. Presents the fields of laboratory research zoological medicine. Lecture 3 hours per week.

VET 220 (2 CR)
Applied Anesthesia and Surgical Care
Provides laboratory experience in preoperative, preoperative, and postoperative care of domestic animals, including management of anesthesia and surgical assistance. Lecture 0 hours; Laboratory 4 hours.

VET 221-222 (4 CR) (4 CR)
Advanced Clinical Practices III-IV
Must be taken in sequence.
Prerequisites: VET 121.
Presents advanced clinical techniques commonly performed in veterinary practice. Lecture 2-3 hours. Laboratory 3-6 hours. Total 5-9 hours per week.

VET 230 (3 CR)
Veterinary Hospital Management
Introduces common business procedures used in veterinary practice. Includes bill collection, appointment scheduling, telephone techniques, record keeping, merchandising, drug ordering and inventory control, and supervision of employees. Lecture 3 hours per week.

VET 236 (3 CR)
Companion Animal Behavior
BRCC prerequisite: VET 101 or VET 102 or VET 105.
Teaches basic behavior concepts as they apply to dogs, cats, and horses. Stresses prevention and treatment of behavior problems. Lecture 3 hours per week.
VET 290  
Coordinated Internship in Veterinary Technology  
Supervised on-the-job training in selected veterinary practices coordinated by the College. Variable hours.
Local and State Boards

Blue Ridge Community College Board

The BRCC College Board acts in an advisory capacity to the State Board for Community Colleges and is responsible for assuring that the community college is responsive to the needs within its service region.

**Officers:**

Mr. Bob May, Chair, Rockingham Co.
Ms. Kathryn Whitten, Vice-Chair, Harrisonburg
Dr. James R. Perkins, Secretary

**Members (2006-2007):**

Mr. Benjamin Carter, Augusta County
Ms. Joyce Coleman, Waynesboro
Ms. Sandra Curry, Waynesboro
Ms. Denise Dawson, Harrisonburg
Mr. Peter DeVaux, Augusta County
Ms. Jean Gearing, Rockingham Co.
Mr. J. Darwin King, Staunton
Ms. Koressa Malcolm, Highland Co.

Virginia Community College System

Dr. Glenn DuBois, Chancellor

State Board for Community Colleges

The State Board for Community Colleges is the state agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia. It is the governing board for the Virginia Community College System and Blue Ridge Community College.

**Officers:**

Mr. Chris A. Lumsden, Chair
Alan G. Toxopeus, Vice-Chair
Dr. Glenn DuBois, Secretary

**Members:**

Ms. Shahnaz M. Ahmed
Ms. Megan C. Beyer
Mr. Mark R. Graham
Mr. Gary C. Hancock
Ms. Adele C. Johnson
Ms. Constance Kincheloe
Mr. Chris A. Lumsden
Mr. Nathaniel X. Marshall
Mr. R. Michael Mohler
Mr. Michael Petters
Mr. William E. Porter
Mr. Paul J. Reagan
Mr. Robert W. Shinn
Educational Foundation Board of Directors

The Blue Ridge Community College Educational Foundation, Inc., is a tax exempt (501 (c) (3)) non-profit organization designed to enhance the general welfare of Blue Ridge Community College. Toward this end, the BRCC Educational Foundation seeks contributions to provide:

1. scholarships or educational loans to students,
2. equipment for specialized training and education of students,
3. for the development and enhancement of physical facilities,
4. professional development opportunities for faculty and staff,
5. services to business, industry and the community.

The Blue Ridge Community College Educational Foundation, Inc., is managed by a twenty-five member board of directors.

Members (2006-2007):

Ms. Carolyn L. Beam, Vice President, Rockingham Heritage Bank, Weyers Cave
Ms. Julia W. Bland, BRCC Assistant Professor of English, Weyers Cave
Ms. Debra S. Callison, Senior Vice President/Relationship Manager, First Citizens Bank, Staunton
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Ms. Julia N. Grandle, Retired Educator/Community Volunteer, Harrisonburg
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Ms. Joan V. Krumm, Community Volunteer, Harrisonburg
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Mr. Matthew Sunderlin, Certified Elder Law Attorney, Clark and Bradshaw, P. C., Harrisonburg
Mr. Peter Yates, Editor and General Manager, Daily News-Record, Harrisonburg

Directors Emeriti

The Directors Emeriti program was developed in 2003-04 as a way to recognize those members of the BRCC Educational Foundation Board of Directors who have demonstrated extraordinary service and generous philanthropic leadership to the College and the BRCC Educational Foundation. The honorees are:

Mr. Michael Beahm
Dr. Bruce Bowman
Woodrow Carr
Peter deVaux
David Didawick
Lynn Dively
Ms. Joan Eiland
Ms. Pamela Huggins
Mr. Robert Knowles
Curriculum Advisory Committees
Curriculum advisory committees are integrally involved with the development and improvement of occupational/technical and continuing education programs at Blue Ridge Community College. These volunteers from local and regional businesses, industries, educational institutions and government agencies provide valued expertise and advisement in curriculum development, curriculum assessment and modification, internship opportunities, marketing, and graduate placement.

Administration of Justice
Mr. Douglas L. Davis, Waynesboro Police Department, Waynesboro
Sheriff Don W. Farley, Rockingham County Sheriff's Office, Harrisonburg
Sheriff Randall D. Fisher, Augusta County Sheriff's Department, Staunton
Chief Donald Harper, Harrisonburg Police Department, Harrisonburg
Mr. Jack Lee, Middle River Regional Jail, Staunton
Sheriff Herb Lightner, Highland County Sheriff's Department, Monterey
Mr. James E. Williams, Staunton Police Department, Staunton

Agricultural/Environmental
Ms. Susan Dixon, Charlottesville
Mr. Eric Fitzgerald, Mt. Solon
Mr. Alan Grove, Harrisonburg
Ms. Shirley Kaufman, Buffalo Gap High School, Swoope
Ms. Terry Lam, Bridgewater
Mr. Carl Luebben, Bridgewater
Mr. John L. Miller, Bridgewater
Mr. Sam Saufley, Valley Vocational Technical Center, Fishersville
Ms. Susie Shomo, Keezletown
Mr. Jerald Shreckhise, Shreckhise Nurseries, Inc., Grottoes

Art
Mr. Greg Cook, Staunton
Ms. Pat Cook, Waynesboro
Ms. Elizabeth Moss, Staunton
Ms. Cheryl O'Neil, Stuarts Draft
Ms. Judy Richardson, Harrisonburg
Mr. Rudy Tucker, Bridgewater

Automotive
Mr. Mikkle Bak, Fisher Auto Parts, Grottoes
Mr. Joe Bowman, Joe Bowman Chevrolet, Inc., Harrisonburg
Mr. William Elliott, Elliott Chevrolet, Inc., Staunton
Mr. Jack Harper, Jr., Coach Works, LLC, Singers Glen
Ms. Nancy Martin, Daimler Chrysler Corp., Mt. Crawford
Mr. Dennis Moyers, Massanutten Technical Center, Harrisonburg
Mr. Greg Obaugh, Obaugh Ford, Inc., Staunton
Mr. Bruce Wade, Valley Vocational-Technical Center, Fishersville
Business Technologies
Mr. Danny Conley, Pepsi Cola of Shenandoah Valley, Weyers Cave
Ms. Margaret B. (Jane) Elkins, Augusta Lumber, Waynesboro
Ms. Nan Eppard, McQuay International, Staunton
Mr. Raymond Ergenbright, Staunton
Mr. Taylor Howell, Virginia Employment Commission, Harrisonburg
Mr. Edward Pursley, Rockingham Heritage Bank, Weyers Cave
Ms. Tina Sweet, NTELOS, Waynesboro
Ms. Ann E. VanPelt, Bridgewater Retirement Community, Inc., Bridgewater
Mr. Jeffrey Ward, Franklin, Franklin, Denny & Ward, Waynesboro
Ms. Glenda Western, Coors Brewing Company, Elkton

Computer and Electronics
Mr. Benny Brown, First Witness Video Surveillance Systems, Mt. Sidney
Mr. Jeremy Harris, Augusta County Schools Technology Department, Swoope
Mr. Jeff Long, Augusta Medical Center, Fishersville
Mr. Doug May, NTELOS, Waynesboro
Mr. John Morris, Waynesboro
Mr. Rick Mundy, Augusta Medical Center, Fishersville
Mr. Steve Oliver, Comsonics, Harrisonburg
Ms. Tiffany Weyrick, Staunton

Human Services
Ms. Catherine Balliro, Shenandoah Club, Staunton
Ms. Robin Breeden, Harrisonburg-Rockingham CSB, Harrisonburg
Ms. Dana Fitzgerald, New Hope Detox, Staunton
Ms. Cheryl Good, Harrisonburg-Rockingham Social Services, Harrisonburg
Ms. Ellen Harrison, Harrisonburg-Rockingham CSB, Harrisonburg
Mr. Howard McNeal, Western State Hospital, Staunton
Ms. Connie Evonne Richardson, Harrisonburg
Ms. Jill Siegel, Stuarts Draft
Ms. Peggy Secrist, Pleasant View, Inc., Harrisonburg
Ms. Rita Wilson, Staunton City Hall, Staunton

Information Systems Technology
Ms. Robin Bryan, James Madison University, Harrisonburg
Ms. Lynn Combs, Wilson Trucking, Fishersville
Mr. Brian Davis, Night Light Design, Harrisonburg
Mr. Jim Elmore, Rockingham Group, Harrisonburg
Mr. Richard Findlay, NTELOS, Waynesboro
Ms. Sue Ganey, Fairfield Language Technologies, Harrisonburg
Mr. Wayne Hannah, Shenandoah Valley Electric Corporation, Mt. Crawford
Mr. Doug May, NTELOS, Waynesboro
Mr. Ron Perry, Grep Innovation LLC, Waynesboro
Dr. Jane Prey, University Relations Manager, Harrisonburg
Ms. Jane Sawyer, American Safety Razor, Verona
Mr. Mark D. Shank, Jenzabar, Harrisonburg
Mr. Rick L. Vernier, County of Augusta, Verona
Mr. Mark Zimmerman, County of Rockingham, Harrisonburg
Mechanical Design Technology
Mr. Jeff Arey, American Safety Razor, Verona
Mr. Daniel Blosser, Riddleberger Brothers, Mt. Crawford
Mr. Scott Crickenberger, McQuay-Perfex, Inc., Staunton
Ms. Tanya Dolby, Kawneer, Harrisonburg
Mr. Winston Rhodes, Shenandoah Engineering Services, Inc., Harrisonburg
Mr. Craig Wine, KVK Precision Specialists, Shenandoah

Nursing
Ms. Debbie Clark, Rockingham Memorial Hospital, Harrisonburg
Mr. Terry Crickenberger, Commonwealth Center for Children and Adolescents, Staunton
Ms. Stacy Harper, Sunnyside Retirement Community, Harrisonburg
Ms. Gloria Hildebrand, Valley Vocational Technical Center, Fishersville
Ms. Betty Lucente, Augusta Medical Center, Fishersville
Ms. Pearl Parks, Bridgewater Home, Inc., Bridgewater
Ms. Diane Pavalonous, Western State Hospital, Staunton
Ms. Sandy Rinker, Massanutten Technical Center, Harrisonburg
Ms. Jackie Sims, Augusta Medical Center, Fishersville
Ms. Linda Smith, Western State Hospital, Staunton

Radiography
Ms. Judy Budd, Massanutten
Mr. Russell Crank, Rockingham Memorial Hospital, Harrisonburg
Mr. Rader Dodd, Augusta Medical Center, Fishersville
Mr. Rick Grounds, Augusta Medical Center, Fishersville
Ms. Nancy Harold, Rockingham Memorial Hospital, Harrisonburg
Ms. Gwen Hinkle, Rockingham Memorial Hospital, Harrisonburg
Mr. Jon Lough, Rockingham Memorial Hospital, Harrisonburg
Ms. Kelly Myers, Elkton
Dr. Dennis Rohrer, Rockingham Memorial Hospital, Harrisonburg
Ms. Sue Rose, Waynesboro
Ms. Carla Williams, Harrisonburg

Veterinary Technology
Dr. Brian Arneson, Heartland Veterinary Clinic, Harrisonburg
Ms. Amy Bergman, LVT, Shenandoah Valley Regional Veterinary Emergency Services, Verona
Dr. Bruce Bowman, Commonwealth Veterinary Clinic, Waynesboro
Dr. Dianne Buhrman, Westwood Animal Hospital, Staunton
Dr. Larry Evans, Augusta/Valley Animal Hospital, Staunton
Mr. Jeremy Gatesman, LVT, Center for Comparative Medicine, Charlottesville
Dr. Chip Godine, Animal Hospital of Waynesboro, Waynesboro
Ms. Siobhan Jones, LVT, Heartland Veterinary Clinic, Harrisonburg
Dr. Steve Karras, Cave Spring Veterinary Hospital, Roanoke
Ms. Stacy Marion, LVT, Cat Care Clinic, Waynesboro
Dr. Jennifer Miller, Port Republic
Dr. Lisa Miller, Augusta/Valley Animal Hospital, Staunton
Dr. Bill Olkowski, Cedarcrest Animal Hospital, Fishersville
Ms. Judy Race, Staunton
Dr. Sarah Salmon, Veterinary Emergency Treatment Service, Charlottesville
Ms. Ronnie Serrett, LVT, Palmyra
Ms. Margaret Shady, LVT, Massanutten Animal Clinic, Harrisonburg
Women's Resource Center

Ms. Susan Bevins, Western State Hospital, Staunton
Ms. Nan Foster, Shenandoah Valley Social Services, Waynesboro
Ms. Judith A. Miller, Harrisonburg
Ms. Josie Showalter, RMH Women's Health Focus, Harrisonburg
Ms. Sherry Talbott, Education and Training Corporation, Staunton
Ms. Gale Vest, Education and Training Corporation, Staunton

Administration, Faculty and Staff

President's Full-Time Staff

Dr. James R. Perkins, President. B.A., M.A., State University of New York at Albany; Ph.D., Florida State University.
Dr. Robert S. Baldygo, Vice President of Finance and Administration. A.A.S., Mohawk Valley Community College; B.S., Utica College of Syracuse University; M.B.A., Syracuse University; D.B.A., Nova Southeastern University.
Dr. John Downey, Vice President of Instruction and Student Services. B.A., LeMoyne College; M.A., Boston College; Ed.D., University of Virginia.
Mr. Elvin Fawley, Director of Institutional Computing Services. A.A.S., Diploma, Blue Ridge Community College; B.S., M.B.A., James Madison University.

Full-Time Administrative Faculty

Mr. Robert Clemmer, Coordinator of Financial Aid. A.A.S., Dabney S. Lancaster Community College; B.B.A., James Madison University.
Dr. Kenneth A. Clever, Dean, Life Sciences and Human Services. D.V.M., Ohio State University.
Ms. Susan Crosby, Coordinator, Workforce Development Programs. B.A., Frostburg State College; M.S. Ed., James Madison University.
Mr. R. Michael Eller, Instructor, Commercial Driving Program. B.A., St. Andrews Presbyterian College.
Ms. Jane E. Fuller, Assistant Director, Workforce Services and Continuing Education. B.S., Ohio State University; M.S.Ed., James Madison University.
Ms. Sharon H. Johnson, Director of Community-Based Job Training. A.A., B.A., Virginia Intermont College; M.S., James Madison University.
Ms. Ann P. Leatherwood, Coordinator of Community Resources and Special Programs. B.A., University of North Carolina.
Dr. Paul E. Lee, Dean of Business and Humanities. B.S., Berea College; M.A., Ed.D., University of Kentucky.
Ms. Cheryl C. Miller, Coordinator of Business and Facilities Services, B.S. Business Administration, James Madison University.
Mr. Francis J. Moran, Dean of Learning Resources. B.A., University of Colorado; M.L.S., University of Oregon; M.A., Central Missouri State University.
Ms. Janice S. Moyers, Dean of Workforce Services and Continuing Education. B.G.S., M.P.A., James Madison University.
Ms. Connie M. Shewmake, Librarian. B.S., Illinois State University; M.S., University of Illinois.
Ms. Mary Sullivan, Workforce Development Coordinator. B.A., University of Virginia; M.S., Western Illinois University.

Ms. Mary Wayland, Dean of Academic Support Services. B.S.N., Duke University; M.S.N., University of Virginia.

President Emeritus

James A. Armstrong, President. B.S., East Stroudsberg State College; M.S., State University of New York, Albany; Ed.D., Columbia University.

Dean Emeritus

John S. Hudson, Dean of Instruction and Student Services. A.B., College of William and Mary; M.S., Ohio State University.

Administrator Emeritus

Mr. Malcolm Livick, Coordinator of Workforce Development & Coordinator of Off-Campus Facilities and Instruction. B.S., University of Virginia; M.Ed., James Madison University.

Full-Time Faculty

Dr. Dennis Abry, Assistant Professor, Psychology. B.S., University of Illinois; M.S., Western Illinois University; Ph.D., Florida State University.


Ms. Julia W. Bland, Assistant Professor, English. B.A., Marshall University, M.A., West Virginia University.

Mr. H. William Broome, Assistant Professor, Mechanical Design and Drafting. Diploma, Danville Technical Institute; B.S., James Madison University.

Ms. Margaret S. Buse, Instructor, English. B.A., Adelphi University; M.S., C.W. Post University.

Mr. Kevin Caldwell, Instructor, History. B.S., M.A., James Madison University.

Mr. Michael Cast, Assistant Professor, Biology. B.S., M.S., University of Delaware.

Ms. Hara D. Charlier, Instructor, Biology. B.A., Cornell University; M.S., Miami University.

Ms. Dorothy B. Connelly, Assistant Professor, Information Systems Technology. A.A., Ferrum College; B.S., James Madison University; M.Ed., George Mason University.

Mr. Gregory C. Cook, Instructional Technologist. B.A., Norfolk State University.

Ms. Sandra Couture, Instructor, Spanish. B.A., University of New Hampshire; M.A., Simmons College.

Mr. Michael Doyle, Instructor, English. B.A., University of Wyoming; M.A., Purdue University.

Ms. Linda W. Edwards, Assistant Professor, Nursing. B.S.N., Eastern Mennonite University; M.S.N., Old Dominion University.


Mr. James E. Eiland, Assistant Professor, Electronics Technology. B.S.E.E., University of Texas, El Paso.

Ms. Rebecca W. Eller, Associate Professor, Mathematics. B.A., St. Andrews Presbyterian College; M.A.T. University of Virginia; Ed.S. Appalachian State University.

Ms. Rebecca Evans, Assistant Professor, Accounting/Business. B.S.B.A., M.S.B.E., Southern Connecticut State University.

Dr. Catherine Faulconer, Assistant Professor, Veterinary Technology. A.A.S., Abraham Baldwin Agricultural College; B.S., D.V.M., University of Georgia.

Ms. Bilquis J. Ferdousi, Assistant Professor, Information Systems Technology. M.S.C., University of Dhaka; M.S., University of Texas; M.A., University of Arkansas.

Ms. Kathi Fields, Assistant Professor, Mathematics. B.A., College of William and Mary; M.A., Miami University of Ohio.

Ms. Samantha Franklin, Instructor, English. A.A.S., Southwest Virginia Community College; B.S., M.S., Radford University.

Ms. Ann G. Grey, Associate Professor, Mental Health/Human Services. B.A., Marshall University; M.S.W., Ohio State University.
Ms. Alicia Gutschow, Assistant Professor, Information Systems Technology. B.S., Bridgewater College; M.Ed., M.S., James Madison University.

Dr. Donna L. Hastings, Assistant Professor, Veterinary Technology. D.V.M, University of Georgia.

Dr. Darrell W. Hurst, Professor, English. A.B., M.A., East Carolina University; Ed.D., University of Virginia.

Mr. Robert J. Jobin, Assistant Professor, English and Philosophy. M.A., University of Munich.

Mr. Thomas Johnson, Assistant Professor, Mathematics. B.S., Clarkson University; M.A., University of South Florida; M.A.; University of Florida.

Mr. Willard H. Keeling, Associate Professor, Information Systems Technology. A.A.S., Danville Community College; B.S., Virginia Polytechnic Institute and State University; M.S.Ed., James Madison University.


Dr. Audrey A. Lail, Assistant Professor of Business. A.A., Western Piedmont Community College, B.S.B.A., B.A., University of North Carolina; M.B.A., Winthrop University; Ph.D., Univeristy of North Carolina.

Mr. Jeffrey B. Lanigan, Assistant Professor, History. B.A., Indiana University; M.A., University of Tennessee.

Dr. Jan Larsen, Assistant Professor, Veterinary Technology. B.A., Old Dominion University; D.V.M. Virginia-Maryland Regional College of Veterinary Medicine.

Mr. James E. Leech, Instructor, Manufacturing Technology. B.S., Virginia Polytechnic Institute and State University.

Dr. Bernhard Levin, Professor, Psychology. A.B., Temple University; M.S., North Carolina State University; Ed.D., Virginia Polytechnic Institute and State University.

Mr. Randy R. Lilly, Assistant Professor, Speech. B.F.A., M.A., Kent State University; M.F.A., Ohio University.

Mr. John D. Maxfield, Assistant Professor, Information Systems Technology. B.S., Clarkson University; M.S., James Madison University.

Mr. Thomas E. Mayer, Professor, Automotive Analysis and Repair. B.S., University of Wisconsin-Stout; M.Ed., Bowling Green State University, ASE Master Certified Technician.

Ms. Donna P. Mayes, Assistant Professor, Reading/English. B.A., M.A., Virginia Polytechnic Institute and State University.

Mr. James E. Leech, Instructor, Manufacturing Technology. B.S., Virginia Polytechnic Institute and State University.

Mr. Lloyd Meadows, Associate Professor, Management, Supervision and Business. B.S., Radford University; M.B.A., James Madison University.

Ms. Pamela N. Monger, Instructor, Biology. B.S., Coastal Carolina University; M.S., Middle Tennessee State University.

Dr. William R. C. Munsey, Professor, Chemistry. B.S., M.A., College of William and Mary; Ph.D. University of Virginia.

Mr. Joseph M. Murray, Assistant Professor, Biology. B.A., Radford University; M.S., Virginia Polytechnic Institute and State University; M.A.T., University of Richmond.

Mr. W. Robert Oliver, Assistant Professor, Information Systems Technology. B.S., M.S., Columbus State University.

Mr. Gerould W. Pangburn, Assistant Professor, Administration of Justice. B.A., Missouri Valley College; M.A., American University.

Mr. Kenneth J. Phillips, Instructor, Physics. B.S., George Mason University; M.S., University of Arkansas.

Dr. Stuart L. Porter, Professor, Veterinary Technology. B.S., Washington and Lee University; V.M.D., University of Pennsylvania.

Mr. B. Kevin Ratliff, Assistant Professor, Mathematics. B.A., King College; M.S., East Tennessee State University.

Mr. James F. Richerson, Associate Professor, Electronics. B.S., M.S., Southern Illinois University.

Ms. Cathleen F. Ryan, Associate Professor, Nursing. B.S., Medical College of Virginia; M.S.N., University of Virginia.
Ms. M. Lynne Ryan, Assistant Professor, Mathematics. B.A., M.S., Virginia Polytechnic Institute and State University.

Ms. Susan Shomo, Instructor, Geology. B.S., James Madison University; M.S., University of North Carolina.


Mr. Raymond Smith, Jr., Assistant Professor, Administration of Justice. A.A., Florida Junior College; B.A., The Union Institute; M.S., Xavier University.

Ms. Carolyn P. Spangler, Instructor, Business. B.S., Radford University.


Ms. Drew Strong, Instructor, Nursing. B.S.N., University of Virginia.


Ms. Nell Tiller, Assistant Professor, Spanish. B.A., Georgia College; M.A., University of Georgia.

Dr. Brett A. VanLear, Associate Professor, Veterinary Technology. B.S., Virginia Polytechnic Institute and State University; D.V.M., Virginia-Maryland Regional College of Veterinary Medicine.

Ms. Loretta Wack, Associate Professor, Nursing. B.S.N., Georgetown University; M.S.N., University of Virginia.

Mr. Warren E. Wise, Assistant Professor, Mathematics. A.A.&S., Blue Ridge Community College; B.S., M.S., James Madison University.

Mr. James N. Wright, Instructor, Health and Physical Education. B.S., M.S., Virginia Polytechnic and State University.

Ms. Pamyla A. Yates, Instructor, English. B.A., University of Missouri; M.A., University of Illinois.

Ms. Rowan A. Zeiss, Associate Professor, Mental Health and Psychology. B.A., Lawrence College; M.S.Ed., James Madison University.

In addition to the full-time faculty members listed here, Blue Ridge Community College is fortunate to have adjunct faculty members who teach courses at the College. Due to their significant talents, these individuals make meaningful contributions to the educational programs at BRCC. A list of the names of the College’s adjunct faculty members is available in the Dean’s Office, E109.

Professor Emeriti

Ms. Louise B. Adams, Associate Professor, English. B.A., University of South Carolina; M.A., University of Wisconsin.

Mr. Max Couchman, Associate Professor, Biology. B. A., Passionist Monastic Seminary; M.A., Hofstra University.

Dr. E. B. Cox, Coordinator of Counseling Services. A.B., University of North Carolina at Chapel Hill; M.A., East Carolina University; Ed.D., University of Virginia.

Ms. Linda S. Hurt, Instructor, Health and Physical Education. B.S., East Tennessee State University; M.S., James Madison University.

Dr. Metro Lazorack, Professor, Mathematics and Dean of Instruction and Student Services. B.S. Kurtztown State College; M.A., University of Illinois; Ed.D., University of Virginia.

Dr. George C. Lennox, Professor of Economics, Business, and Engineering Technologies. B. S., Lehigh University; M.S. Rensselaer Polytechnic Institute; M.A., Madison College (James Madison University); D.B.A., Nova Southeastern University (deceased).

Ms. Anne W. Nielsen, Associate Professor, Biology. B.S., M.A., University of North Carolina.

Ms. Teresa F. Showalter, A.B., Hunter College; M.F.A., Richmond Professional Institute (VCU).

Mr. Terry G. Slaubaugh, Assistant Professor, Mathematics. B.A., Bridgewater College; M.Ed., University of Virginia.
Full-Time Staff

Ms. Carolyn Anson, Administrative Assistant, Dean’s Office.
Ms. Becky W. Baker, Assistant Coordinator, Admissions and Records Office.
Ms. Vicki Ball, Accountant, Office of the Vice President of Finance and Administration.
Ms. Cathy Barker, Programmer/Analyst, Office of Institutional Computing.
Ms. Bridget B. Baylor, Public Relations Coordinator.
Ms. Sandi Belcher, Enrollment Services Specialist, Workforce Services and Continuing Education.
Mr. James M. Blackburn, Cyber Learning Support Specialist.
Ms. Donna Bothoff, Fiscal Technician.
Ms. Linda Breeden, Enrollment Services Specialist.
Mr. Jack Brown, Construction Inspector.
Mr. Phillip Brown, Trades Technician.
Ms. Carla Carter, Student Services Coordinator.
Ms. Susan Carter, Accounts Receivable Technician.
Ms. Sue E. Church, Library Practitioner II, Library.
Ms. Doris A. Cline, Media Specialist II, Audio Visual/Duplicating.
Ms. Sally Jane Conner, Special Projects Coordinator.
Mr. Kelly Dean, Trades Technician.
Ms. Dorris Darnes, Executive Secretary Senior, Office of the Vice President of Finance and Administration.
Ms. Cathy Dent, Fiscal Technician Senior, Office of the Vice President of Finance and Administration.
Ms. Joyce Diehl, Development Services Coordinator, Development Office.
Ms. Charlene Dunnings, Fiscal Technician Senior, Payroll, Office of the Vice President of Finance and Administration.
Ms. Nola M. Dunsmore, Off-Campus Facility and Program Support Supervisor, Augusta Center at AMC.
Ms. Cynthia A. Folsom, Fiscal Technician, Office of the Vice President of Finance and Administration.
Mr. Lance Foster, Graphic Design Supervisor, Office of Visual Communications.
Ms. Audrey Funk, Administrative Office Specialist III, Office of Workforce Services and Continuing Education Programs.
Ms. Michelle Funkhouser, Administrative and Office Specialist, Nursing.
Mr. Charles M. Garascia, Capitol Project Engineer.
Ms. Elizabeth Gibson, Student Services Coordinator/Coordinator of Disability Services.
Ms. Angela Glenn, Development Assistant.
Ms. Debbie Glenn, Enrollment Services Specialist, Office of Workforce Services and Continuing Education Programs.
Ms. Elizabeth H. Hall, Coordinator of Career Services.
Ms. Patricia Hawk, Assistant Coordinator, Financial Aid.
Ms. Lori Y. Hiner, Buyer Specialist.
Mr. James Holbert, Programmer/Analyst.
Ms. Sharon M. Hudson, Program Support Technician Senior, Office of the Vice President for Instruction and Student Services.
Ms. Deana Jones, Media Specialist II.
Mr. Roy L. Lilly, Building and Grounds Supervisor.
Ms. Lisa Long, Enrollment Services Assistant, Office of Workforce Services and Continuing Education.
Ms. Patty Lotts, Manager of Administrative Support Operations, Workforce Services and Continuing Education.
Mr. Daniel Maggiolo, Programmer/Analyst.
Ms. Sandra S. Martin, Laboratory Specialist, Veterinary Technology Program.
Ms. Betty May, College Information Specialist.
Ms. Marsha Moore, Payroll Specialist.
Ms. Cheryl O’Neil, Webmaster.
Ms. Mary Y. Paxton, Laboratory Specialist, Biology.
Mr. James Plonsky, Network and Systems Administrator.
Ms. June C. Powers, Personnel Analyst, Office of the Vice President of Finance and Administration.
Mr. Russell W. Ralston, Administrative Assistant, Dean’s Office.
Mr. Lowell G. Roberson, Store/Warehouse Specialist.
Mr. Matthew O. Rodgers, HVAC Installation and Repair Technician.
Ms. Cheryl Rosberg, Enrollment Services Specialist.
Mr. Scott T. Russell, Instructional Assistant, Automotive Analysis and Repair.
Ms. Ann Sheets, Instructional Center Technician, Learning Assistance Center.
Ms. Jane Sheets, Administrative Assistant, Dean’s Office.
Ms. Treva T. Shifflett, Instructional Center Technician, Learning Assistance Center.
Ms. Patsy H. Shreckhise, Administrative Staff Assistant, Office of the President.
Ms. Susan Simmers, Financial Aid Advisor, Financial Aid.
Ms. Mary Kier Smith, Student Activities Coordinator.
Ms. Kelly Snell, Program Support Technician, Tech Prep.
Ms. Beth Styers, Student Services Coordinator.
Ms. Elizabeth Tucker, Graphic Artist, Office of Visual Communications.
Ms. Charlynn Turner, Laboratory Specialist, Chemistry.
Mr. Thomas R. Ward, Installation and Repair Technician.
Ms. Jennifer F. Whitmore, Off-Campus Facility and Program Support Supervisor, Office of Workforce Services and Continuing Education Programs.
Mr. John R. York, Computer Systems Engineer.

In addition to the full-time staff members listed here, Blue Ridge Community College is fortunate to have part-time staff who provide instructional and student support. Due to their significant talents, these individuals make significant contributions to the College. A list of the names of the College’s part-time staff members is available in the Human Resources Office, Armstrong Hall.
College Policies

Americans with Disabilities Act Complaint Procedure

Blue Ridge Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to the Vice President of Finance and Administration, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than 10 calendar days after its filing.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 calendar days.
6. The ADA coordinator shall maintain the files and records relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency. State employees may also file a complaint with the state EEO or initiate a grievance under the state grievance procedure.

Campus Crime Report


Children on Campus

Childcare arrangements should be made because children will not be permitted to accompany parents to class or to remain on campus unsupervised. The College is not responsible for any unsupervised children on campus at any time.

Computer Ethics Guidelines

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

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS’s internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.
Guidelines

The following guidelines shall govern the use of all VCCNet resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.

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

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

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

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

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

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

Enforcement Procedure

1. Faculty, staff and students at the college or VCCNet facility should immediately report violations of information security policies to the local Chief Information Officer (CIO). At BRCC, this is the Director of Institutional Computing.

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

3. In the event that a student is the offender, the accuser should notify the Vice President of Instruction and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
   a. Temporary restriction of the violator’s computing resource access for a fixed period of time, generally not more than six months.
b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.

c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.

4. The College President will report any violations of state and federal law to the appropriate authorities.

5. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

**Domicile Appeals Process**

(Refer to 23-7.7 Code of Virginia)

I. Initial Determination - The Office of Admissions & Records is responsible for making an initial determination of eligibility for in-state tuition rates. The decisions shall be based on information provided on the “Application for Virginia In-State Tuition Rates”, supporting documents, and statements made by the student. The Office of Admissions & Records shall follow guidelines issued by the State Council of Higher Education in making determinations of eligibility for in-state tuition rates. The initial determination made by the Office of Admissions & Records shall be an oral determination. All documents needed to support determination of domicile must be submitted to the Office of Admissions and Records prior to the first day of semester classes.

II. Intermediate Review - A student who is aggrieved by an eligibility determination made by the Office of Admissions & Records may appeal the decision to the Vice President of Instruction and Student Services. The student must file a written appeal within five calendar days of initial determination. A “Supplemental Application for Virginia In-State Tuition Rates” may be required, if the Vice President of Instruction and Student Services determines that additional domicile information is necessary. Within ten calendar days of receipt of an appeal, the Vice President of Instruction and Student Services will review the initial determination. The student shall be provided with the opportunity to present information either in person, or in writing. In reviewing the initial determination, guidelines issued by the State Council of Higher Education shall be followed. The Vice President of Instruction and Student Services will notify the student of the outcome of the review in writing. Notification shall be within twenty calendar days of receipt of the appeal.

III. Final Administrative Review - A student who is not satisfied with the outcome of the review by the Vice President of Instruction and Student Services may appeal to the Domicile Appeals Committee. The Domicile Appeals Committee shall consist of three members of the Blue Ridge Community College faculty and/or staff appointed by the Vice President of Instruction and Student Services. No member of the committee may be a person who serves at a lower level of the domicile determination process. The student must file a written appeal to the chairperson of the Domicile Appeals Committee within five calendar days of notification. Within ten calendar days of receipt of an appeal, the chairperson of the Domicile Appeals Committee shall schedule a meeting to review the initial determination and intermediate review. A “Supplemental Application for Virginia In-State Tuition Rates” may be required, if the chairperson determines that additional domicile information is necessary. The student shall be provided with the opportunity to present information to the committee, either in person, or in writing. In reviewing the initial determination, the committee shall follow guidelines issued by the State Council of Higher Education. The committee shall maintain a written record of the proceedings of the meeting. The decision of the committee shall be in writing, and a copy of the decision shall be sent to the student via certified mail with return receipt requested. The letter shall clearly explain that the decision is final unless the student appeals it to the Circuit Court within 30 days after receiving the decision. Notification shall be within thirty calendar days of receipt of the appeal.

IV. Review by Circuit Court - A student who is not satisfied with the outcome of the review by the Domicile Appeals Committee may appeal to the Circuit Court of Augusta County. The student must file a petition for review with the Court within thirty days of receipt of the decision by the Domicile Appeals Committee. Upon notification of filing a petition for review, the chairperson of the Domicile Appeals committee will provide the Court with a copy of:
A. “Guidelines” issued by the State Council of Higher Education;
B. the Blue Ridge Community College Appeals Process;
C. the written decision of the Domicile Appeals Committee;
D. the student’s “Application for Virginia In-State Tuition Rates” form; and
E. all other documentary information pertaining to the initial determination and subsequent reviews. The chairperson of the Domicile Appeals Committee shall also notify the State Attorney General’s Office upon notification of filing a petition for review with the Circuit Court.

V. Time Limitations
A. Extension of Time - It is important to good relationships that appeals be processed as rapidly as possible. Every effort shall be made by all parties to expedite the process. The time limitations specified for either party may be extended by written mutual agreement.
B. Effect of Failure to Appeal Within Time Limit - If there is no written mutual agreement to extend the time limits set herein and if a decision at one level of the procedure is not appealed to the next level of the procedure within the time limit specified, it shall be determined settled on the basis of the last decision rendered.
C. Effect of Failure to Respond Within Time Limit - Failure at any level of the appeals process to initiate communication of a decision to the student within the specified time shall permit the lodging of an appeal at the next level of the procedure within the time which would have been allocated had the decision been communicated by the final day.

Parking and Traffic Safety

Adequate parking space is provided free of charge for students and a limited number of spaces are reserved for visitors, handicapped individuals, and staff. The number of pedestrians and the crowded nature of the parking lots make low speed and careful driving a necessity. The speed limit on campus is 15 miles per hour.

Parking on campus is restricted to those vehicles that display a current sticker on the left rear bumper. Student parking is permitted in any paved space intended for that purpose and not otherwise restricted. Special parking is available to handicapped individuals whose vehicles display the appropriate license plates. Applications for handicapped plates should be made through the Department of Motor Vehicles. Campus parking stickers can be obtained from the Business Office or from the College Information Specialist. Parking violations are subject to a monetary fine. Students with unpaid fines will not receive grades or be permitted to register for the next semester. Vehicles parked illegally are also subject to towing or having devices applied to the vehicle to preclude movement (i.e. being “booted”). Such devices will not be removed before payment of outstanding fines. For further information see the Blue Ridge Community College booklet “Parking and Traffic Regulations,” available in Student Services and the Business Office.

Security is provided after normal business hours by a guard. Law enforcement and accident reporting are the responsibility of the public agencies which provide the same services to the community at large. Minor vehicle accidents in the College parking lots are generally not serviced by the enforcement agencies unless a law has been broken. While the Vice President of Finance and Administration will assist in such matters, they are ultimately resolved by the individuals and their insurance companies.

Pets on Campus

No animals are allowed on campus with the exception of guide dogs for students with documented disabilities and animal patients scheduled for treatment in the Veterinary Clinic. These patients will be housed in the area provided for that purpose and are not to be taken to other parts of the campus or left in vehicles.
Sexual Misconduct Policy

Blue Ridge Community College and the Virginia Community College System (VCCS) will not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations of a college community. All reported violations within the jurisdiction of the college, including sexual assault and harassment, will be investigated and, as warranted, will be resolved through appropriate college disciplinary processes and/or criminal proceedings in accordance with applicable state and federal laws. (c.f. The Virginia Community College System Policy Manual, Section 3.10, Appendixes III and XVII to Section 3, and Section 6.5.6.2).

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 the bond of trust within a college community. If you believe that a member of the college community has violated this policy, we encourage you to follow the reporting procedures outlined below.

Sexual Assault and Sexual Harassment are behaviors specifically prohibited by this policy. Definitions of these behaviors are available from the College Title IX coordinator in the Counseling Center on the first floor of Houff Student Center. They are also available on-line at: (http://www.so.cc.va.us/Polcypdf/section/sec6.pdf).

Reporting Procedures

Students who believe that they have been subjected to sexual assault or harassment should report their complaint as soon as possible after the event occurs. Reports of sexual misconduct by another student may be made to the Title IX Coordinator located in the Counseling Center on the first floor of Houff Student Center at the Weyers Cave campus, telephone extension 2221, or to the Vice President of Instruction and Student Services.

Students’ allegations involving college employees may be reported to the supervisor of the accused employee or the College personnel analyst, Armstrong Hall, Room 108, telephone extension 2213, or the Title IX Coordinator.

Existing disciplinary and grievance procedures will serve as the framework for resolving allegations of sexual misconduct. Students found guilty of sexual misconduct will be subject to campus disciplinary penalties found in the Student Handbook. College employees found guilty of sexual misconduct will be subject to disciplinary action as specified by personnel policies. In addition, employees and students may face criminal prosecution in the event of violations of applicable laws. The College also reserves the right to refer a complaint to a law enforcement agency if it appears that a crime may have been committed.

The rights of both the accused and the complainant shall be protected, and the confidentiality of proceedings will be maintained to the fullest extent possible. The rights of the individual filing the grievance to pursue legal remedies through criminal or civil courts will not be infringed by use of College disciplinary or grievance procedures. Similarly, College disciplinary or grievance procedures will not be prejudiced by the initiation of such action.

Smoking, Eating, and Drinking Policies

Smoking or use of tobacco in any form is prohibited on the main campus except in areas designated specifically for the purpose. Eating or drinking in all laboratories is prohibited.

Statement on Student Rights and Responsibilities, Disciplinary, and Grievance Procedures

The Blue Ridge Community College Statement of Values is based upon respect for the dignity and worth of individuals within the campus community. Further, the college community welcomes diversity of ideas, intellectual debate, and the learning thereby engendered. Blue Ridge Community College strives for an environment which promotes these values and believes that, as members of the college community, each student contributes to uphold them. Therefore, the College clearly presents student rights and responsibilities and establishes the following disciplinary and grievance procedures to ensure that all members of the college community may benefit from the promotion of these values.
Student Rights

A. Students are free to pursue their educational goals so long as they meet the academic and behavioral standards of the College. The College shall provide appropriate opportunities for learning within the scope of its mission and resources.

B. Students have the right to fair treatment without discrimination on the basis of race, color, creed, national origin, gender, political affiliation, religion, or disability.

C. Students have a right to limited procedural due process in disciplinary and grievance matters.


E. Students are guaranteed the right to free inquiry, expression and assembly, provided they do not interfere with the rights of others or with the effective operation of the College.

Student Responsibilities

To ensure an environment consistent with the mission, values and vision of Blue Ridge Community College, students are expected to respect the rights of each member of the college community and to behave in a manner supportive of the collegiate environment. Behaviors which are considered to be disruptive of the collegiate environment and subject to disciplinary action include but are NOT limited to the following:

A. Providing false information or fraudulent documents to the College or any of its employees in the course of their duties; forgery, or alteration or misuse of college documents or instruments of identification.

B. Academic dishonesty, including cheating and plagiarism. Refer to the statement on Academic Honesty in the College catalog for more information. Please note that in addition to any penalty imposed on a student through this procedure as a result of a violation of academic dishonesty, faculty members may impose a grading penalty in accord with their syllabus and college policy in the course(s) in which the academic dishonesty occurred. Appeals of grading decisions must be conducted through the use of the grade appeal policy listed in the College catalog.

C. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other activities authorized by the College.

D. Physical abuse, psychological abuse or the threat of such abuse of any person on college premises or at college activities or directed against any person because of their actions as an employee of the college.

E. Violation of established college policies including, but not limited to, the College Honor Code, the Computer Ethics Guidelines, Sexual Misconduct Policy, and the Substance Abuse Policy.

F. The on-campus purchase, consumption, possession or sale of alcoholic beverages as specified in the college substance abuse policy, except when specifically authorized by the College Board.

G. Possession, use, sale or purchase of any illegal drugs or hallucinogenic agents on college premises or at college activities, as specified by the college substance abuse policy.

H. Carrying firearms or other weapons on college property or at any college activity except as explicitly authorized for instructional purposes or as exempted by Virginia Code 18.2-308 et seq.

I. Unauthorized restriction of vehicular or pedestrian traffic on college premises or at college activities.

J. Destruction, misuse, or damaging of property of the college or property under its jurisdiction, or removal of such property without authorization.

K. Tampering with or misuse of fire fighting or other safety equipment.

L. Violation of any local, state or federal law on campus or at a college authorized activity.

M. Failure to comply with directions of college officials acting in the performance of their duties.
Disciplinary Guidelines and Procedures

Guidelines

The College considers the guidelines set forth by the Student Rights and Responsibilities as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the College reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. The Blue Ridge Community College disciplinary procedure shall apply to conduct which occurs on property owned, occupied or used by Blue Ridge Community College, or to conduct which occurs while a student is attending or participating in any Blue Ridge Community College sponsored event or activity, or to conduct anywhere which is directed against any person employed by the College acting in their official capacity in performance of their duties.

Procedures

1. Procedure for Disciplinary Complaints: All disciplinary complaints against students should be brought to the Vice President of Instruction and Student Services. The President of the College may further designate any other College official to administer disciplinary policies and procedures as appropriate.

The Vice President shall investigate the alleged violation to determine the severity and nature of the problem. The Vice President will send notice to the student at the student’s address of record (or hand the notice to the student in person) that a disciplinary investigation is taking place, along with a copy of this procedure. The student may request the assistance of a college Counselor, who will explain to the student the procedures of this policy. If, at the sole discretion of the Vice President of Instruction and Student Services it is appropriate, the investigation will include an interview with the accused student, and attempts will be made to resolve the complaint informally. The student may also state a response to the investigation in writing to the Vice President. If the matter cannot be resolved informally, the Vice President will proceed administratively according to the guidelines established in section 3.

2. Procedure for immediate suspension pending final disposition: When, in the opinion of the Vice President, the continued presence of any person on campus poses a serious threat to the well-being or safety of college personnel, college students, or to the property or operation of the College or any of its functions, such person may be immediately suspended and banned from the college campus and from all college-sponsored activities or events wherever they occur. This summary exclusion shall not prejudice the process or outcome of further proceedings initiated by any of the parties. When this decision is made, the Vice President will send notice to the student by mail at the student’s address of record. The correspondence will include the allegation against the student along with a general description of basis for the allegation and the basis by which the decision to immediately suspend the student was made. The correspondence will also make reference to the copy of this disciplinary procedure which the student received according to the procedure written above, thus informing the student of the procedures to be used to dispose of the case and for appeal of the disposition. At the discretion of the Vice President, the student may be allowed to return to the campus only for any and all activities related to this disciplinary procedure by requesting permission in writing. The Vice President will inform the student of the decision regarding this request by sending a certified letter to the student’s address of record.

3. Administrative Disposition of a Violation: If, at the discretion of the Vice President, the complaint cannot be resolved informally, then the Vice President, or a designee of the Vice President, will prepare a written summary of the disposition of each violation of the behavior code. The summary will include a statement of the violation, a brief description of the evidence used to decide upon a sanction, and a statement of the sanction imposed. A list of possible sanctions is provided on the next page. The Vice President will use certified mail to send a copy of the summary to the student’s address of record, or to the parent or guardian of an unmarried and unemancipated student who is under 18 years of age, and to other appropriate administrative personnel. A copy of the written summary will also be placed in the student’s file in the Admissions and Records Office and in a file in the Vice President of Instruction and Student Services’ office.
Sanctions include but are not limited to:

A. Admonition: At the discretion of the Vice President, a verbal or written reprimand to a student indicating that the student is violating or has violated college rules and admonishing the student to refrain from further violations.

B. Warning Probation: A written reprimand indicating that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall automatically be removed from probation when the imposed period expires.

C. Disciplinary Probation: A written reprimand indicating that further violations may result in suspension.

D. Withholding of Transcript, Degree, Diploma, Certificate, or suspension of the right to register for classes: A penalty imposed upon a student who fails to pay a debt owed to the College or who has a disciplinary case pending final disposition. This penalty terminates upon payment of the debt or upon final disposition of the case.

E. Restitution: A requirement for the student to reimburse the College for damaged or misappropriated property. This may take the form of appropriate service to repair or otherwise compensate for damages.

F. Suspension from the College: Exclusion from attending the College as a student for a definite period of time not to exceed one year.

G. Dismissal: Termination of student status for not less than one year. The conditions of readmission, if any, will be stated in the order of dismissal.

H. Expulsion: Permanent severance from the College.

A student may appeal the administrative disposition of a violation by following the procedure outlined below.

**Appeal Procedure**

Appeals Committee: When a student appeals the administrative disposition of a violation, he or she is entitled to limited due process including a hearing before an Appeals Committee. A written request for a hearing must be made to the Vice President of Instruction and Student Services on or before the fifteenth business day following the mailing of the certified letter which describes the administrative disposition.

The Appeals Committee will be selected by the President of the College. The Committee shall consist of two teaching faculty members, one administrative faculty member, one classified staff person, and one student. The President will select the chairperson from among the committee members. All members of the committee are eligible to vote in the hearing.

Notice: The chairperson of the Appeals Committee shall set the date, time and place for the hearing, and the Vice President will send notice of the hearing to the student by certified letter at the student’s address of record. This notice shall be mailed within five business days of the receipt of the student’s written request for a hearing and the hearing date will be set for at least one week after the date the certified letter is mailed. The Vice President, or the committee chairperson may, for good cause, postpone the hearing so long as all interested parties are notified of the new hearing date, time and place, and the new date is set at least one week after the notice of postponement is sent to the student. Every effort should be made by all involved parties to conduct the hearing at the earliest date available.

Procedure

The Appeals Committee will determine whether or not to uphold the administrative disposition determined by the Vice President. The chairperson shall provide reasonable opportunities for witnesses to be heard. Legal rules of evidence do not apply to hearings before the Appeals Committee. Counsel for any and all parties may be present, but they cannot act on behalf of the party they represent. The committee chairperson may admit any pertinent information and may exclude irrelevant, immaterial and unduly repetitious evidence. The hearing shall proceed generally as follows:
1. The chairperson presents the allegations against the student, along with the administrative disposition of each allegation which the Vice President of Instruction and Student Services imposed.

2. The student presents the basis for appealing the administrative disposition.

3. At the discretion of the committee chairperson, the student, the Vice President, and other witnesses may be interviewed by the committee. However, the student may not be compelled to testify against himself or herself.

4. All evidence shall be offered to the committee during the hearing and made part of the hearing record.

5. Committee members may freely question witnesses.

6. The committee will vote the issue of whether or not to uphold the administrative disposition of each violation. The committee shall state in writing, for each alleged violation, whether they support the administrative disposition and the sanction imposed. The committee can uphold the administrative disposition or recommend a different sanction which may not exceed the sanction imposed by the Vice President.

   The decision of a simple majority of the members of the committee shall be submitted as the final decision of the committee. The decision of the committee is final and binding.

   Record: The hearing record shall include:
   1. a copy of the notices sent to the student as described above,
   2. all documentary and other evidence offered or admitted in evidence,
   3. written motions, pleas, and any other materials considered by the committee, and
   4. the committee’s finding.

   The hearing record will be forwarded to the Vice President of Instruction and Student Services where it will be securely maintained. If the committee upholds the administrative disposition, a record of the committee’s finding will also be placed in the student’s academic file in the Admissions and Records Office.

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**Student Government Association Constitution**

Copies of the Student Government Association Constitution are available in the office of the Student Activities Director, located in the Houff Student Center.

**Student Organization Guidelines**

I. Organizations may be established within the College for any lawful purpose. Affiliation with an extramural organization such as a national society shall not in itself, disqualify the College branch or chapter from institution privileges.

   A. All students and faculty sponsors or advisors of clubs, organizations, and activities, wishing to organize, must apply to the College for official recognition. A packet of registration materials, including a copy of the College policies, is available from the office of the Student Activities Director. Several documents must be completed and submitted to the Student Activities Director.
   1. a constitution or statement of purpose;
   2. the name of the faculty advisor;
   3. a current list of officers; and
   4. the date, time, and place of regularly scheduled meetings.

   B. After receipt of these completed documents, the Student Activities Director will take the following action:
   1. File the organization’s petition for official recognition with the various documents noted above and seek administrative approval.
   2. Respond in writing, with respect to the official action taken on the organization’s request for official recognition.
C. Recognition of an organization does not imply approval or disapproval of the aims, objectives, policies, and activities of the organization.

D. Any organization which fails to maintain a current advisor, officers, or schedule of meetings, or engages in illegal activities on or off campus, may have sanctions imposed against it. These sanctions may include admonition, probation, restitution, and withdrawal of college recognition.

E. College facilities may be assigned by the President of the College or his designee to college organizations and community civic groups for regular business meetings, social programs and other programs open to the public. If, in the opinion of the President, the group poses a serious threat to the continued well-being and safety of the institution, the use of facilities may be denied. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.

II. A student group, or organization of the College may distribute non-commercial written material on campus without prior approval providing such distribution does not disrupt the operations of the institution. Editorial freedom of the student press entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission. All student communications shall explicitly state an editorial policy on the editorial page to the effect that opinions expressed are not necessarily those of the College or its student body.

Student Photographs

Photographs taken of individual students or groups of students in classrooms, the student lounge, and outdoors on campus, may be used by the College for release to newspapers or other media and for reproduction in the College’s publications.

If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken, or notify the Coordinator of Public Relations within 24 hours after the photograph is taken.

Substance Abuse Policy

Blue Ridge Community College is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that College employees and students perform their duties unimpaired by the effects of drugs or alcohol. The unlawful possession, use or distribution of controlled substances and alcohol on College premises or as a part of any of the College’s activities, by students and employees, is prohibited. College employees and students are to perform their assigned duties unimpaired by the effects of drugs or alcohol. Visit the following URL (www.brcc.edu/student/handbook/policy/substance.htm) for complete information regarding the Substance Abuse Policy.

Weather Related and Emergency Closings

When severe weather or emergencies (snow, ice, flooding, power failures) require the College to be closed, notification will be made through announcements by the greeting message on the College main telephone number (540-234-9261) and by local radio and television stations. The options for normal announcements, including any for delayed class times, are published in the BRCC Weekly and on-line at (www.brcc.edu/student/weather.htm). In the absence of any announcement, the College is open and students are expected to be in attendance.

Since the College serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas. In the event that a student must miss a class for weather-related or emergency conditions, the student is obligated to notify the instructor as soon as possible and arrange for appropriate make-up work.
Resources for Students

Bookstore

The College Bookstore is located in Houff Student Center and provides textbooks, supplies and miscellaneous items throughout the year. Regular hours of operation are Monday-Thursday, 9:00 a.m.-6:30 p.m., and Friday, 9:00 a.m.-1:00 p.m., unless otherwise posted.

Students may return or exchange new or used textbooks within 15 calendar days of the start of classes provided books are unused, in new saleable condition, with no markings, and the student presents a corresponding dated cash register receipt. All additional return policies are posted in the bookstore.

The College Bookstore buys back used books according to a schedule posted in the bookstore.

Bulletin Boards

Bulletin boards are in all College buildings. Posting of information and/or announcements must be placed on the appropriate bulletin board. All postings must comply with the standards described in the BRCC Posting Policy, available from Academic Support Services or on the Internet at www.brcc.edu/postings.htm

Computers for Student Use

Computer support for students is available on the Weyers Cave campus in room F112 seven days a week. Hours are posted in the lab, on the internet at: (http://www.brcc.edu/computer_lab/) or call ext. 2219 for details. Other networked computing labs at Weyers Cave (F108, F109, F110, F115) are available to students when they are not being used for classes. There are also networked computers available for student use in the Houff Library and Learning Lab. Additional computing facilities are available at the BRCC Harrisonburg Center and at the Augusta Center on the Augusta Medical Center Campus (hours may vary).

Students should use only their official VCCS email accounts to communicate with College faculty, staff, and administrators. Similarly, students should check their VCCS accounts on a daily basis in order to remain informed of College and VCCS communications. If students make queries to BRCC or VCCS administrative offices or faculty from non-VCCS email accounts (such as Hotmail or AOL), they will be asked to resubmit their query using the official VCCS account.

Directory of Community Resources

(AIDS, Domestic Violence, Sexual Assault and Substance Abuse)

AIDS

AIDS HOTLINE .................................................................(800) 533-4148
Valley AIDS Network .....................................................(540) 564-0448

Local Health Departments

Augusta-Staunton ...........................................................(540) 332-7830
Augusta-Waynesboro .....................................................(540) 949-0137
Rockingham-Harrisonburg ............................................(540) 574-5100
Highland County .............................................................(540) 468-2270

Domestic Violence

Child Abuse and Neglect Hotline ..................................(800) 552-7096
First Step - A Response to Domestic Violence, Inc.
129 Franklin Street
Harrisonburg, VA 22801 .................................................(540) 434-0295
Sexual Assault

CASA  (540) 434-2272
Citizens Against Sexual Assault (CASA) is a private, non-profit organization that provides crisis intervention, victim assistance, and community education services.

New Directions Center office: .......................(540) 885-7273 or 800-56-HAVEN, direct: (540) 886-6800
The New Directions Center is a private, non-profit organization that provides crisis intervention, victim assistance, and education services to the Staunton, Waynesboro, and Augusta County area.

Substance Abuse

ASAP
250 E. Elizabeth St., Suite 105 .................................................................(540) 434-0154
Harrisonburg, VA  22801

ASAP ...............................................................................................(540) 943-4405
2 Holiday Court
Staunton, VA  24401

Alcoholics Anonymous
18 W. Beverly Street
Staunton, VA,  24401 ..............................................................................(540) 885-6912

Waynesboro, VA (540)949-7777, Harrisonburg, VA..............................(540) 434-8870

Augusta Medical Center Recovery Choice
Route 608
P.O. Box 1000
Fishersville, VA  22939,  (540) 932-4080 or (540) 332-4080 or toll free 800-932-0262, ext. 4080
This agency provides a number of alternatives best suited to treat individual problems with regard to chemical dependency. It offers both in-patient and out-patient programs, and free consultation and evaluation.

Harrisonburg-Rockingham Community Services Board
Recovery Unlimited
1241 N. Main Street
Harrisonburg, VA  22801 .................................................................(540) 434-1941
This program allows the chemically dependent person to live at home and continue employment throughout treatment.

Mental Health Association of Augusta
Professional Building, Room 108
Staunton, VA  24401 (540) 886-7181 or ..............................................(540) 949-0169

New Hope Detoxification Center
c/o Valley Community Services Board
110 W. Johnson Street
Staunton, VA  24401 ..............................................................................(540) 332-8190
Major goals are to detox safely from alcohol and other drugs, educate clients about addiction and recovery and assist clients in referral to in-patient or out-patient treatment.

University of Virginia Addiction Treatment Services
Northridge facility of the University of Virginia
2955 Ivy Road, Suite 210
Health Sciences Center
Charlottesville, VA, 22901 .................................................................(804) 243-4646
Services include detoxification, acute in-patient care, intensive day program, intensive out-patient program, and after-care groups.

Valley Community Services Board
Substance Abuse Services
110 W. Johnson Street
Staunton, VA  24401 .................................................................(540) 887-3200
Emergency Information

Accidents and Injuries

If a serious accident or serious injury has occurred, any faculty, staff, student or visitor witness should call 911. The witness to the emergency should then follow the internal reporting procedure outlined below. The internal reporting procedure should also be followed for all accidents or injuries that are less serious in nature and which do not require immediate medical or police assistance.

Internal Reporting Procedure

All injuries, accidents and emergencies are to be reported to the College Information Specialist (by dialing “0”) and/or the Security Officer on duty by dialing 2370 and providing the person who answers with a description of what has occurred.

Please note: The College is not equipped to provide medical services on campus. However, a first aid kit has been placed in each laboratory and shop, in the Student Services reception area, and in the Business Office. A portable electronic defibrillator is located in E/F Hallway, preferably to be used by an appropriately trained individual.

Contacting Students on Campus Regarding Off-Campus Emergencies

Emergency calls will be transferred to the Counseling Center and an attempt will be made to locate and inform the student. The Counseling Center maintains the right to inquire into the nature of the emergency, the identity of the caller, and to determine whether interruption of a class is justified. Incoming calls of a non-emergency nature will be posted on the chalkboard in the Lobby of Houff Student Center.

Food Service and Student Lounge

The food service, located in the student lounge on the ground floor of Houff Student Center, provides hot and cold entrees. Normal hours of operation during fall and spring semesters are 8:00 a.m. until 7:00 p.m. Monday-Thursday and 8:00 a.m. until 1:00 p.m. on Fridays. Summer semester hours are 8:00 a.m. until 1:00 p.m. Monday-Thursday. At other times, food machines are available in the lounge. The lounge is open for student use any time the College is open.

Houff Library

The Houff Library provides access to a broad range of print and digital resources that support courses offered at the College. The current collection includes over 50,000 volumes and approximately 10,000 print and online journal subscriptions. The library maintains a sizable children’s book section and a local Virginia Collection. The library participates in resource sharing through memberships in VIVA (Virtual Library of Virginia), SOLINET (Southeastern Library Network), and the VCCS (Virginia Community College System).

Identification Cards

Student identification cards are available to students enrolled in college credit courses. Identification cards may be obtained from the Student Activities Office at designated times in the beginning of each semester. Students are not required to obtain an identification card.

License Plates

License plates featuring the Blue Ridge Community College logo are available for purchase from the Department of Motor Vehicles (DMV). Blue Ridge plates can be ordered at DMV offices across the state by filling out an application. They can also be ordered on-line at www.dmv.state.va.us. The plates cost $25 in addition to the regular DMV registration fee.

Lockers

Lockers for student use are located in the corridors of most academic buildings (A, B, D, E, F). The lockers are free and are available on a first-come, first-served basis. Choose a locker number and see the College Information Specialist located in the Houff Student Center. The closest available locker to that number will be provided to the student. In May of each year, all locks are removed.
from lockers and the contents are discarded. Students should remove their belongings at the end of each academic year as locker combinations are changed the third week of each May.

**Lost and Found**

Lost and found is located in the Office of Admissions and Records in the Houff Student Center. Ordinary items which are turned in may be claimed during office hours. An effort will be made to locate owners of particularly valuable articles.

The College assumes no responsibility or liability for lost or stolen property. Valuables should be protected and marked appropriately. Academic Support Services will dispose of items not claimed after 30 days.

**Meeting Rooms**

If students wish to use rooms to conduct meetings or other activities, they should check on the availability of the room with the Division Office in the Houff Student Center.

**Peer Tutoring**

The College offers one-on-one and small group academic support to students. The concept of students tutoring students has proven to be a successful, enriching endeavor for participants. This service is coordinated through the Learning Assistance Center and involves no cost for those who participate. The College pays qualified tutors a competitive wage.

Application to become a tutor, or to receive assistance, can be obtained from the Coordinator of Student Activities in the Houff Student Center.

**Social Security Number**

Disclosure of your social security number is not required at this time, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per Section 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 Code of Federal Regulations Part 668.36. The VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.

**Student Development (SDV) Courses**

A one-credit student development course is required for graduation in all degree and diploma programs and in some certificate programs. The purpose of student development courses is to help new students be successful in college and to acquire practical information about career exploration, college resources and services, study skills, time and stress management, and educational opportunities. Students who have completed a two-year or four-year academic degree program or the equivalent of 60 credit hours or more at another regionally accredited college or university, may request a waiver of the required student development course.

**Student Health Insurance**

Contact the Office of Admissions and Records for a list of providers of Student Health Insurance.

**Telephones**

Pay telephones are available on campus for public use. The pay telephones in F building and the Houff Student Center are also teletype equipped for those with hearing impairments. The pay telephone in F building is located at the northwest corner of F in the corridor between E and F. All other phones on campus are for official College business only.
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
</tr>
<tr>
<td>Academic Advising</td>
</tr>
<tr>
<td>Advising Table for Specific Allied Health Programs</td>
</tr>
<tr>
<td>Allied Health Programs</td>
</tr>
<tr>
<td>Dismissal</td>
</tr>
<tr>
<td>Information</td>
</tr>
<tr>
<td>Honesty</td>
</tr>
<tr>
<td>Load</td>
</tr>
<tr>
<td>Probation</td>
</tr>
<tr>
<td>Renewal</td>
</tr>
<tr>
<td>Standing</td>
</tr>
<tr>
<td>Support</td>
</tr>
<tr>
<td>Suspension</td>
</tr>
<tr>
<td>Warning</td>
</tr>
<tr>
<td>Accidents and Injuries</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Accreditation</td>
</tr>
<tr>
<td>Active Service Duty Benefits</td>
</tr>
<tr>
<td>Administration, Faculty and Staff</td>
</tr>
<tr>
<td>Administration of Justice</td>
</tr>
<tr>
<td>Career Studies Certificate Option</td>
</tr>
<tr>
<td>Curriculum Advisory Committee</td>
</tr>
<tr>
<td>Transfer Option</td>
</tr>
<tr>
<td>Administrative Support Technology</td>
</tr>
<tr>
<td>Administrator Emeritus</td>
</tr>
<tr>
<td>Admission Requirements</td>
</tr>
<tr>
<td>Admission to the College</td>
</tr>
<tr>
<td>Admissions and Records</td>
</tr>
<tr>
<td>Advanced Conversational Spanish</td>
</tr>
<tr>
<td>Advanced Standing Information</td>
</tr>
<tr>
<td>Agricultural/Environmental Related Occupations Advisory Committee</td>
</tr>
<tr>
<td>AIDS</td>
</tr>
<tr>
<td>Aid Available</td>
</tr>
<tr>
<td>American Sign Language</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>Complaint Procedure</td>
</tr>
<tr>
<td>Anthony and Jessie Zaccaria Memorial Scholarship</td>
</tr>
<tr>
<td>Appeal Procedure</td>
</tr>
<tr>
<td>Applications in Law Enforcement</td>
</tr>
<tr>
<td>Approved Elective Courses</td>
</tr>
<tr>
<td>Arboriculture</td>
</tr>
<tr>
<td>Architecture</td>
</tr>
<tr>
<td>Art</td>
</tr>
<tr>
<td>Curriculum Advisory Committee</td>
</tr>
<tr>
<td>Associate of Applied Science (A.A.S.)</td>
</tr>
<tr>
<td>Associate of Arts and Science (A.A.S.)</td>
</tr>
<tr>
<td>Astronomy</td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td>Auditing a Course</td>
</tr>
<tr>
<td>Augusta Center at AMC</td>
</tr>
<tr>
<td>Automated Manufacturing Foundations</td>
</tr>
<tr>
<td>Automation in Manufacturing</td>
</tr>
<tr>
<td>Automotive Analysis and Repair</td>
</tr>
<tr>
<td>Occupations Advisory Committee</td>
</tr>
<tr>
<td>Aviation</td>
</tr>
</tbody>
</table>

**B**

| Bachelor’s Degree Opportunities | 31 |
| Basic Office Skills | 55, 94 |
| Biology | 109 |
| Blue Ridge Community College Board | 1555 |
| Locations vi |
| Books, Tools, and Supplies | 11 |
| Bookstore | 176 |
| B RCC |
| Buildings iv |
| Educational Foundation |
| Scholarships 17 |
| Faculty Senate Endowed Scholarship 17 |
| Support Staff Association Scholarship 178 |
| Brenda F. Wilkinson Scholarship in Nursing 17 |
| Bulletin Boards | 176 |
| Business Management | 52 |
| Business Management and Administration | 110 |
| Business Office vii |
| Business Technologies |
| Curriculum Advisory Committee | 158 |

**C**

| Campus Crime Report | 166 |
| Map v |
| Career Switcher 37 |
| Career Services | 34 |
| Catalog Used for Graduation | 28 |
| Change of Registration | 25 |
| Charles Pascale Memorial Scholarship | 18 |
| Chemistry | 112 |
| Children on Campus | 166 |
| Class Cancellation Policy | 23 |
| Classification of Students | 8 |
| College Calendar 2006-2007 | ii |
| College Location vi |
| College Policies | 166 |
| College Preparedness Testing v, vii, 34 |
| College/University Transfer | 57 |
| Radiologic Technology | 59 |
| Teacher Education | 60 |
| Commercial Driving School | 37 |
| Comprehensive Student Fee | 10 |
| Computer and Electronics Technology | 64 |
| Computer Network Technologies Specialization | 65 |
| Computer Applications for Professionals | 71, 95 |
| Computer Competency Requirements | 5 |
| Computer Ethics Guidelines | 166 |
| Computer Network Technologies 65, 72, 95 |
| Computer-Aided Drafting (CAD) 77, 94 |
| Design Technology | 76 |
| Computer Science | 72, 95, 112 |
| Computer Training Center | 37 |
| Computers for Student Use | 35, 176 |
| ComSonics Electronics Scholarship | 15 |

Concurrent High School Student Admission 8
Contacting Students on Campus Regarding Off-Campus Emergencies 178
Cooperative Education Program with Mary Baldwin College 32
Counseling 34
Counseling Center v, vii

**Course**

| Descriptions | 101 |
| Hours | 101 |
| Numbers | 101 |
| Offerings | 101 |
| Prerequisites | 101 |
| Repeat Policy | 23 |
| Credits | 23 |
| Culinary Arts and Management | 67 |
| Curriculum Students | 7 |

**D**

| Daily News-Record/Mims Achievement Award | 16 |
| Dean Emeritus | 161 |
| Deans’ Office vii |
| Degree, Diploma, Certificate & Career Certificate Programs ix, 24 |
| Developmental Course Credits | 24 |
| Diploma ix |
| Directions vi |
| Directory of Community Resources | 176 |
| Disability Services | 34 |
| Disciplinary Guidelines | 172 |
| Disciplinary Guidelines and Procedures | 172 |
| Disclaimer ii |
| Distance Learning | 31 |
| Domestic Violence | 176 |
| Domicile Appeals Process | 11, 168 |
| Drafting | 113 |
| Dual Enrollment High School Student Admission | 8 |

**E**

| E-Commerce for Small Business | 95 |
| Economics | 114 |
| Education | 115 |
| Educational Foundation Board of Directors | 156 |
| Electronics Technology | 115 |
| Occupations Advisory Committee | 158 |
| Eligibility for In-State Tuition Rates | 11 |
| Emergency Information | 178 |
| Reporting Procedure | 178 |
| Enforcement Procedure |
| Computer Ethics | 167 |
| Engineering | 78, 117 |
| English | 118 |
| Enrollment Priorities | 9 |
| Equal Opportunity/Affirmative Action Policy Statement ii |
| Equine Management | 120 |
2006-2007 BRCC Catalog and Student Handbook

F
Final Examinations 25
Grades 26
Financial Aid vii, 12
Program Refund Policy 14
Finance and Administration vii
Financial Services 120
Fine Arts 48
Food Service and Student Lounge 178
Forestry 121
Full-Time Administrative Faculty 160
Full-Time Faculty 161
Full-Time Staff 164

G
General Admission to the College 7
General Education Outcomes 3
General Eligibility Requirements 12
Geographical Information Systems 121
Geography 121
Geology 121
Gerontology 96
Good Standing 27
Grade Appeal Procedure 26
Grade Point Average 25
Grades for College-Level Courses 25
Grades for Developmental Studies 24
Graduation 28
Benefits 28
Requirements 29
Graduation Honors 29

H
Harrisonburg Center vi
Harrisonburg Jaycees Scholarship 14
Health 122
Health Information Technology 123
Health Sciences 84, 91
Henry Clark Scholarship 17
High School Student Enrollment 8
History 124
Honor Code 29
Honors Program 30
Horticulture 96, 125
Houff Family Scholarships 14
Houff Family Scholarships for Area High Schools 16
Houff Library 35, 178
Human Services 68, 126, 158
Humanities 127

I
Identification Cards 178
Indirect Costs 12
Industrial Engineering Technology 128
Information Systems Technology 70
Information Technology 73, 96
Computer Network Technologies 72
Database 128
Essentials 129
Networking 131
Occupations Advisory Committee 158
Programming 132
Institutional Aid Programs 14
Institutional Development vii
Instruction and Student Services vii
Internal Reporting Procedure 178
International Students 9

J, K
James Armstrong Scholarship 17
John W. Clore, Jr. Scholarship 15
Joseph Nielsen Scholarship 16

L
Leadership and Supervision 55, 97
Learning Can Be Fun 38
Learning Assistance Center vii, 35
Leisure Activities and Self-Improvement Courses 38
Letter Grades 25
Library vii, 35, 178
License Plates 178
Lloyd Meadows Memorial Scholarship 15
Local and State Boards 155
Lockers 178
Lost and Found 179

M
Machine Technology 134
Management 52
Administrative & Information Specialization 53
Manufacturing Technology 86
Marketing 134
Mary Baldwin College Cooperative Education Program vii, 32
Mathematics 135
Mechanical Design Technology 75
Electives 79
Occupations Advisory Committee 159
Mechanical Engineering Technology 75, 137
Medical Coding (Hospital and Office) 97
Meeting Rooms 179
Mental Health 138
Merit List 27
MGW Communications Scholarship 16
Minimum Requirements for Associate Degrees 25
Mission 1
Mr. and Mrs. Rodney L. Martin Vet Tech Scholarship 18
Multimedia Development and Integration 73, 98
Music 138

N
Natural Science (Astronomy) 139
Non-Curriculum Students 7
Non-Payment of Financial Obligations 12
Notification of Rights Under FERPA 19
NTELOS Communications Scholarship 15
Nursing 80, 139
Application and Admission to the Clinical Component 80
Pre-clinical studies for LPN Students 83
Pre-clinical studies for Traditional Students 82
Pre-clinical studies for Online Students 83
Occupations Advisory Committee 159

O
Off-Campus Programs: Harrisonburg and Augusta Centers vi, vii
Office Guide and Telephone Numbers vii
Ola M. Hoover Scholarship 17
Old Dominion University
TELETECHNET viii, 32

P
Parking and Traffic Safety 169
Peer Tutoring 34, 179
Personnel 155
Pets on Campus 169
Phi Theta Kappa Honor Society 30
Philosophy 142
Photography 142
Physical Education and Recreation 142
Physics 145
Political Science 145
Preparedness Testing viii
President Emeritus 161
President’s Full-Time Staff 160
President’s List 27
President’s Office viii
Professional and Career Development 38
Professor Emeriti 163
Programs of Study 41
Psychology 145

Q
Quality Control 77, 98
Quality Improvement 56, 98

R
Radiography Curriculum Advisory Committee 159
Radiologic Technology 59
Real Estate 146
Records Disposal 10
Religion 147
Resources for Students 177
Riddleberger Brothers Endowment 16
Rights Under FERPA 19
S
Safety 147
Scholarship Assistance 14
Scholarship Programs 14
Adult 14
Arboriculture 14
Automotive Analysis and Repair 15
Business 15
College Transfer 15
Electronics Technology 15
High School Seniors/Entering Freshmen 15
Mechanical Design/Engineering Technology 16
Nursing 16
Open Scholarships 17
Returning Sophomore Students 18
Veterinary Technology 18
S.G.A. High School Scholarships 16
S.G.A. Open Scholarships 18
Safety 147
Sandra Bonin Anderson Scholarship 17
Senior Citizen Registration (Non-Credit) 39
Senior Citizens 9
Service Area Map vi
Services, Houff Library vii, 35
Services for Students 34
Sexual Assault 177
Sexual Misconduct Policy 170
Shenandoah Valley Small Business Development Center 38
Shuttle Service 35
Sign Language (American) 106
Smoking, Eating, and Drinking Policies 170
Social Science 147
Social Security Number 179
Sociology 147
Spanish 148
Speech 149
State Board for Community Colleges 155
Statement on Student Rights and Responsibilities, Disciplinary, and Grievance Procedures 170
Student Activities 35
Contacting on Campus Regarding Off-Campus Emergencies 178
Development (SDV) Courses 150, 179
Government Association Constitution 174
Health Insurance 179
Level 10
Organization Guidelines 174
Photographs 175
Responsibilities 171
Rights 171
Status 10
Transferring from Other Colleges 9
Substance Abuse Policy 177
Sunnyside Communities/Kramer Nursing Scholarship 17
Suntrust Endowment 18

T
Teacher Education 60
Tech Prep 30
Technical Electives 79
Technology Fee 11
Telephones 179
Tractor-Trailer Driving School 37
Transcripts 10
Truck Driving 150
Tuition and Fees 10
Refunds 11
Tuition-Free Education for Certain Children 12
Types of Aid Available 13

V
Values 1
Veterans Educational Benefits 18
Veterinary Assisting 90, 98
Veterinary Technology 88, 151
Distance Education Program 89
Scholarship 18
Occupations Advisory Committee 159
Vice President’s List 27
Victor VanDessel & Irving Franklin Clark Scholarship 16
Virginia Community College System 155
Virginia War Orphans Educational Benefits 19
Vision 1

W-Z
Warren L. Braun Jr. Scholarship 17
Waynesboro Kiwanis Foundation Scholarship 18
Weather Related and Emergency Closings 175
Web Design 73, 99
Programming 74, 99
Weyers Cave Campus v, vi
What Faculty Expect of Students 2
What Students May Expect of Faculty 2
Women’s Resource Center 38, 160
Workforce Services and Continuing Education viii, 39
Workforce Services for Employers Needs Assessment 39
Customized Training 39
Job Analysis and Assessment 39
Zane D. Showker Scholarship 18